

Community Center Rental Fee Schedule and Reservation Form

The City of Antelope, Oregon has established the following fees for the use of the Community Center. The fee structure is two-tiered: level one is for those who at the time of reserving the center, hold a valid Post Office Box in the Antelope Post Office, and level two is for all others.

LEVEL ONE fees are:

Building rental:	\$ 50.00 per event, per day
Building rental WITH kitchen	\$100.00 per event, per day

LEVEL TWO fees are:

Building rental:	\$100.00 per event, per day
Building rental WITH kitchen	\$150.00 per event, per day

A deposit of \$50.00 is required regardless of whether it is a LEVEL ONE or LEVEL TWO rental. **If the building is returned clean – in the same condition as when rented, and there has been no violation of the rules, your deposit will be cheerfully refunded.**

The fee may be paid in advance in its entirety by check made out to CITY OF ANTELOPE. You may also pay by check with a \$50.00 reservation fee and the balance due at the time the event begins (not concludes).

See the following pages for the reservation form.

COMMUNITY CENTER RESERVATION FORM

CITY OF ANTELOPE, OREGON

admin@cityofantelope.us

This file is linked at: <http://cityofantelope.us/community-center>

Please contact our scheduling coordinator, Ms. Laura Taylor, and get a confirmed date for your usage of the facility, prior to sending in this form with your payment. You may contact her at the following:

Laura Taylor, 541-410-6021 or l.taylor@cityofantelope.us

If you have any problems, don't hesitate to email us at admin@cityofantelope.us

Once you have a date scheduled please download this file, fill out the requested information and mail it, along with your payment to:

City of Antelope
P.O. Box 105
Antelope, Oregon

Do not forget to read AND SIGN the rules and restrictions. You will not be granted access to the building without having signed your acknowledgment that you have read, understand and agree to the rules and restrictions. See page 2 of this form.

When the information has been received you will be contacted and given the name and phone number of the assigned responsible party from Antelope who will open the building for your event, and collect the remainder of the fee (if any).

Antelope Community Center Rental

Date(s) of Reservation _____

Total Rental Cost (from fee schedule on previous page) \$ _____

Deposit \$ _____ *Balance due at time of use (if any) \$* _____

Event (describe briefly) _____

Name & Contact info (ph# required, email requested) for the Responsible Party: _____

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RULES AND RESTRICTIONS

Because of recent problems with damage and carelessness we've been forced to establish this short list of requirements and by your signature below, by reserving the Community Center you are agreeing to abide by them and to insure your guests comply with this common-sense and good-neighbor policy.

- ◆ There will be no tobacco products or any recreational or illegal drug used or consumed in or on the building or the surrounding property (inside the fenced area).
- ◆ All children under the age of 18 yrs must be supervised by a responsible adult at all times.
- ◆ The lift chair is for the disabled. It is not a toy and must be used by or under the supervision of a competent adult. If you need help ask.
- ◆ Your usage operates on the basic premise of "pack it in, pack it out". We will supply garbage bags. If you wish the city to dispose of your trash, there will be a \$5.00 fee for each 30 gal bag that weighs no more than 20 pounds, which must be placed outside the entrance gate for pick up.
- ◆ Alcoholic beverages are not allowed in the building or anywhere on Community Center property.
- ◆ Pets are not allowed in the building. Please clean up after your pet if messes are made in the yard.
- ◆ Your deposit may be returned to you if the building and property are left clean and the rules have been followed faithfully.

I/we acknowledge that I/we have received a copy of these rules and agree to abide by them.

Print / sign

Date