

ROOM/DESCRIPTION	RESIDENT NON-PROFIT	NON-RESIDENT NON-PROFIT	RESIDENT	NON-RESIDENT
<b>Main Hall</b> (Capacity: 400 theater & 250 banquet) <b>4,000 sq. ft.</b>   Choose a theater/presentation style or a banquet style event. Included in the price are lobby, dressing room, tables & chairs, podium, coat racks & one facility staff person.	\$560/4 hrs. \$1,040/8 hrs. \$1,920/16 hrs.	\$600/4 hrs. \$1,120/8 hrs. \$2,080/16 hrs.	\$700/4 hrs. \$1,300/8 hrs. \$2,400/16 hrs.	\$750/4 hrs. \$1,400/8 hrs. \$2,600/16 hrs.
<b>Classroom A</b> (Capacity: 20 classroom & 30 lecture) <b>450 sq. ft.</b>   Choose classroom style with tables & chairs, or lecture style with chairs only. Included in price are tables & chairs, white board, sink, a dedicated entrance, & one facility staff person.	\$64/2 hrs. \$120/4 hrs. \$280/10 hrs.	\$72/2 hrs. \$136/4 hrs. \$312/10 hrs.	\$80/2 hrs. \$150/4 hrs. \$350/10 hrs.	\$90/2 hrs. \$170/4 hrs. \$390/10 hrs.
<b>Classroom B</b> (Capacity: 12 classroom & 20 lecture) <b>386 sq. ft.</b>   Choose classroom style with tables & chairs, or lecture style with chairs only. Included in price are tables, white board, & one facility staff person. This room is not ADA accessible.	\$64/2 hrs. \$120/4 hrs. \$280/10 hrs.	\$72/2 hrs. \$136/4 hrs. \$312/10 hrs.	\$80/2 hrs. \$150/4 hrs. \$350/10 hrs.	\$90/2 hrs. \$170/4 hrs. \$390/10 hrs.

MAIN HALL AMENITIES & EQUIPMENT		CLASSROOM AMENITIES & EQUIPMENT	
Chairs – folding padded chairs - 200 available	Included	Chairs – plastic classroom chairs (up to 30, as available)	Included
Tables – 66” round - 30 available; 6’ rectangle - 8 available; 31” bistro – 4 available, 5’ rectangle- 12 available	Included	Tables – 5’ rectangle (up to 12, as available)	Included
Theater seating (retractable seats with floor seats up to 400 capacity)	Included	Projector – (white board used as screen)	\$30
Pipe & Drape (60’ length, up to 10’ height)	\$175/day	Kitchen	\$50
Stage Riser (16 or 24” height & 12’ x 16’, 8’ x 24’ or any smaller footprint)	\$100/day	<b>STAFF CHARGES</b>	
Classroom (with Main Hall rental)	\$50/ 4 hrs. \$100/ 8+ hrs.	<i>Events may require additional facility monitors based on impact. An AV Technician is required for Advanced Technician package.</i>	
Lift (must provide operator certification)	\$200/day	Facility Monitor	Included
Piano (baby grand or digital)	\$50/day		
Kitchen	\$50/day		
Basic AV (Sound & Lights controlled from floor, one wireless microphone, music, video presentation input & projector with screen)	\$50/day	Additional Facility Monitor	\$15/hr
Advanced Tech* (Sound & lights controlled from booth- multiple mics, light cues, music, video presentation input & projector with screen)	\$120/day	AV Technician <i>*Required if using Advanced Tech</i>	\$35/hr

**GENERAL INFORMATION**

- Rentals include the use of tables & chairs. (Tablecloths, chair covers, dishes are not provided.)
- Complimentary Wi-Fi in in the building.
- Please include time in your rental period for set-up, decorating & clean-up.
- You are welcome to choose your own caterer, however there are NO onsite cooking facilities.
- Reservations require a signed rental agreement & fully refundable security deposit.** Balance due at least 30 days prior to event.
- Event insurance is required for all events with over 50 people &/or alcohol. Events with alcohol will require an additional liquor liability.**

<b>ARTS PRODUCTIONS</b> Please contact our office for separate pricing, requirements & guidelines.	<b>ONGOING RENTALS</b> Ongoing rentals are approved on case-by-case bases. Please contact our office for more information.	<b>RESERVATIONS</b> Please email application or questions to Chanda Hall <a href="mailto:HallC@SherwoodOregon.gov">HallC@SherwoodOregon.gov</a>
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# FACILITY RENTAL APPLICATION

Facility Rental Applications must be received a minimum of 10 business days prior to the rental date. **SUBMISSION OF A FACILITY RENTAL APPLICATION DOES NOT CONSTITUTE APPROVAL.** Please read through the Facility Rental Guidelines & Regulations prior to completing this form.

Name of Applicant \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Resident  Non-resident  For-profit  Non-profit  non profit Tax ID number \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Space & Time Requested			
Main Hall:	<input type="checkbox"/> 4HR	<input type="checkbox"/> 8HR	<input type="checkbox"/> 16HR
ClassroomA:	<input type="checkbox"/> 2HR	<input type="checkbox"/> 4HR	<input type="checkbox"/> 10HR
ClassroomB:	<input type="checkbox"/> 2HR	<input type="checkbox"/> 4HR	<input type="checkbox"/> 10HR

Event Name (if applicable) \_\_\_\_\_

Reservation Date \_\_\_\_\_ Estimated Number of Attendees \_\_\_\_\_

Rental Start Time \_\_\_\_\_ Set-up Time\* \_\_\_\_\_ minutes Clean-up Time\* \_\_\_\_\_ minutes

*\*Set-up & Clean-up must be at least 30 minutes each. Please see guidelines for cleanup requirements. If you are requesting to rent spaces for multiple dates and times, please attach a full schedule.*

Event Description \_\_\_\_\_

Will your event be open to the public?  Yes  No

Will you be charging for admission?  Yes  No

Will your event include any of the following: *Please see guidelines for insurance requirements.*

Food Catering Company \_\_\_\_\_

Alcohol Alcohol Caterer \_\_\_\_\_

DJ Music Company \_\_\_\_\_

Live Music Band Name \_\_\_\_\_

Other Equipment/Space Request(s):

- Basic Lights and Sound (Main Hall only) – *One microphone available & Controlled by the Renter from the main floor*
- Special Lights and Sound (Main Hall only) – *4 handhelds and 2 lapel mics available*      Mic Count: \_\_\_\_\_
- Screen & Projector – *Classroom and Main Hall*
- Podium
- Theater Seating – *Seats 389*
- Chairs – *200 available*      Count: \_\_\_\_\_
- Banquet Tables (rounds) – *30 available, 8 person capacity, 66" rounds*      Count: \_\_\_\_\_
- 6 Foot Rectangular Tables – *8 available*      Count: \_\_\_\_\_
- Bistro Tables – *4 available*      Count: \_\_\_\_\_
- Classroom – *with Main Hall rental*       4HR       8+HR
- Kitchen
- Piano       Digital       Baby Grand
- Pipe & Drape – *60' length, up to 10' height*
- Stage Riser – *16 or 24" height, 12 x 16' footprint*
- Lift – *must provide operator certification*

***I understand that this application in no way constitutes approval. I have read through the Sherwood Center for the Arts Facility Rental Guidelines & Regulations. I understand that City staff will contact me to notify me of any further requirements for my facility rental.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEPS IN FACILITY RENTAL PROCESS:**

- Step 1:** Fill out application and submit to the Center for the Arts:  
Email to: [HallC@SherwoodOregon.gov](mailto:HallC@SherwoodOregon.gov)  
Mail to: 22689 SW Pine Street, Sherwood, OR 97140  
Or drop it off in person! (Business hours, 10-6 M-F)
- Step 2:** *After approval*, submit deposit and signed contract to secure date\*
- Step 3:** Submit required paperwork as necessary – Certificates of Insurance, floor plan diagrams, proof of non-profit status, and schedule (for rentals with multiple dates)
- Step 4:** *30 days prior to event*, Submit final payment
- Step 5:** Have a great Event!

**\*Deposit cannot be received until a contract is created and signed**

## GENERAL

1. All Sherwood Center for the Arts facility rentals must be pre-approved by City of Sherwood staff. A Facility Use Contract will be issued upon review and approval of a submitted Facility Rental Application. Facility Use Contracts may be revoked at any time at the discretion of the Sherwood Center for the Arts Manager, for violation of any of the following rules and regulations.
2. The Facility Rental Application must be completed and signed by an adult, age 21 and over, who will attend, supervise, and be responsible for the entire rental period. Proof of residency or non-profit status is required at the time of application in order to receive the resident or non-profit rate.
3. Facility Use Contracts are non-transferrable. Sub-letting of rented space is prohibited.
4. Individual hours are not available for purchase – additional hours may added only by adding an additional block of time.
5. Facility Rental Applications will be accepted up to 3 months in advance for classroom rentals, and up to 12 months in advance for lobby and auditorium rentals. Applications must be received at least 10 business days prior to the requested rental date.
6. The Sherwood Center for the Arts must have at least 2 weeks advanced notice to book technicians for Advanced AV. Booking or changing to Advanced AV after this day may result in the Sherwood Center for the Art's inability to provide this service.
7. All promotional materials such as posters, newspaper ads, and other printed materials that mention the Sherwood Center for the Arts must incorporate the center's entire logo. The Sherwood Center for the Arts reserves the right to request final approval of all promotional materials for public events occurring in the facility.
8. Storage space is not provided for facility renters.
9. Any intended use of outside vendors must be disclosed in the application and, if permitted, shall comply with insurance procedures as required by the City of Sherwood.
10. The posted occupancy of City facilities shall not be exceeded at any time.
11. Smoking is prohibited in all City facilities, including restrooms, and within 25 feet of all entrances.
12. Only on-duty service animals are allowed in the facility.
13. Exits must remain unobstructed at all times in order to provide safe egress in the event of a fire or emergency. Do not block staircases, ramps, doors, or any other designated areas of egress.

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1. City staff will be assigned as building monitors for all facility rentals and shall have complete authority over the facility, equipment, participants, and activities that take place in the facility. City staff has the authority to request changes in activities or cessation of activities during the rental period.
2. The applicant must be present during the entire rental period and must be available to review the post-rental checklist with City staff. The only exception to this rule is when an honoree (i.e. bride or groom) is the applicant. In this case, the applicant must designate another attendee to review these checklists with City staff.

3. For all facility rentals involving youth ages 17 years and under, there shall be at least one adult for every 10 minors, who shall remain in the facility for the duration of the activity.
4. Minors must remain in the rented facility room and shall not be allowed to roam unattended.

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### EQUIPMENT, SET UP, AND DECORATIONS

1. Setup, breakdown, and cleaning must be done within the contracted rental period.
2. A set up diagram is due no less than 5 working days prior to the rental period.
3. The moving of any art, gallery installations, equipment, or non-rental furniture is strictly prohibited. Any violations may result in the forfeit of the rental deposit.
4. Nails, staples, tacks, and strong adhesive tape may NOT be used on any surface in the facility. Any damage resulting from the use of these products will result in the renter being charged fees to cover the damage.
5. No flammable materials, such as candles, are allowed in the facility.
6. No excessively messy products, such as silly string, bubbles, rice, or birdseed are to be used within the building or on the grounds of the facility.
7. No helium balloons are permitted in the facility, other than the classroom spaces.
8. Banners, or other large signage, may not be attached to the outside of the building. A-frame (sandwich board) signs are recommended. City staff reserves the right to request final approval of all promotional materials for events occurring in the facility.
9. The City offers equipment and supplies available to rent, along with your facility rental. A fee will be charged for the use of the City's equipment based on the City's current fee schedule.
10. City staff is not permitted to move any equipment or furnishings supplied by the applicant.
11. Due to limited space, storage of outside rental equipment will not be permitted.

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### FACILITY CLEAN UP

1. Renter agrees to return all rented spaces to their initial condition by the end of the rental period. A comprehensive cleaning checklist will be provided to the renter to ensure no areas are overlooked. If the facility requires additional janitorial service after the rental, including vacuuming, mopping, cleaning of furniture, or garbage removal, renter agrees to pay the cost of the additional services.
2. The City of Sherwood provides a limited amount of trash receptacles per room. Renters are responsible for providing any additional garbage and recycling receptacles to accommodate the needs of their event. After their event, renters are responsible for moving all garbage and recycling to the outside dumpster.
3. Food, beverages, or any other items left in the facility after the rental period will be disposed of.

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### USE OF ALCOHOL

1. The service or consumption of alcoholic beverages shall be in compliance with all applicable laws, including OLCC regulations. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.

2. Alcohol must be served by a licensed OLCC server.
3. Service and consumption of alcoholic beverages is restricted to the approved rented areas.
4. Alcohol may only be served and consumed by adults 21 years of age or older. If evidence is found that alcohol is being served without prior authorization by the City of Sherwood, or to a minor, the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.
5. Alcohol is not allowed when an event is designated for minors, such as school age award programs, birthday parties, and/or receptions.
6. Renter must obtain a full liquor liability premium policy, in addition to the general liability insurance required by the Liability and Insurance section of this document, and name the City of Sherwood as an additional named insured. Renter or caterer is responsible for the full cost of the required liability insurance and will be required to show proof of coverage prior to the commencement of any such rental period, and thereafter upon request.

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### **FEES, DEPOSITS, AND CANCELLATIONS**

1. A fully refundable security deposit in the amount of \$200 is required for all rentals. In order to secure a facility rental the security deposit must be submitted. The City of Sherwood will charge against this deposit if the facility use time exceeds the contracted rental period, if the facility is not adequately cleaned by the end of the rental period, or if damages occur during the rental period. The renter will be responsible for all additional charges that exceed the deposit amount. For rentals under \$200 in total fees, the security deposit will be \$50. For rentals under \$50 in total fees, full payment must be submitted to secure the facility rental.
2. The remaining balance of the facility rental fee is due no later than 30 days prior to the rental date. If the booking occurs less than 30 days prior to the event date, full payment will be required at the time of booking.
3. Setup, breakdown, and cleaning must be done within the contracted rental period. If facility use time exceeds the rental period stated on the contract, additional fees will be charged in one-hour increments. Additional charges will be deducted from renter's deposit or, if additional charges exceed deposited amount, the renter will be charged.
4. Renter agrees to return all rented spaces to their initial condition by the end of the rental period. Basic cleaning after an event is the responsibility of the renter and must be done during the contracted rental period. A comprehensive cleaning checklist will be provided to the renter to ensure no areas are overlooked. If the facility requires additional janitorial service after the rental, including but not limited to returning furniture to its place, vacuuming, mopping, or garbage removal, renter agrees to pay the cost of the additional services.
5. Cancellation of facility rentals prior to 30 days before the rental date shall receive a full refund of rental fees paid. Cancellation of facility rentals within 30 days of the rental date will forfeit all deposits collected. Cancellation within 48 hours of the rental date forfeits all rental fees.

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## LIABILITY AND INSURANCE

1. Renter acknowledges responsibility for liability arising out of the occupancy, maintenance, and/or use of all, or any part of, the rented facility and shall defend, indemnify, and hold harmless City and its officers, agents, volunteers, and employees against any and all liability, settlements, loss, damage, costs, and expenses arising from or in connection with any action, suit, demand, or claim resulting or allegedly resulting from, attributable in whole or in part to, or in any way connected with Renter's and Renter's officers', agents', volunteers', and employees' acts, omissions, activities, or services in the course of the occupancy, maintenance, and/or use of all, or any part of, the rented facility. Renter's activities are deemed to include those of its contractors.
2. Without limiting the foregoing, Renter acknowledges that the City of Sherwood does not assume any liability for any injury, loss, or damage of personal property.
3. Renter shall obtain at its expense, and maintain for the term of any rental period, occurrence form commercial general liability insurance for the protection of Renter, the City, its Councilors, officers, agents, volunteers, and employees. Such coverage shall be primary and non-contributory. Coverage shall include personal injury, bodily injury, including death, and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Renter's operations, in an amount not less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate. Such insurance shall name the City as an additional insured. All policies will provide for not less than thirty (30) calendar days' written notice to the City before they may be canceled. Prior to commencement of any rental period, and thereafter upon request, Renter shall furnish the City certificates of insurance and necessary endorsements evidencing the effective dates, amounts, and types of insurance required by this section.
4. Notwithstanding the foregoing, Renter will not be required to furnish a Certificate of Insurance for private events or activities with less than 50 participants, and no alcohol involved.
5. If approved in writing by the City, in the City's sole discretion, Renter may, in lieu of the insurance coverage and certificate requirements set forth in subsection 3 and the Use of Alcohol section above, provide evidence satisfactory to the City of a policy of self-insurance with coverage limits not less than the then-current liability limits for a local government under the Oregon Tort Claims Act. If so provided in said written approval, the City may in such cases also waive the additional insured requirements in subsection 3 and the Use of Alcohol section above, in its sole discretion.

\_\_\_\_\_  
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*I hereby knowingly and willingly assume any and all responsibility for, and assume the risk of any and all injury or damage to my person or my dependent child that might arise directly or indirectly as a result of participation in activities or use of the Sherwood Center for the Arts. I hereby expressly release, discharge, indemnify and save and hold harmless from any liability, causes of action including negligence, claims, and demands and damages of an kind, the City of Sherwood, and all employees and volunteers in their capacities as representatives of the City of Sherwood, its directors, officers and agents. It is my intention by signing this release that the same is binding not only on me, but my heirs, administrators, executors, successors, and assigns.*

*I have read, understand, and agree to all of the above facility rental rules and regulations in its entirety. I understand that non-compliance with these regulations may result in the cancellation of my facility rental and/or the forfeiture of all fees and deposits I have paid.*

X \_\_\_\_\_ Date: \_\_\_\_\_  
Renter's Signature

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_