



WASCO SCHOOL EVENTS CENTER

903 Barnett St. | P.O. Box 413 | Wasco, Oregon 97065 458-588-7836
www.wascoschooleventscenter.com wascoschoolec@gmail.com

Please contact us by email for faster response

Application for Facility Use

Return completed form, along with separate checks for rental fee and cleaning deposit, to the address above

Today's Date: _____ Contact Name: _____
Contact Phone: _____ Organization(if any): _____
Contact Email: _____
Mailing Address: _____

Room(s) Requested: Auditorium Kitchen Meeting Room Library Gym

Date of Event: _____ Time of Event: from _____ to _____

Type of Activity or Event: _____

Repeat or ongoing event? Schedule of use per week/month/year: _____

Number of attendees expected: Adults _____ Children _____

Are you serving food? Yes* No Serving alcohol? Yes** No

Are you having a bounce house? Yes No Dance floor? Yes No

MAXIMUM CAPACITY: We can host approximately 90 guests seated at dining tables or in rows in the Auditorium.

For standing room only, we can host as many as 225 guests. Meeting Room can accommodate 12 to 18 guests.

SPECIAL REQUIREMENTS FOR USE OF FACILITY

***FOOD:** For kitchen use, a photocopy of your Food Handlers Certificate should be provided.

****ALCOHOLIC BEVERAGES:** Alcoholic beverages are permitted during private special events. However, applicants who plan to sell tickets/products, charge admission, or sell or serve alcoholic beverages are required to obtain a Special Events License from the Oregon Liquor Control Commission at least 10 days prior to the event, and food must be available the entire time alcohol is served. WSEC must have a photocopy of the license prior to the event, and the original must be displayed at the event.

CLEANING/DAMAGE DEPOSIT: The cleaning/damage deposit must be received no later than two weeks after your application has been approved, or three days prior to the event, whichever comes first. If payment is not received within this time, your reservation may be subject to cancellation.

FACILITY RENTAL RATES

Rates double for full day use of 8 or more hours

Setup fee of \$50 - \$75 may apply for tables and chairs

Room	Rental Cost	(Refundable) Cleaning Deposit	or Cleaning Fee
<input type="checkbox"/> Auditorium	\$75 / 4 hrs / Up to 50 people	\$150	\$75
	\$125 / 4 hrs / Up to 100 people	\$200	\$100
	\$175 / 4 hrs / Up to 225 people	\$250	\$125
	<i>Special Rate for Children's Parties!</i> \$50 / 4 hrs / Up to 35 people	\$100	\$75
<input type="checkbox"/> Kitchen	\$25 / 4 hrs / For Serving and Prep	\$50	\$50
	\$50 / 4 hrs / For Cooking, Full Use	\$100	\$100
<input type="checkbox"/> Meeting Room <small>Seats 12-18 comfortably</small>	\$25 / 4 hrs	\$50	\$25
	\$50 / 8 hrs	\$50	\$25

DO YOU NEED ANY SPECIAL EQUIPMENT?

<input type="checkbox"/> Basic Audio/PA	\$15	Single Speaker, Microphone, Bluetooth/USB
<input type="checkbox"/> Projector/Screen	\$25	Includes Audio/PA System and Laptop
<input type="checkbox"/> Professional Audio	\$45	Dual Speakers, Freestanding Microphone
<input type="checkbox"/> Party Lighting	\$35	Disco lights, blacklights, stringlights
<input type="checkbox"/> Ambient Lighting	\$35	Programmable uplights and string lights
<input type="checkbox"/> Catering Equipment	\$45	Chafing dishes, platters, dispensers, etc.
<input type="checkbox"/> Playlist/Slideshow	TBD	Movie, Music, or Video Slideshow by request

NEED TABLECLOTHS? \$3 each

Black (Preferred)	# ___ Long	# ___ Round
White (Limited)	# ___ Long	# ___ Round
Hot Pink (Special)		# ___ Round

WSEC will clean tablecloths after event

NEED STAFF? \$25 per hour, per person

Available for planning/ coordinating, food service, security, setup/cleanup, ushers/greeters, and special requests

Ask us about seasonal decor, centerpiece options, and special birthday party packages! Cost and availability subject to change.

RENTAL AGREEMENT: I, the applicant, certify that the information given in this application is correct. I also state that I have the authority to submit this application for the group or organization that I represent and am the responsible party in this application. I have read, understand, and will observe the Wasco School Events Center Facility Use Procedures and Rules. I and the members of my group or organization will exercise the utmost care in the use of this facility and hold City of Wasco harmless from all liability resulting from use of this facility. The applicant is responsible for reading and following the attached Facility Use Procedures, and for following the Cleaning Checklist after the event. If you choose to not clean up after the event, the facility will keep your deposit to pay for janitorial services.

Applicant's Signature

Date

FOR OFFICE USE ONLY

Room Rented	# of Guests	Rental Fee	Deposit/Fee	Special Equipment	Total Due:

CITY OF WASCO

WASCO SCHOOL EVENTS CENTER

User Liability Release Form

Name of User/Business/Group (“USER”): _____

Phone Number: _____ **E-Mail:** _____

Address: _____

Area/Room(s) Being Requested: _____

Description of Activity: _____

Date(s) of Activity: _____

INDEMNIFICATION: In consideration of the use of the Wasco School Events Center (WSEC) property, User agrees to hold harmless, waive, release, indemnify, defend and discharge the City of Wasco and WSEC from all Liability and Claims arising from User’s use of the WSEC property. User agrees to these actions to the fullest extent allowed by law, which includes liability and claims arising from the WSEC’s negligent acts. WSEC includes its officers, agents, employees, volunteers, and representatives. “Liability and Claims” means demands for any value or benefit, such as lawsuits, tort claims, insurance claims, causes of action, fines, fees, costs (e.g. medical costs and attorney fees). User certifies and represents that it has the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of itself and its members, employees, agents, contractors, suppliers, or guests.

INSURANCE: When possible, the User is encouraged to carry, maintain, and provide proof of general liability insurance coverage with limits of not less than \$1,000,000 (one million dollars) per occurrence, and to name the City of Wasco and WSEC as a named insured under the general liability insurance policy.

PROPERTY DAMAGE: User agrees to reimburse WSEC for damage to WSEC property that is caused by User and User’s members, employees, agents, contractors, suppliers, or guests.

ALTERATION, ADDITION, OR IMPROVEMENT: User shall not make alterations, additions, or improvements to WSEC property or equipment. If User makes an alteration, addition, or improvement in breach of this agreement, then WSEC in its sole discretion may require User to remove the alteration, addition, or improvement, and restore the property to its original condition at licensee’s expense; these expressly stated remedies are in addition to all other available remedies.

REPAIRS, MAINTENANCE, AND CLEANUP: At User’s sole expense, User shall maintain in good repair the areas of the WSEC property utilized under this Agreement. As determined by WSEC’s sole discretion, User agrees to repair, replace, or compensate WSEC for any cleanup required, or for any damage sustained to WSEC property arising from User’s use of WSEC property. Upon User’s completion of use of WSEC property, the User shall leave the property in the same or better condition as received.

(User Liability Release Form . . . continued)

(User Liability Release Form . . . continued)

RIGHT OF ENTRANCE: WSEC retains the right to enter WSEC property at all times during the life of this Agreement, including the property being used by User under this Agreement.

ACCESSIBILITY: The WSEC warrants that the WSEC's facilities comply with all applicable regulations and guidelines of the Americans with Disabilities Act. The WSEC has made every effort to make its premises accessible by removal of barriers wherever reasonable, and has provided alternative services wherever barriers cannot not be reasonably removed. User shall be responsible for compliance with the ADA in connection with activities that are controlled by the Group.

ANTI-DISCRIMINATION POLICY: User warrants that it does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, or any other protected status. The WSEC reserves the right to deny use of WSEC facilities to groups that do not comply with the WSEC's anti-discrimination policy.

BLOODBORNE PATHOGEN: User agrees to adhere to the federal and state OSHA standards pertaining to bloodborne pathogens and any necessary cleanup of blood or other bodily fluids.

WSEC'S POLICIES: User agrees that the school property will be used in accordance with WSEC rules and Board policies. Note that smoking, the use of any drugs, or tobacco products are prohibited on all WSEC property, including buildings and outdoor areas.

MODIFICATIONS: No modifications, amendment, or alteration to the terms or conditions contained herein shall be effective unless contained in a written document and signed by the WSEC Facility Manager.

SEVERABILITY CLAUSE: This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

WAIVER: Failure by the WSEC to enforce any provision of this Agreement shall not be deemed a waiver of the provision or modification of this Agreement. A waiver by the WSEC of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be considered to be a modification of the terms of this Agreement.

User certifies to have read this document and fully understands its contents.

Name (Print): _____

Signature: _____

Date: _____



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FACILITY USE PROCEDURES AND RULES

The Wasco School Events Center Application for Facility Use and User Liability Release must be submitted in advance, with payment, to the WSEC Facility Manager by the organization or individual applicants.

Application/Payment Procedures

1. Reservations will be accepted by phone/email but must be confirmed in writing using the application form. Your date will not be confirmed until application has been submitted and approved by the Facility Manager.
2. Reservations may be made a minimum of one week or maximum of one year prior to desired date.
3. Rental fee and cleaning deposit are required to confirm your reservation and are due when application is submitted to the Facility Manager, payable by check or money order made out to Wasco School Events Center. In the event of cancellation, your fee and deposit will be refunded in full up to 48 hours before event. A full refund of the deposit will either be returned to the applicant by mail or shredded once cleanup is deemed satisfactory by the Facility Manager and there is no notable damage to the facility and/or amenities. The WSEC Facility Manager has full discretion in determining whether a refund is warranted.
4. The person signing the Facility Use Agreement will be considered the responsible party in the event of damage, theft, or disturbance during the reservation period.

General Facility Rules

1. All items brought into the building need to be removed by the end of the reservation period. Please leave the facilities in the same condition that you found them.
 2. Please take trash to the dumpster on the north side of the building. Lock combination will be provided.
 3. Please do not throw rice, birdseed, or confetti inside the building. Only birdseed is to be used outside. If you decorate with helium balloons, be sure they are weighted down and not allowed to rise into light fixtures and ceiling fans. No candles allowed, except in a situation such as a birthday where candles will be lit and then immediately blown out. When decorating, please use thumbtacks sparingly, or to limit them to bulletin boards. **Nails, tape and adhesives are not permitted.** Please do not remove pictures from walls without prior approval.
 4. Smoking, vaping and illegal drugs are not permitted inside this facility or on the property.
 5. Alcohol service and consumption is permitted at special events in WSEC. If you are expecting to sell alcohol, or have alcohol served at your event, you will need to contact the OLCC for criteria. You are responsible for meeting all requirements, including a Special Events License through the OLCC, as needed.
 6. It is the responsibility of the applicant to set up and move tables and chairs as desired. Please move furnishings back to their original position before leaving the facility. Fee may apply if WSEC sets up your tables and chairs.
 7. Only those rooms specified on the application will be available for use by the applicant. Please make arrangements for keys or access to the room(s) reserved with our Facility Manager. Applicant is responsible for making sure all outside doors are locked prior to leaving the building.
 8. All minors on premises must have adequate adult supervision. **Do not let children roam unattended.** Sherman Kids Zone is separate entity. To request access code, contact SKZ for membership agreement.
 9. The City of Wasco and WSEC are not responsible for accidents, injuries, damage, or loss of property.
 10. Misuse of the facility or failure to comply with these regulations will be sufficient reason for denying future use of this facility by the responsible party or organization, at the sole discretion of the Facility Manager.
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WASCO SCHOOL EVENTS CENTER

- CLEANING CHECKLIST -

When cleaning up after your event, please complete the following tasks as needed. If WSEC staff needs to clean up after your event, your cleaning deposit will go towards the janitorial services.

AUDITORIUM AND KITCHEN

- The Facility Manager will show you where brooms, rags and other cleaning supplies are located.
- Move tables and chairs back to their original position, unless otherwise directed by Facility Manager.
- Wipe down all tables, chairs, counters, and surfaces. Double check tables and chairs for crumbs, beverage spills, and food stains. Shake crumbs from tablecloths before sweeping the floor. Place dirty tablecloths in a pile on a table. WSEC will take them to the laundry after you're done.
- Sweep Kitchen and Auditorium with large dust mop. Spot clean floor with red spray-mop, located next to trash bins. Double check floors for crumbs, spills, and sticky messes, and wipe up as needed.
- If using the Kitchen, wash all dishes and place in drying rack. **Do Not Use Commercial Dishwasher. Three-step wash process required: Soapy hot water wash, hot water rinse, cool bleach water rinse.** Wipe down sink, counters, stovetop and surfaces, as needed. Turn off stove/ovens. Remove food and personal items from refrigerator. Please take all recycling materials with you when you're done.
- Garbage should be tied shut in large trash bags and put in the dumpster on the north side of the building. Dumpster padlock code will be provided. Please check restrooms, and empty wastebaskets if they are full. The Facility Manager will supply garbage bags for event use.
- Check restrooms to be sure all toilets have been flushed and trash is picked up. Be sure no water is left running in kitchen and both main floor restrooms.
- If **ANYONE** was upstairs for any reason, check restrooms and be sure no messes were left behind. If you visited Sherman Kids Zone, **PLEASE CLEAN UP ANY MESSES CREATED DURING CHILDREN'S PLAY.**
- Most building lights are on automatic sensors and will turn off on their own after you leave.
- Check all exit doors and make sure they are latched. There are two exit doors in the cafeteria and one set of doors on each end of the main floor hallway. You are responsible for making sure the building is locked when you leave. If the side doors are not latched, the building's alarm will be set off after you leave. Instructions for locking up and setting the alarm are posted at the front entry. Please contact the Facility Manager if you have any questions about locking up or setting the alarm.

MEETING ROOM, LIBRARY AND CLASSROOMS

- Wipe down tables and chairs as needed. A vacuum will be provided by Facility Manager.
- Move tables and chairs back to their original position, unless otherwise directed by Facility Manager.
- If wastebaskets are full, or if they were used for food waste, please tie bag shut and take to dumpster.
- Please turn off/turn down any heaters or air conditioners in use. Turn off the lights on your way out.

Please remember to return keys to the Facility Manager or Volunteer Maintenance Staff. Thank you very much for helping to keep our wonderful historic facility clean.

NOTE: If your organization does not wish to clean after the event, we'll be happy to charge a cleaning fee instead of a refundable deposit. Please let the Facility Manager know before your event.