



City of Oregon City
Community Development
COMMUNITY ROOM
695 Warner Parrott Rd ~ (503) 722-3789

RESERVATION FORM

Email completed form to ocplanning@orcify.org

- Event Type: ☐ Association Meeting - Name of Neighborhood Association: _____
- ☐ Government Meeting - Name of Government Entity: _____
- ☐ Other (\$25 room use fee per meeting): _____

Date(s) Requesting

Timeframe Requested (include set-up and & clean up)

Description of Event

Estimated Attendance (Maximum 70)

COMMUNITY ROOM USE POLICY

Community Development, its officers and employees, shall herein be referred to as the “City” and applicants for use of City facilities, their agents and/or representatives shall be referred to as “USER”.

GENERAL TERMS

1. User agrees to be responsible for the conduct of the persons present in the Community Room and areas around the building including equipment and other items used in the Community Room. They shall also be responsible for damages beyond normal wear and tear.
2. Closing time for all usage shall be no later than 10pm, unless approved by Community Development Director. Closing time means when all the cleanup is done and everyone has left the building.
3. User agrees to not have any alcohol on the premises.
4. User agrees to sign the Indemnity agreement below.

Indemnity Agreement

In consideration of the issuance of permission by the City of Oregon City, the undersigned hereby agrees to indemnify and hold the City of Oregon City, the City Commissioners and the officers, agents, employees of the City harmless, including any claims, actions and judgment against the City, from:

1. All liability, damage, loss cost of expense, including, but not limited to attorney fees, that the indemnities may sustain or incur on account of any damage to or destruction of any property that the City may own or in which it may have interest.
2. All liability, damage, loss cost of expense, including, but not limited to attorney fees, due to any damage to or destruction of any City property or property belonging to any person, firm or corporation; and
3. All liability, damage loss, cost of expense, including, but not limited to attorney fees, due to any damage resulting from personal injury to or death of any person or persons resulting from or in any way connected with the use by the permittee, its agents, or employees, to which the permission pertains.

☐ I have read and understand the Community Room Policy and the Indemnity Agreement.

Signature of Responsible Person

Date

Printed Name of Responsible Person

Email

Address of Responsible Party

Phone

Emergency phone

Email

CITY USE:

- ☐ Reservation Form completed
☐ Community Room Use Policy & Indemnity Agreement signed and dated
☐ Fee paid, if applicable

City Approved Date: _____

City Approval By: _____

Invoice sent Date: _____