



Cottage Grove Community Center | 700 East Gibbs Avenue, Cottage Grove, OR 97424 | Tel: 541-942-1185

Community Center Facility Use Agreement Terms and Conditions of Use

The Lessee or Renter are responsible for the safekeeping of the facility for use during the reserved activity, for all payments required, and agree the facility will be used in accordance with these rules and guidelines outlined by the City of Cottage Grove for use of the Community Center.

The Lessee or Renter shall indemnify, defend and hold harmless the City of Cottage Grove, its officers agents and employees from any claim, actions, liabilities or costs, including legal fees and other costs of defense, arising out of or in any way related to the use and occupancy allowed under the Facility Use Agreement and arising from the sole or joint negligence of the Lessee or Renter, its members, officers, agents, spectators or invitees.

The Lessee or Renter shall be responsible for any loss, damage or destruction of its own property, equipment and materials used in conjunction with its activities. In addition the Lessee or Renter shall be responsible for any loss, damage or destruction of property belonging to the City of Cottage Grove caused by the sole of joint negligence of the Lessee or Renter.

Any exception or waiver of these requirements shall be subject to review and approval by the Community Coordinator or City Manager. All users of the City of Cottage Grove's property shall comply will all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

The Lessee or Renter agrees to ensure all cleaning requirements are met, return the room to the condition it was prior to event or activity. Failure to clean and or return tables and chairs to the appropriate location will be charged to you at actual cost of cleanup. Clean-up/set-up time is to be calculated in total time of usage hours reserved. No nails or screws can be used to affix material to walls, trim or doors in the building. Ice must be contained in a cooler (waterproof container or freezer) to prevent accidents or damage to floors.

The Lessee or Renter must comply with Fire Marshal and Community Development/Building Department requirements. City/Staff and/or Fire Marshal shall have access and may inspect the event at any time.

The Lessee or Renter shall immediately report any damage or non-functioning items to Jessica Klarr at 541-942-1185, and return keys/door access devices (cards or fobs) next business day. Custodial, access device and repair fees will be charged to users that lose/fail to return access device, damage rooms or equipment, or do not clean up. Additional fees may be charged if staff is required during non-business hours.

No alcohol is allowed without approval of city. Groups serving alcohol must meet all OLCC regulations and are required to submit a \$200 refundable deposit prior to event. The service and consumption of alcoholic beverages is restricted to the approved rented areas.

The use of all tobacco products is prohibited on the Community Center property, and no open flames are allowed, no nails or screws can be used to affix material to walls, trim or doors.

Proof of non-profit status is required for all non-profit usage and must be recognized by the State.