



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

Community Center Facility Rental Fee Schedule

GROUPS

- A** Use of the facility by local non-profits, civic groups, support groups and clubs, youth and senior organizations. Proof of non-profit status as recognized by the state is required.
- B** City Residents holding Special Events. Examples: Weddings, birthday parties, religious organization gatherings (not regular services)
- C** Commercial and/or non-City resident usage.

Rental Fees may be waived for City government, official governmental public meetings and city sponsored/co-sponsored events.

Category A groups may apply for a partial or complete waiver of fees if payment would cause undue hardship on the sponsoring organization or make it impossible for the group to use the facility. Decisions on granting waivers will be made by the City Manager or the Community Coordinator. Groups receiving waivers may be asked to perform volunteer service to qualify for a waiver. Community Center rooms are scheduled for use with the Community Coordinator or designee and Armory rentals are scheduled with the City Recorder or designee. All rentals are subject to availability.

COMMUNITY CENTER FEES

	A**	B	C
Deposit	\$50	\$50	\$50
Meeting Rooms (Shepherd /Reception Hall)	\$30 per use	\$30/hr	\$45/hr
Kitchen	\$5 per use	\$20 per use	\$30 per use

Annual fees are required for category A groups that use the facility more than 12 times per year. Annual fees are based on usage and are due before the initial use of the year. **Annual fees will not be refunded.

FREQUENT USERS CATEGORY A

13-26 uses	\$200
27-52 uses	\$300
53 or more uses	\$350

CLASSES

Fees for local groups holding classes at the community center will be based on the number of participants and space required.

One-Hour Classes

\$1.50/person/class

Multi-Hour Classes

\$5/person/class

DEPOSIT

A \$50.00 deposit is required of all users of the building for each use. The deposit must be paid before access will be issued. The deposit will be refunded if all conditions and requirements are met. Users are responsible for maintaining the rooms they have rented. Additional fees in excess of the deposit may be charged to users that lose/fail to return the access device, damage rooms or equipment, or do not cleanup after use.

Groups may pay a one-time/refundable deposit covering all events at the beginning of each year. However, any lost access device, custodial, or repair fee charged during the year must be paid prior to the next use. Outstanding fees must be paid before a group can schedule the building.