

# Newport 60+ Activity Center – 2024-2025

## Facility Use Reservation Contract Request

20 SE 2nd Street • Newport, OR. 97365 • (541) 265-9617 • www.newportoregon.gov/sc

Name of organization: \_\_\_\_\_

Name of person making reservation: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate contact person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

### Dates and days facility is to be used:

A. Date(s) \_\_\_\_\_ Day(s) \_\_\_\_\_

Hours: From \_\_\_\_\_ To \_\_\_\_\_

B. Date(s) \_\_\_\_\_ Day(s) \_\_\_\_\_

Hours: From \_\_\_\_\_ To \_\_\_\_\_

Activity is (check one):  One-Time Only  Weekly  Monthly

Type of Activity: \_\_\_\_\_ Number Attending: \_\_\_\_\_

### Space to be used:

Upper Floor	<input type="checkbox"/> Lounge	<input type="checkbox"/> Lounge Storage
	<input type="checkbox"/> Multi-purpose Room	<input type="checkbox"/> Multi-purpose Room Storage
	<input type="checkbox"/> Prep Kitchen	
Lower Floor	<input type="checkbox"/> Pool Hall	<input type="checkbox"/> Pool Hall Storage
	<input type="checkbox"/> Education Center	<input type="checkbox"/> Education Center Storage
	<input type="checkbox"/> Health & Wellness Studio	<input type="checkbox"/> Basement Storage

### Facility Layout

- Lounge:** 665 sq. ft. / capacity 45 seated / 20 chairs / microwave oven
- Multi-purpose Room:** cafeteria / 1,800 sq. ft. / capacity 120 seated at tables / round tables 7 lg, 4 sm  
Long tables 12 ea. 8 ft., 96 chairs, sink / small refrigerator / piano. **Patio:** Picnic table/bench/plants
- Health and Wellness Studio:** 1,250 sq. ft. / mirrored studio with ballet bar.
- Education Center:** 650 sq. ft. / capacity 50 seated / computer lab.
- Pool Hall:** Pool table with accessories. 305 sq. ft.
- Prep Kitchen:** Stove, refrigerator, sink, dishwasher (combination rental only).

### RELEASE FROM LIABILITY AND INDEMNIFICATION

In consideration for and as a condition of the use of the above stated facility, the applicant shall hold the City of Newport, (hereafter known as "City"), its employees and agents harmless from any claim, loss or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney's fees, incurred by the City or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

I have read, understand and agree to abide by the Rental Policies and Fees for the type of facility I am applying to rent, and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. I understand that submittal of this application does not guarantee approval of my application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Policy Statement**

- 1) City sponsored events will have priority for space.
- 2) Rooms will be scheduled on a first-come, first-served basis. Reservations may be made up to a maximum of twelve (12) months prior to the desired date and are preferred at least 24 hours prior to the rental.
- 3) Applications may be made for no more than 1 year.
- 4) Applicants must be 21 years of age or older.
- 5) The date is reserved when application and payment are received.
- 6) Refunds will be granted with 72 hours advance notice of cancellation. Refunds will not be made for events not utilizing the full rental time period.
- 7) Only free-standing decorations are permitted. Do not affix anything to ceiling, walls, doors, columns or windows. Magnets and/or suction cups are acceptable for windows or window frames. Candles or open flames are prohibited. Rice, birdseed, confetti, dance wax, bubbles, etc., are not allowed inside or on the outside terrace.
- 8) Smoking is not permitted within the facility.
- 9) Alcoholic beverages are not permitted on the premises, except by permit (for multi-purpose room).
- 10) Weapons and controlled substances are strictly prohibited. Possession will result in dismissal from the facility.
- 11) The staff has authority to assign rooms as needed.
- 12) Facility renters are responsible for controlling noise that may be disturbing to other activities.
- 13) A \$30.00 Cleaning Charge will apply if rooms are not left as they were found.
- 14) The City is not responsible for personal injuries, damages, or lost property.
- 15) The staff reserves the right to request a group or organization to relinquish specific time and/or space if the activity conflicts with community-oriented programs.
- 16) The City reserves the right to adjust fees as necessary.
- 17) For your protection, you may wish to obtain Public Liability Insurance while on City property to indemnify against loss resulting from bodily injury and/or property damage. Your personal insurance agent or an insurance agent can assist you.

**FEES**

- Category I:** Non-profit/Civic Organizations/Senior Program Rental  
For groups from in and out of City, open to the public, or with a 501(c)(3) status. Examples include: County, state, civic non-profit agencies, and churches.
- Category II:** Public/Private/For Profit Rental  
For groups where activity is private in nature, and not open to the general public. Examples include: weddings, family reunions, political meetings, sales meetings.

<b>Rooms/Storage/Equipment</b>	<b>CATEGORY I</b>	<b>CATEGORY II</b>
Multi-Purpose/Prep Kitchen	22.50/hr	45.00/hr
Lounge	14.50/ hr	19.00/hr
Wellness Studio	17.50hr	35.00/hr
Education Center/Basement	7.00/hr	15.00/hr
Off Hour Staff Fee	24.40/hr	24.40/hr
Storage Filing Cabinet/Other	9.00/mo	
Storage 29x23 - 32x29	9.00/mo	
Storage 30x57	15.00/mo	
Storage 6’x2’ - 8’x7’	19.00/mo	
ClearTouch/Projector	7.00/use	

\_\_\_\_\_ **RENTAL FEES**  
 \_\_\_\_\_ Total Charge  
 \_\_\_\_\_ Received