

Wasco School Events Center

903 Barnett Street
P.O. Box 413, Wasco, OR 97065

APPLICATION FOR FACILITY USE

Return this completed form, with check for deposit, to above address

PRINT OR TYPE PLEASE

Today's Date _____ Contact Phone Number _____

Person Responsible _____ Contact Email _____

Address _____ City/State/Zip _____

Rooms Requested:

- Cafeteria Gymnasium Multiple rooms List : _____
 Kitchen Meeting Room Playground/Ball Field

Date of event _____ Time of event - from _____ to _____

Type of activity or event _____

If ongoing event, number of uses per week/month/year _____

Number of people expected: _____ Adults _____ Children

Do you plan on serving food? Yes No (if yes, you may need to reserve the kitchen)

Will alcoholic beverages be served? Yes No

Will you need any special equipment? Yes No (If yes, list: _____)

AGREEMENT:

I, the applicant, certify that the information given in this application is correct. I also state that I have the authority to make 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 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 Wasco City harmless from all liability resulting from the use of this facility.

Applicant _____ Date _____
SIGNATURE

Wasco School Events Center

APPROVED FOR USE _____ NOT APPROVED _____

Private/Commercial rental	\$ _____	Janitorial Services	\$ _____
Kitchen use only	\$ _____	Cleaning deposit	\$ _____

Charges due: \$ _____

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FACILITY USE PROCEDURES AND RULES

Wasco School Events Center Application for Facility Use and Agreement Form must be completed and submitted to the WSEC Building Manager by organizations and individuals that seek space for weekly or monthly ongoing meetings or for one-time use.

Application/Payment Procedures

1. Reservations will be accepted by telephone and confirmed by written agreement only. Please note that your reservation date is not confirmed until a written Facility Use Application has been filled out and approved in writing. Please do not make any other arrangements (invitations, catering, etc.) until you have received written approval from the Building Manager.
2. Reservations may be made a minimum of three days prior or a maximum of six months prior to the desired date.
3. Payment of cleaning/damage deposit (if required) must be submitted to confirm your reservation. The cleaning/damage deposit will be refunded in full for cancellations.
4. For events, a cleaning/damage deposit of \$30.00 is due at least 3 days prior to the event, payable by check or money order made out to WSEC. Dependent on whether the cleanup is satisfactory, no damage is noted, and all the facility rules have been followed, a full or partial refund of your deposit will be issued by mail. Satisfactory cleanup includes all items on the Checklist for closing the building. If you did not receive one, the Checklist is on the wall in several places throughout the building for your use. *The WSEC building manager has full authority to determine whether a refund is warranted.*
5. The person signing the Facility Use Agreement will be considered the responsible party in case of damage, theft, or disturbance during the reservation period.

FACILITY USE PROCEDURES AND RULES (Continued)

General Rules

Wasco School Events Center is a public building, therefore, all public building rules and regulations apply.

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 all trash to the dumpster located on the north side of the building.
3. Please do not throw rice, birdseed or confetti inside the building and only birdseed outside of the building.
4. Use of illegal drugs and smoking are not permitted in this facility or on the property.
5. Alcohol service and consumption is permitted at special events in the Wasco School Events Center. If you are expecting to serve 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 Event License through OLCC if needed. Please call OLCC at 541-276-7841 or 1-800-452-6522.
6. It is the responsibility of the applicant to set up and move furnishings as desired. Please move all furnishings back to their original position before leaving the facility.
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 rooms reserved with the Building Manager. *You are responsible for making sure all outside doors are locked when you leave.*
8. All minors on the premises must have adequate adult supervision.
9. The City of Wasco and Wasco School Events Center are not responsible for accidents, injuries or loss of property.
10. The misuse of the facility or the failure to comply with these regulations will be sufficient reason for denying any future Facility Use Applications.

Wasco School Events Center Cleaning Checklist

As you are cleaning up after your event, please complete the following tasks as necessary. If WSEC staff needs to clean up after your event, your cleaning deposit will go towards the custodial services.

MAIN BUILDING:

- Sweep, mop, wipe down tables, chairs, counters and windows as needed. Check with Building Manager on location of brooms, mops and other cleaning supplies.
- Move all furnishings back to their original position.
- Garbage should be placed in large garbage sacks and put into the dumpster on the north side of the building. Please check restrooms and empty wastebaskets. The Building Manager will provide a supply of garbage bags for your use.
- Turn off all lights. Please double check lights in the bathroom and other rooms throughout the building.
- Turn off all running water inside the building.
- Check all exit doors and make sure they are locked. There are two exit doors in the cafeteria, one on each end of the main floor hallway and the main building entrance. You are responsible for making sure the building is locked when you leave.

GYMNASIUM:

BE SURE TO CHECK & LOCK ALL EXIT DOORS INCLUDING:

- Inside Locker Rooms – Check & Lock North Exits to Field
- Lock Door from Restroom Hall into Locker Room
- Lock Door from Gym into Restroom Hall
- Check & Lock East Exit Door
- Check & Lock Connecting Door to Band Room
- Check & Lock Both Sets of West Exit Doors
- In Cold Weather Leave Fans On
- In Warm Weather Turn Fans Off if They are Running
- Dust Mop Gymnasium Floor
- Clean Restrooms: Sweep, Clean Sinks, Empty Trash
- Turn off all Lights: All Gym Lights (Green); Restroom Lights (Red)

Please remember to return the keys to the building manager

THANK YOU VERY MUCH FOR KEEPING OUR FACILITY CLEAN!