

**COMMUNITY BUILDING RENTAL APPLICATION**

109 NE 5TH STREET MILTON-FREEWATER, OREGON 97862 541-938-5531

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ DAY PHONE: ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

THIS IS A PUBLIC \_\_\_ PRIVATE \_\_\_ EVENT ESTIMATED # IN ATTENDANCE \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

INITIAL: \_\_\_\_\_ **\*\*\*NO MUSIC OR ALCOHOL AFTER MIDNIGHT\*\*\***  
 IF ALCOHOL IS SERVED, SECURITY IS MANDATORY. CHECK WITH OFFICE FOR DETAILS.

BUILDING WILL BE AVAILABLE AT 10:00AM THE DAY OF THE EVENT. BUILDING MUST BE SWEEPED CLEAN, SPILLS MUST BE MOPPED, AND GARBAGE MUST BE PUT IN BAGS AND PUT IN PROPER CONTAINERS OUTSIDE THE COMMUNITY BUILDING BY 8:00AM THE FOLLOWING MORNING. ANY WORK DONE BY CITY EMPLOYEES WILL BE BILLED AT ACTUAL COST. BUILDING WILL HEATED TO 68 DEGREES AND COOLED TO 74 DEGREES.

DOORS TO THE BUILDING MUST NOT BE BLOCKED OPEN.  
 THUMB TACKS ONLY MAY BE USED FOR DECORATIONS. NO TAPE!!!  
 NOTHING MAY BE ATTACHED TO THE CEILING IN ANY MANNER.

Initial if paid		TOTAL OFFICE USE ONLY
	<b>NON-REFUNDABLE FEES</b>	
✓	APPLICATION FEE	\$200.00
✓	SOUND VARIANCE (APPLY POLICE DEPT)	\$25.00
	PUBLIC DANCE PERMIT (APPLY POLICE DEPT)	\$25.00
	LIQUOR LICENSE FEE	\$35.00
	<b>NON-REFUNDABLE FEE TOTAL</b>	
	<b>EVENT RENTAL FEE</b>	
✓	MAIN HALL	\$300.00
✓	KITCHEN	\$75.00
	CLUB ROOM	\$50.00
	<b>RENTAL FEE TOTAL</b>	
	<b>DAMAGE/CLEANING DEPOSITS</b>	
✓	MAIN HALL	\$300.00
✓	KITCHEN	\$200.00
	CLUB ROOM	\$100.00
✓	MUSIC PART OF EVENT	\$300.00
✓	ALCOHOL PART OF EVENT	\$300.00
✓	KEY DEPOSIT	\$20.00
	<b>DAMAGE DEPOSIT TOTAL</b>	
	<b>TOTAL:</b>	

INITIAL: \_\_\_\_\_ \*\*IF THE CITY OFFICES RECEIVE VERIFIED COMPLAINTS, THE FULL AMOUNT OF DAMAGE DEPOSITS WILL NOT BE RETURNED. DEPOSITS MAY BE HELD UP TO FIFTEEN (15) BUSINESS DAYS AFTER THE SCHEDULED EVENT. THE BUILDING AND PARKING LOTS MUST BE CLEAR AND FREE OF DEBRIS AND LITTER PRIOR TO ANY RETURN OF DEPOSITS.\*\*