

# Pitchford Community Center Rules

Rental price includes the use of Helleck Hall and the immediate surrounding areas. The kitchen area is available for rent as well.

Included in the rental fee are:

General floor space, fire place, stocked restrooms, garbage cans, utilities and grounds immediately around the buildings.

Hours of Operation: 7:00 a.m. to 11:00 p.m.

Fees for Helleck Hall:

Hall Only (Sun – Sat)	\$150.00 per day
Hall M-F 7:00 am - 4:00pm	\$ 25.00 per two hours
Kitchen (w/hall)	\$ 50.00 per day
Cleaning Deposit	\$100.00 (refundable)
Reservation Fee	\$ 10.00 per reservation (non-refundable)
NSF Check	\$ 25.00
Overtime Rate	\$ 40.00/hr

Overtime Rate: Any use of the building between the hours of 11:01 p.m. and 6:59 a.m., including cleanup time, will be considered overtime.

Payment Methods: Cash, check, Visa, MasterCard, Visa debit,  
MasterCard debit

Cancellation Policy: Cancellation notice 30 days prior to the event - 100% refund.  
Cancellation less than 30 days - 50% refund

Capacity: Seating capacity for 100 persons  
Maximum capacity is 200 persons

## General Requirements:

**Keys:** *Renter may check out a building key from the Park Department office the day of your event. In the case of a weekend event, renter may check out the key on Friday during business hours (8:00am – 4:30pm). Keys can be left in the "Key Return" receptacle at the facility. **Failure to return the key will result in forfeiture of the cleaning deposit.***

**Decorating:** All decorations must be "free standing". Renter to provide own backboards, poles, stanchions, etc. No stapling, taping, push pins, nails or any other type of fastener may be

attached to the walls, posts, ceiling or carpet for decorations, signs, posters, banners, etc.

**Floors:** Use masking tape ONLY.

(No packaging tape, clear, duct or other types.)

**Exit Doors:** Exit doors must be easily opened from the inside; there will be no obstructions of exits allowed at any time. Violation of this rule could result in cancellation of the event and forfeiture of your fee and deposits.

**Clean Up:** Building must be cleaned and vacated by 11:00 PM on the night of your event, unless prior arrangements have been made with the Park Department office. **Should clean-up not meet the Park Department standards, the work will be done by the Park Staff and your cleaning deposit will be forfeited.**

#### Clean Up

**Procedures:** All debris must be deposited in waste containers and taken outside to container. Remove all decorations and personal items. Floors must be swept, mopped if necessary, and restrooms cleaned. Counters and tables must be cleaned. Tables and chairs must be put away. Close all doors and windows, turn off lights and lock the doors. If kitchen is used, dishes must be cleaned as well as the kitchen area.

**Dumpsters:** If excessive waste is expected, renter is required to contact the local refuse company to order a dumpster.

#### Extension

**Cords:** The Renter is required to provide extension cords for attachment to electrical outlets. Cords must be UL rated 15 AMPS and contain ground wire.

**Ladders:** Due to the liability, renters must supply their own ladders.

**Fire Place:** Only Pressed fire logs will be allowed. You can bring your own, or they can be purchased on site for \$3.00 per log.

**Fire Safety:** To comply with fire safety regulations, exits, exit lights, fire extinguishers and electrical panel locations must be accessible and not concealed by any exhibit or decorations.

#### Decorative

**Materials:** Decorative materials must be made from non-flammable material and maintained in a flame-retardant condition.

**Candles:** The use of candles and other open-flame decorative devices must be in accordance with OUFC Article 11, Section 1109.8. Those renters planning to use candles, candelabras, or any type of candle holder devices, must review the Fire Dept. regulations and receive written permission from the Director of Parks or his designee.

**Flammable**

**Liquids:** Flammable liquids are not allowed within buildings or facilities. Flaming swords, fire baton numbers, etc. and use of open flame devices are prohibited.

**Animals:** Animals of any type, with the exception of disabled assisting guide animals, are not allowed without written permission from the Park Department.

**Telephone:** Telephone Service is not provided. Emergency phone calls can be made from the pay phone at the River Forks Park Caretakers residence.

**Smoking:** This is a non-smoking facility. Smoking is permitted outdoors 15 feet away from any building entrance.

**Portable**

**Barbeques:** The use of portable barbeques are prohibited on the deck, under trees or under building overhangs.

**Park Property:**

Park property includes: grounds, landscaping, buildings, floors, asphalt, signs, piping, locks, conduits, and electrical or gas connections. Park property may not be painted, changed, removed, altered or tampered with.

Renter is responsible for labor and material costs incurred by the Park Department for restoration. Any equipment or materials lost during the contracted times will be billed at the current replacement costs.

**Insurance Requirements:**

All events open to the general public will be required to provide the Park Department with an appropriate Certificate of Insurance showing the minimum coverage as indicated below.

A Comprehensive general liability policy naming "Douglas County, it's officers agents and employees" as additional insured. ***Liability coverage under each policy shall be a minimum of \$1,000,000 per occurrence combined single limit and \$2,000,000 in the aggregate.*** Liability coverage shall be provided on an occurrence basis. *"Claims made" coverage will not be accepted.*

Insurance certificate is due no later than 15 days prior to the day of the event.

Liquor Liability:

If your event includes liquor, liability coverage **WILL** be required. A certificate of insurance can be obtained by the user's homeowner's policy and must state "Douglas County, it's officers, agents and employees" as additional insured. The certificate must also state specifically that it ***"includes host liquor liability"***.

Caterers or Commercial Retail Servers:

Product liability and liquor liability insurance will be required as indicated above.

Security:

Some events will require that security be provided for crowd control. You will be notified if your event is one of these.

Law Enforcement:

May be required, depending on the size and nature of the event.

Camping:

On grounds camping may be permitted in conjunction with an event. Prior arrangements must be made with the Park Department before a Contract is issued. Toilet facilities will be the responsibility of the renter.

On grounds camping rate is \$15.00 per unit, per night.

Note: Restrooms are not handicapped accessible.

## DOUGLAS COUNTY PARK DEPARTMENT

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<http://www.co.douglas.or.us/parks/>