SHERWOOD CENTER FOR THE ARTS

FACILITY RENTAL APPLICATION

Facility Rental Applications must be received a minimum of 10 business days prior to the rental date. **SUBMISSION OF A FACILITY RENTAL APPLICATION DOES NOT CONSTITUTE APPROVAL.** Please read through the Facility Rental Guidelines & Regulations prior to completing this form.

Name of Applicant_____

Organization (if applicable)_____

☐ Resident ☐ Non-resident ☐ For-profit ☐ Non-profit Tax ID Number_____

Address_____

Phone Number_____ Email Address_____

Alternate Contact_____ Phone Number_____

Spaces Requested

☐ Lobby	☐ Classroom A	☐ Kitchen
☐ Main Hall	☐ Classroom B	☐ Dressing Room

Event Name (if applicable)_____

Reservation Date_____ Estimated Number of Attendees_____

Setup Begins_____ Event Starts_____ Event Ends_____ Cleanup Ends_____

Please see guidelines for cleanup requirements.
If you are requesting to rent spaces for multiple dates and times, please attach a full schedule.

Event Description_____

_____

Will your event be open to the public? ☐ Yes ☐ No

Will you be charging for admission? ☐ Yes ☐ No if yes, ticket prices? _____

Will your event include any of the following: ***Please see guidelines for insurance requirements.***

☐ Food Catering Company_____

☐ Alcohol Alcohol Caterer_____

☐ DJ Music Company_____

☐ Live Music Band Name_____

Equipment Requested:

□ Basic Lights and Sound – *Controlled by the Renter from the main floor*

□ Special Lights and Sound – *Controlled from the sound booth*

□ Screen & Projector – *Main Hall Only. Screen size:*

□ Podium

□ Theater Seating – *Seats 389*

□ Chairs – *200 available* Count:_____

□ Banquet Tables – *30 available, 8 person capacity, 66" rounds* Count:_____

□ 6 Foot Rectangular Tables – *8 available* Count:_____

□ Microphones – *4 handhelds and 2 lapel mics available* Count:_____

Other Special Elements and/or Requests:

_____

_____

_____

I understand that this application in no way constitutes approval. I have read through the Sherwood Center for the Arts Facility Rental Guidelines & Regulations. I understand that City staff will contact me to notify me of any further requirements for my facility rental.

_____ _____

Signature Date

STEPS IN FACILITY RENTAL PROCESS:

Step 1: Fill out application and submit to the Center for the Arts:
email to: sherwoodcenterforthearts@sherwoodoregon.gov,
mail to: 22689 SW Pine Street, Sherwood, OR 97140
or drop it off in person

Step 2: *After approval*, submit deposit and signed contract to secure date

Step 3: Submit required paperwork as necessary – Certificates of Insurance, floor plan diagrams, proof of non-profit status, and schedule (for rentals with multiple dates)

Step 4: *30 days prior to event*, Submit final payment

Step 5: Have a great Event!

FACILITY RENTAL
GUIDELINES & REGULATIONS

GENERAL

1. All Sherwood Center for the Arts facility rentals must be pre-approved by City of Sherwood staff. A Facility Use Contract will be issued upon review and approval of a submitted Facility Rental Application. Facility Use Contracts may be revoked at any time at the discretion of the Sherwood Center for the Arts Manager, for violation of any of the following rules and regulations.
2. The Facility Rental Application must be completed and signed by an adult, age 21 and over, who will attend, supervise, and be responsible for the entire rental period. Proof of residency or non-profit status is required at the time of application in order to receive the resident or non-profit rate.
3. Facility Use Contracts are non-transferrable. Sub-letting of rented space is prohibited.
4. Facility Rental Applications will be accepted up to 3 months in advance for classroom rentals, and up to 18 months in advance for lobby and auditorium rentals. Applications must be received at least 10 business days prior to the requested rental date.
5. All promotional materials such as posters, newspaper ads, and other printed materials that mention the Sherwood Center for the Arts must incorporate the center's entire logo. The Sherwood Center for the Arts reserves the right to request final approval of all promotional materials for public events occurring in the facility.
6. Storage space is not provided for facility renters.
7. Any intended use of outside vendors must be disclosed in the application and, if permitted, shall comply with insurance procedures as required by the City of Sherwood.
8. The posted occupancy of City facilities shall not be exceeded at any time.
9. Smoking is prohibited in all City facilities, including restrooms, and within 25 feet of all entrances.
10. Only certified, on-duty service animals are allowed in the facility.
11. Exits must remain unobstructed at all times in order to provide safe egress in the event of a fire or emergency. Do not block staircases, ramps, doors, or any other designated areas of egress.

EVENT SUPERVISION

1. City staff will be assigned as building monitors for all facility rentals and shall have complete authority over the facility, equipment, participants, and activities that take place in the facility. City staff has the authority to request changes in activities or cessation of activities during the rental period.
2. The applicant must be present during the entire rental period and must be available to review both a pre-rental and post-rental checklist with City staff. The only exception to this rule is when an honoree (i.e. bride and groom) is the applicant. In this case, the applicant must designate another attendee to review these checklists with City staff.
3. For all facility rentals involving youth ages 17 years and under, there shall be at least one adult for every 20 minors, who shall remain in the facility for the duration of the activity.

4. Minors must remain in the rented facility room and shall not be allowed to roam unattended.

EQUIPMENT, SET UP, AND DECORATIONS

1. Setup, breakdown, and cleaning must be done within the contracted rental period.
2. A set up diagram is due no less than ten working days prior to the rental period.
3. The moving of any art, gallery installations, equipment, or non-rental furniture is strictly prohibited. Any violations may result in the forfeit of the rental deposit.
4. Nails, staples, tacks, and strong adhesive tape may NOT be used on any surface in the facility. Any damage resulting from the use of these products will result in the renter being charged fees to cover the damage.
5. No flammable materials, such as candles, are allowed in the facility.
6. No excessively messy products, such as silly string, bubbles, rice, or birdseed are to be used within the building or outside the facility.
7. Banners, or other large signage, may not be attached to the outside of the building. A-frame (sandwich board) signs are recommended. City staff reserves the right to request final approval of all promotional materials for events occurring in the facility.
8. The City offers equipment and supplies available to rent, along with your facility rental. A fee will be charged for the use of the City's equipment based on the City's current fee schedule.
9. City staff is not permitted to move any equipment or furnishings supplied by the applicant.
10. Due to limited space, storage of outside rental equipment will not be permitted.

FACILITY CLEAN UP

1. Renter agrees to return all rented spaces to their initial condition by the end of the rental period. A comprehensive cleaning checklist will be provided to the renter to ensure no areas are overlooked. If the facility requires additional janitorial service after the rental, including vacuuming, mopping, cleaning of furniture, or garbage removal, renter agrees to pay the cost of the additional services.
2. The City of Sherwood provides a limited amount of trash receptacles per room. Renters are responsible for providing any additional garbage and recycling receptacles to accommodate the needs of their event. After their event, renters are responsible for moving all garbage and recycling to the outside dumpster.
3. Food, beverages, or any other items left in the facility after the rental period will be disposed of.

USE OF ALCOHOL

1. The service or consumption of alcoholic beverages shall be in compliance with all applicable laws, including OLCC regulations. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.
2. Alcohol must be served by a licensed OLCC server.
3. Service and consumption of alcoholic beverages is restricted to the approved rented areas.

4. Alcohol may only be served and consumed by adults 21 years of age or older. If evidence is found that alcohol is being served without prior authorization by the City of Sherwood, or to a minor, the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.
5. Alcohol is not allowed when an event is designated for minors, such as school age award programs, birthday parties, and/or receptions.
6. The City shall require the applicant to carry general liability insurance of $2,000,000 when alcohol is available, but not sold and name the City of Sherwood as an additional named insured. The City shall require a full liquor liability premium policy, in addition to general liability insurance of $2,000,000 and name the City of Sherwood as an additional named insured, when alcohol is sold in exchange for money. The facility renter is responsible for the full cost of the required liability insurance and will be required to show proof of coverage.

LIABILITY

1. The renter agrees to assume all liability for losses, expenses, damages, demands, or claims in connection with, or arising out of, any injury or damage sustained, or alleged to have been sustained, by any person, corporation, firm, or company; or any damage, or alleged damage, to property in connection with the occupancy, maintenance, or use of all, or any part of, the rented facility by the City of Sherwood's agents, officers, employees, associates, friends, or acquaintances. Renters shall indemnify and hold harmless the City of Sherwood, including agents, employees, and volunteers from any and all such losses, expenses, damages, demands, and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs, and demands, including attorney fees, in connection therewith, or resulting there from.
2. Applicants acknowledge that the City of Sherwood does not assume any liability for any injury, loss, or damage of personal property. The City of Sherwood requires the renter to furnish a Certificate of Insurance, naming the City of Sherwood as additionally insured. The amount of the insurance shall not be less than $2,000,000 per occurrence of general liability insurance.
3. Private events or activities with less than 50 participants, and no alcohol involved, will not be required to furnish a Certificate of Insurance.

FEES, DEPOSITS, AND CANCELLATIONS

1. A fully refundable security deposit in the amount of $200 is required for all rentals. In order to secure a facility rental, 10% of the rental fee, in addition to the security deposit, must be submitted. The City of Sherwood will charge against this deposit if the facility use time exceeds the contracted rental period, if the facility is not adequately cleaned by the end of the rental period, or if damages occur during the rental period. The renter will be responsible for all additional charges that exceed the deposit amount. For rentals under $200 in total fees, the security deposit will be $50. For rentals under $50 in total fees, full payment must be submitted to secure the facility rental.
2. The remaining balance of the facility rental fee is due no later than 30 days prior to the rental date. If the booking occurs less than 30 days prior to the event date, full payment will be required at the time of booking.
3. Setup, breakdown, and cleaning must be done within the contracted rental period. If facility use time exceeds the rental period stated on the contract, additional fees will be charged in one-hour

increments. Additional charges will be deducted from renter's deposit or, if additional charges exceed deposited amount, the renter will be charged.

4. Renter agrees to return all rented spaces to their initial condition by the end of the rental period. Basic cleaning after an event is the responsibility of the renter and must be done during the contracted rental period. A comprehensive cleaning checklist will be provided to the renter to ensure no areas are overlooked. If the facility requires additional janitorial service after the rental, including but not limited to returning furniture to its place, vacuuming, mopping, or garbage removal, renter agrees to pay the cost of the additional services.
5. Cancellation of facility rentals prior to 30 days before the rental date shall receive a full refund of rental fees paid. Cancellation of facility rentals within 30 days of the rental date will forfeit all deposits collected. Cancellation within 48 hours of the rental date forfeits all rental fees.

I have read, understand, and agree to all of the above facility rental rules and regulations in its entirety. I understand that non-compliance with these regulations may result in the cancellation of my facility rental and/or the forfeiture of all fees and deposits I have paid.

X_____ Date: _____

Renter's Signature

Printed Name: _____

Address: _____

_____

Email: _____

Phone: _____

SHERWOOD CENTER FOR THE ARTS

FACILITY RENTAL RATES

	Non-Profit Rates		Regular Rates	
	Resident	Non-Resident	Resident	Non-Resident

Main Hall | **This room can be configured with an open floor plan or theater seating. Rental of the Main Hall includes use of the Lobby & Dressing Room.**

Evenings & Weekends	$95/hr	$115/hr	$165/hr	$195/hr
Business Hours – open hours at the Center for the Arts *(events with more than 50 people will pay Prime rates)*	$80/hr	$100/hr	$150/hr	$180/hr

Classroom | **Two classrooms available. Includes tables, chairs & whiteboards 2 hour minimum rental required on Classroom rentals**

Evenings & Weekends	$30/hr	$35/hr	$40/hr	$45/hr
Business Hours – open hours at the Center for the Arts	$15/hr	$20/hr	$25/hr	$30/hr

Lobby | **Light and airy, the Lobby walls are the Center's main art gallery 2 hour minimum rental required on Lobby rental**

Evenings & Weekends	$50/hr	$55/hr	$65/hr	$75/hr
Business Hours – open hours at the Center for the Arts	$35/hr	$40/hr	$50/hr	$60/hr

Amenities and Equipment | **All charges are one-time usage fees**

Chairs – folding padded chairs - 200 available	$.50 ea.	
Tables – 66" round tables - 30 available 6' rectangle - 8 available	$3 ea.	
Theater seating (retractable seats with floor seats up to 385 capacity)	$100	
Kitchen	$50	
Basic AV (Sound & Lights controlled from floor, wireless microphone, music and video presentation input & control)	$40	
Advanced Tech* (Live musicians, additional microphones, light refocus/hang)	$120	*Requires an AV Technician for the event. See staff charges below
Projector and Screen	$30	

Staff charges | **Some events may require additional facility monitors based on impact. An AV Technician is required for Advanced Tech.**

Facility Monitor	$15/hr
AV Technician	$30/hr