



Woodburn Fire District

1776 Newberg Hwy - Woodburn OR 97071
Office (503) 982-2360 Fax (503) 981-5004

Facility Rental Request/Agreement

Company/Organization ("Renter"): _____

Address: _____ City _____ State ____ Zip _____

Contact Person Responsible: _____ Phone: _____

Fax: _____ email: _____

Nature of Event/Activity: _____

Date(s) Requested: _____

Begin/End Time (including set-up/take down time): _____ to _____

Room(s) Requested: _____ Approximate Number of Attendees: _____

_____ Hours x _____ Rooms x _____ Days + _____ Deposit = Total \$ _____

Due In Full by: _____

Renter is responsible for informing attendees of their duties/responsibilities under the terms of this agreement in accordance with Woodburn Fire District's Policies and Procedures.

1. It is understood Woodburn Fire District programs have priority over other groups when scheduling this facility. Woodburn Fire District reserves the right to cancel an event due to emergencies or other unforeseen circumstances.
2. It is further understood all applications for use of the facility will reviewed on an individual basis by the Fire Chief. The Fire Chief's approval/disapproval will be final.
3. The facility is available for rent between the hours of 7:30 am and 10:00 pm. The Rental Fee will include the time required for the Renter to set-up prior to and take-down after the scheduled event.
4. Woodburn Fire District facilities are not available for private functions such as weddings, reunions and/or parties.
5. It is understood and agreed that Woodburn Fire District, its personnel, Board members and agents shall be held harmless against all claims, damages, loss or expenses, including attorney's fees, arising out of or resulting from the use of the Woodburn Fire District's facilities and campus.
6. Individuals or groups wishing to rent the facility will provide to Woodburn Fire District a copy of their personal or group Liability Insurance policy and a Binder naming Woodburn Fire District as an "Additional Insured" on said policy for the dates requested, in the amount of not less than \$1,000,000.00 at the same time they present their full Rental Fee payment (5 business day prior to the first day of the scheduled event).

7. Each group will be fully responsible for the physical condition in which they leave the facility. Condition should be as good as or better than found upon entering the facility.
 - a. Expenses resulting from any damage or misuse shall be charged to the Renter and taken from any security deposits.
 - b. Costs incurred in addition to what is covered by the Security deposit may be billed as well.
 - c. Failure to make timely payment for damages within thirty (30) days of billing may result in service charges and will be cause for cancellation of future rental/use privileges.
 - d. Failure may also result in legal action including all costs incurred by the District for collection.
8. Renter understands the fee schedule for the facilities and amenities requested.
9. Renter acknowledges that the entire Woodburn Fire District campus is alcohol, drug and smoke free and agrees all attendees will abide by this restriction.
10. Renter understands group must have a responsible person on-site prior to the actual start of the event to direct arriving attendees and must stay until the last attendee leaves the facility and the premises have been inspected by a member of WFD.

Hold Harmless Agreement

I agree to be responsible for the conduct of our group and its individual members while in and about the facilities and the entire Woodburn Fire District campus, for the control and containment of noise, group participants, litter and damage beyond normal wear and tear, which may occur while we are occupying the premises. I further agree the use of the Woodburn Fire District facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Oregon. It is understood and agreed Woodburn Fire District, its Chief, Board members, employees, volunteers, and agents shall be held harmless against all claims, damages, loss or expenses, including attorney's fees arising out of or resulting from our use of this facility.

Renter must initial below attesting to all statements

- _____ I am over 21 years of age.
- _____ I understand and agree to the fee schedule for requested facility/amenities (attached).
- _____ I agree to adhere to all policies set forth by Woodburn Fire District, and acknowledge the security deposit may be kept to pay for damages caused by my group or to clean the facility after our use and additional amounts may be charged.
- _____ All information, to the best of my knowledge, provided on this form is truthful.
- _____ Renter understands this entire facility is smoke and alcohol free.

I have read, understand and agree to comply with all the rules, regulations, policies and fee schedules set forth by the Woodburn Fire District. I further attest I will be personally responsible for repair(s) or damage to equipment, facilities and grounds and/or for replacement of equipment stolen during the time period covered by this Agreement.

Signature

Print Name

Date

Woodburn Fire District

Facility Rental Fee Schedule

	Non-Profit	Commercial
* Security Deposit	Greater of \$25.00 or 25% per use	
* Training Room (each)	\$10.00/hour	\$50.00/hour
* Kitchen	\$20.00/hour	\$150.00/hour

- Requests must be scheduled a minimum 30 days in advance of the event.
- Full amount of rental fee must reach the District at least ten (10) business days prior to first day of requested rental.
- Rental time – including set-up & take-down – is a minimum two (2) hours.
- All applications are reviewed by the Fire Chief for approval; reservations will not be finalized until approved by the Chief.
- In order to reserve the facility you must complete and return a signed completed rental agreement, which must be approved by the Fire Chief or designee.
- Parking for non-district personnel will be against the back wall of the parking lot (south wall) and/or in the parking slots against the east lawn away from the main building.
- Renter is allowed to provide or order in food for their group at their own expense and arrangement.
- Prior to leaving, facilities will be tidied to the same and/or better condition as when the Renter arrived. All garbage/refuse will be placed in the appropriate containers provided by WFD. All spills, marks or other damage will be repaired and/or documented.
- At the conclusion of your day and/or event Renter (or their representative) MUST request an inspection by a WFD representative prior before leaving to assure the satisfactory condition of the facility.

CANCELATION POLICY

- **RENTER CANCELATIONS**

- In the event that the Renter must cancel an event we will make an effort to find an alternate date and apply payment to the rescheduled date. Cancellation fees may still apply as follows:
 - Cancellations must be made at least ten (10) business days prior to the event in order to obtain a full refund or to not be charged.
 - Cancellations with less than ten (10) days' notice will be charged the amount of the security deposit.
 - Cancellations with less than 48 hours' notice will be charged the entire rental amount for that day.

- **DISTRICT CANCELATIONS**

- In the event that Woodburn Fire District deems it necessary to cancel an event, a full refund with will issued or applied to an alternate date.

For Internal Use

Application Approved: Y N Authorizing Signature: _____

Entered on Calendar by: _____

Date Payment Received: _____ Cash /Check # _____ Amount: _____

Copy of Insurance Declaration Page & Insurance Binder Received by: _____

Payment received by: _____ Date: _____

Notes: _____
