



## RENTAL Application For Use Of The **TEEN LOUNGE**

**\*\*PLEASE CHECK AVAILABILITY BEFORE SUBMITTING\*\***

Please submit applications to  
 teenprograms@lakeoswego.city

- ✓ Please print or type legibly and fill out form completely.
- ✓ Submit application and pay all fees 48 hours prior to day of the event.
- ✓ Make ONE payment by Credit Card (Visa or MasterCard Only), Cash or Check payable to *Lake Oswego Parks & Recreation (LOPR)*

<b>Organization Name (if applicable):</b>	<b>Person Responsible for Reservation:</b>
<b>Address:</b>	<b>Contact Phone #:</b>
<b>City/Zip:</b>	<b>Alternate Phone #:</b>
<b>E-Mail Address:</b>	
<b>Event Name:</b>	<b>Requested Date (only Saturdays):</b>
<b>Estimated Attendance:</b>	<b>Time Block Desired:</b>
<b>Please indicate additional amenities you will need: (Based on availability)</b> <input type="checkbox"/> Additional 6' tables _____ <input type="checkbox"/> Additional chairs _____ <input type="checkbox"/> Special equipment _____ <input type="checkbox"/> Stereo <input type="checkbox"/> Other _____	
<b>Will you be bringing any extra tables, seating, or other temporary equipment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No *Describe equipment use and location: _____	
<b>Will food and/or refreshments be served?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes* <b>Will you be hiring a caterer to serve food?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes* *Caterer Name _____ Address: _____ Contact #: _____	
<b>Is there anything else we should know about your rental?</b> _____ _____ _____	
- FOR OFFICE USE ONLY -	
<b>APPLICATION:</b> <input type="checkbox"/> <u>Approved</u> <input type="checkbox"/> <u>Denied</u>  Staff Signature _____ Date: _____	<b>FEES:</b> <b>\$75.00</b> Staffing Fee \$ _____ Lounge fee @ \$35 per hour for _____ hours \$ _____ <b>Total Amount Due</b>  <b>PLEASE ENTER INTO "Teen Lounge Rental"</b> <b>REV CODE 523-308400-0840</b>
<input type="checkbox"/> Booked on ActiveNet	<input type="checkbox"/> All Fees Paid On _____

\_\_\_\_\_  
 Print Name of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date



## GENERAL RENTAL INFORMATION

### FOOD AND DECORATIONS

- Alcohol is prohibited in the Teen Lounge
- The City of Lake Oswego is not responsible for health issues related to any foods consumed at the event.
- Caterers are required to show proof of current Food Handlers Permit.
- Use of duct tape, tacks, pins, etc. are not permitted on walls or woodwork.
- ABSOLUTELY NO bird seed, confetti or rice, glitter or silly string. Helium balloons anchored only.
- Candles are limited to those in glass bowls, where the flame is no higher than the glass.

### SEATING AND TABLES

The City provides tables and chairs with what is on hand. Extra seating and tables are the responsibility of the applicant. Linens are not provided. All tables and chairs must remain inside the building and reserved area.

### CLEAN UP PROCESS

The applicant is responsible for removal of all decorations, any items of property brought to the facility, and extra trash that will not fit in to the supplied receptacles. All City-owned tables and chairs must be returned to the configuration found at the beginning of the function. The applicant is responsible for additional costs for damage above. A \$150 cleaning fee will be charged to applicants who fail to clean the event space.

### APPROVAL OF APPLICATION

Parks & Recreation staff will determine the proper category of the applicant, ascertain that the use, time, date, and size of group are appropriate and available. Reservations are not confirmed until all requirements have been met (i.e., copies of insurance, permits, licenses) and full payment of all fees and deposit have been received. The City may cancel or deny the application of any person or group when it is determined by the City that the proposed use of the facility will not be in the best interest of the City.

## STATEMENT OF USER RESPONSIBILITY For Lake Oswego Recreational Area/Facility

**I, the undersign, attest that I have read and agree to abide by all rules, regulations, and guidelines specified herein:**

### RESERVATIONS & CANCELLATIONS

1. EVENT application for use shall be submitted no less than 48 hours prior to use.
2. All fees associated with an EVENT reservation must be fully paid by the day of the event.
3. Cancellation for an EVENT is only accepted 24 hours prior to the reservation date with a refund of all fees. If the applicant fails to provide at least 24 hours notice, a \$50 Staffing Fee will be deducted before your refund is issued. To change reservation date, a request must be made 24 hours in advance or the \$50 Staffing Fee is charged.
4. If user/group leaves before the designated ending time, the rental fee for the remaining time is forfeited. If user/group runs over reserved time, the hourly rate will be charged.
5. User/group is responsible for clean up of the event within the specified rental time. An additional \$150 cleaning fee will be charged if user/group fails to adequately clean the rented space.
6. User/group is responsible for providing adult chaperone(s) for each event.
7. Controlled substances and smoking are prohibited within and outside the facility.
8. Music must be kept at moderate levels.
9. No person may move any City owned equipment and/or supplies without written permission from the Director of Parks & Recreation.
10. Due to unforeseen circumstances, The City of Lake Oswego reserves the right to reschedule/cancel this facility use agreement.

### LIABILITY

1. Any user/group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
2. The user/group assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the user's/ group's display, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
3. The user/group shall be responsible for the conduct of participants in the activity or event, the supervision of youth under 18 years of age, for the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear. The user/group is responsible for additional costs for damage above and beyond the Deposit amount and liable for City's attorneys fees or collections costs reasonable incurred in any action in which the City prevails for enforcement of this agreement.
4. If approval is granted to the user/group to bring in any special portable devices for use in conjunction with the reservation, the reserving party must submit a letter releasing the City of liability and must also post a sign at the device during reservation time that the device is not the City's and the City is not responsible.
5. The City is not responsible for personal property left behind by applicant or represented group, or for lost or stolen items left inside or outside the premises.

**I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of my knowledge. I accept responsibility for any violations as they may pertain to the facility reserved.**

Print Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date Signed: \_\_\_\_\_