
City of Keizer Community Center



Event Center Guide

Table of Contents

Facility Overview	3
Facility Map and Specifications	4
Venue Costs and Fees.....	5
Frequently Asked Questions	6-7
Client Checklist	8
Client Guidelines	
Air Walls	9
Animals/Pets	9
Audio/Visual Equipment	9
Cabling	9
Cleaning	9-10
Decorations and Equipment	10
Estimate of Charges	10
Event Coordinator and Scheduler	11
Emergency Exits Map	11
Emergency Procedures	12
House Sound System	12
Insurance	12
Internet	12
Loading Dock	13
Lost and Found	13
Noise Levels	13
Parking	13
Private Security Professionals	13
Signage	13
Smoking and Vaping	14
Vendor Information	14



Facility Overview

Keizer Community Center Physical Address

930 Chemawa Road NE
Keizer OR 97303

Website

www.keizer.org/Community-Center

Event Center Coordinator

Kristian Bouvier
(503) 390-3700 or
bouvierk@keizer.org

Available Amenities

9,000 square feet of flexible meeting and event space
Self or outside catering is allowed
Easy access to I-5
200 spaces of free parking
Wired and wireless internet
House sound system
Projection screens and LCD projectors
Wireless microphones
8' x 16' stage

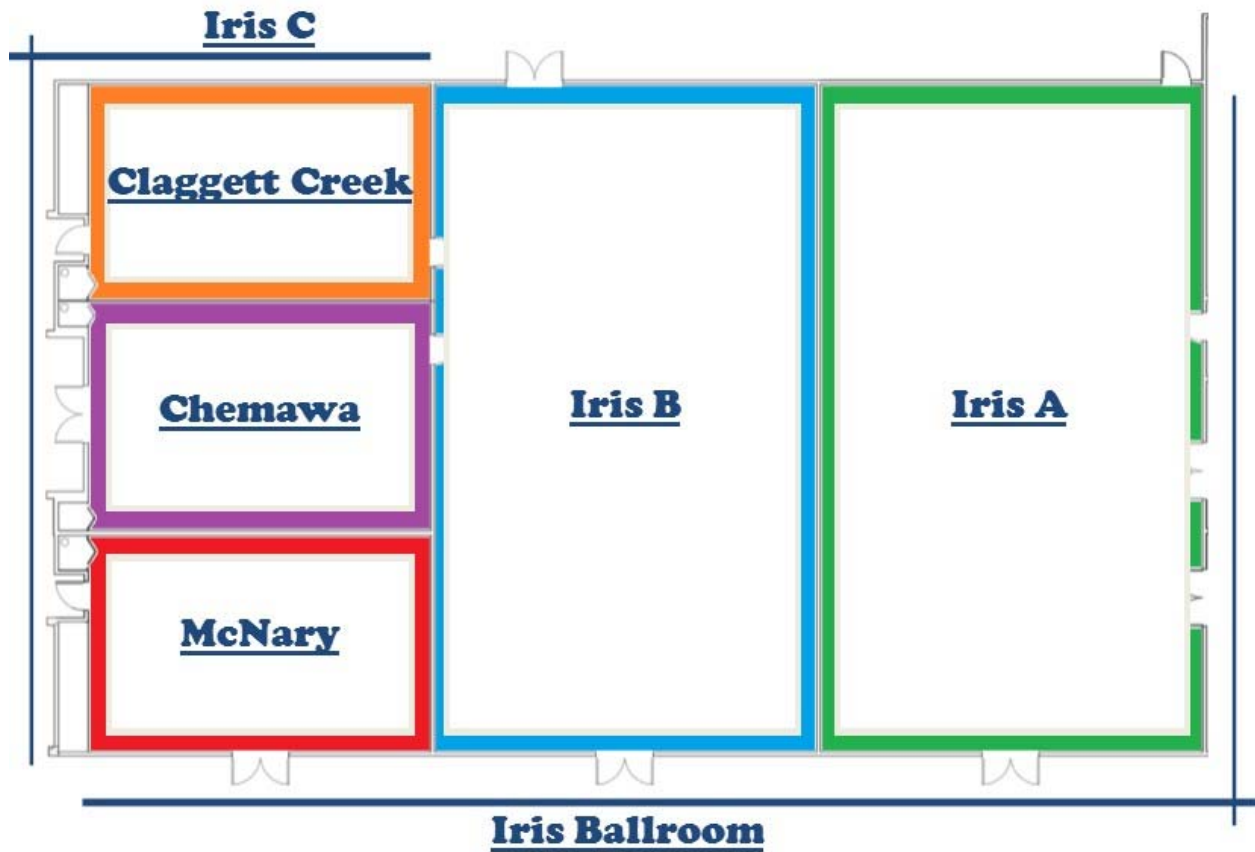
Directions

From I-5: Northbound take exit 260 -OR- Southbound take exit 260B
Travel West on Chemawa Rd NE. Turn Left to stay on Chemawa Rd NE.

Follow for 1 mile, taking the second exit in the traffic circle to
continue on Chemawa Rd NE. The Civic Center will be on your left.

(Entrances are on Chemawa Rd NE and Rickman Rd NE)

Facility Map and Specifications



Room	Sq. Ft.	Dimensions	Reception/ Round	Crescent Rounds	Classroom Style	Theater Style
Iris Ballroom	Up to 9,000	115' x 71'	400	320	-	700
Iris A	2,769	39' x 71'	120	110	-	150
Iris B	2,840	40' x 71'	120	110	-	150
Iris C	2,556	36' x 71'	120	-	75	150
Iris A/B	5,609	79' x 71'	240	220	-	300
Iris B/C	5,396	76' x 71'	240	220	-	300
Claggett Creek	828	23' x 36'	40	30	30	60
Chemawa	864	24' x 36'	40	30	30	60
McNary	864	24' x 36'	40	30	30	60

Venue Cost and Fees

Facility Use Fees	Additional Fees
<p><u>Iris Ballroom</u> \$250 per hour (minimum 8 hour rental) \$1500 Refundable Deposit</p> <p><u>Iris A</u> \$100 per hour (minimum 4 hour rental) \$750 Refundable Deposit</p> <p><u>Iris B</u> \$100 per hour (minimum 4 hour rental) \$750 Refundable Deposit</p> <p><u>Iris C</u> \$100 per hour (minimum 4 hour rental) \$750 Refundable Deposit</p> <p><u>Two Iris Rooms</u> \$200 per hour (minimum 4 hour rental) \$1150 Refundable Deposit</p> <p><u>Claggett Creek</u> \$25 per hour (minimum 3 hour rental) \$300 Refundable Deposit</p> <p><u>Chemawa</u> \$25 per hour (minimum 3 hour rental) \$300 Refundable Deposit</p> <p><u>McNary</u> \$25 per hour (minimum 3 hour rental) \$300 Refundable Deposit</p>	<p><u>Stage</u> \$200</p> <p><u>Projector</u> \$25 each</p> <p><u>Wired Internet</u> \$25</p> <p><u>Warming Kitchen</u> \$50 <i>(The warming kitchen is included with the rental of Iris Ballroom, Iris A, Iris B and Iris C.)</i></p> <p><u>Private Security Professionals</u> \$25 per hour / per Private Security Professional <i>(If alcohol is being served the City will hire Private Security Professionals based on room use for events. The client is responsible for the fees associated with hiring Private Security Professionals. All alcohol service must be provided by a vendor on the City's vendor list.)</i></p>
	Available Discounts
	<p><u>Keizer Citizens</u> 25% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.</p> <p><u>Keizer Based 501(c)(3) Organizations</u> 25% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.</p> <p><u>Government Partners</u> 20% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.</p> <p><u>Multiple Bookings</u> 25% discount off any room rental fee for groups that book six or more times with us in a calendar year. Groups must book dates at one time and set up a payment arrangements with Community Center staff.</p>

Frequently Asked Questions

How do I arrange for a tour of the facility?

Facility tours are typically scheduled Monday–Friday (excluding holiday's) from 8:00am to 3:00pm. Tours are based on facility availability. Other days and times may be arranged based on staff availability. Please contact the Event Center Scheduler or Coordinator to arrange a day and time.

When do I need to turn in my application?

It is best to turn in your application and deposit as soon as possible when you have decided on our venue and event date. Some prime dates book up to a year in advance. While other dates can be book a month or two in advance.

How much does it cost to rent your facility?

Rental costs vary greatly based on room type and event details. Room rental pricing ranges from \$25.00 to \$250.00 per hour. With deposits ranging from \$300.00 to \$1500.00. Please refer to page 5 for further detailed costs. The Event Center Coordinator or Scheduler can provide you with an estimate of charges after all of your event requirements have been received.

When is payment required?

The Refundable Deposit is due at the time your application is submitted to the City of Keizer. Any remaining rental fees are due at least 60 days prior to event date.

What additional costs may I incur other than rent?

Based on the requirements of your event, costs for the following may apply: Projectors, stage, wired internet, Private Security Professionals, or event staffing. Community Center Staff can work with you on an itemized event estimate based on your event's specific needs. After the event, charges may apply for damages that occurred during your event or for excess cleaning.

What is included in a meeting room rental?

Tables (5 foot rounds or 6 foot banquet) and chairs set up according to your approved layout and public wireless internet. Included by request: wireless microphones, 7' x 12' screen, 6' screen, white board, lectern, coat rack and house sound system.

Can I bring in and set up my own computers?

Yes. The City of Keizer does not provide computers for Community Center client use. Staff can be available upon request to help connect your computer to our projector or sound system. It is recommend that you allow time for testing and troubleshooting all equipment prior to your event.

Is there free parking available?

Yes. There are 200 free parking spaces in the Keizer City Hall parking lot. This lot is shared with the Chalmers Jones Park and the Keizer Heritage Center. Residential neighborhood on-street parking is also available on Rickman Road or Bailey Road. Guest parking is not allowed in designated limited duration parking or marked City of Keizer Staff vehicle parking.

Who can provide food and beverage services?

The Community Center offers many options for your food and beverages needs. A warming kitchen (including oven, stove top, microwaves, refrigerator and freezer) is available upon request. Cooking of any kind is not permitted in our kitchen.

- **Licensed Caterer:** Any catering services must be provided by a caterer on the City's vendor list. All events open to the general public must use a caterer from our vendor list. Please ask event center staff for a list of vendors.
- **Drop off catering:** Food catering can be dropped off at the Community Center by any caterer or restaurant without being on our vendor list, for private events only.
- **Self-Catering:** The client can bring in their own prepared food to be served to their guests, for private events only.
- **Alcohol catering and service:** Alcohol must be provided and served by a provider on our vendor list. Please ask event center staff for a list of vendors.

Do you have a copy center?

The City of Keizer does not have a copy center available for guest use. If City Staff is available, we can make limited copies for you. Copy rates are \$0.28 per page for 1-10 pages. Or \$0.22 per page for 11+ pages (plus \$2.80 for the first 10 pages).

What is the role of the event host assigned during the event?

Our event hosts are available during your rental times to assist if you need minor changes to your room layout. For example, an extra table or a few more chairs. They are also available to help with A/V equipment that was included with your rental. The event hosts will maintain all common areas including lobby, hallways, restrooms and will empty all Community Center owned trash cans as staff time allows. They will also monitor the building and event rooms to ensure that all of our policies and procedures are being followed, including all Fire Marshal regulations.

Client Checklist

CHECKLIST – SUBMIT APPLICATION TO THE CITY OF KEIZER

Room reservations are only secure when a completed Community Center Use Application and Use Agreement has been received by the City along with full payment of the refundable deposit.

- Fully complete the Community Center Use Application. A signature is required on page 8 the Community Center Use Agreement.
- Submit payment of the Refundable Deposit in full.
- Any remaining rental fee payments that may be outstanding are due sixty (60) days prior to the event date.

CHECKLIST – ITEMS DUE AT LEAST 14 DAYS PRIOR TO EVENT DATE

A late fee of \$100 will be charged against the deposit if any of the insurance certificates and endorsements, caterer information or other documents required by this agreement are submitted less than fourteen (14) days prior to the event. In the event that the documentation is submitted, but is not sufficient, such late fee shall be imposed if the proper information is not resubmitted at least seven (7) days before the event.

- All events must obtain a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000. The policy must:
 - o Name the “**City of Keizer**” as additional insured.
 - o Be in the name of the Responsible Person/Contract Signer.
 - o Issued by an insurance company authorized to do business in the State of Oregon.
- An Additional Insured Endorsement must be provided to the City with the Certificate of Liability Insurance.
- All space design and event details must be finalized with event center staff. Posted maximum room capacity may not be exceeded at any time during your event. If a change from the confirmed room set-up is required on the day of the event, and additional staff is necessary, a labor charge of \$20 per hour, per worker, will be deducted from the deposit.
- ALCOHOL SERVICE POLICY: All alcohol service must be provided by a vendor on the City’s vendor list. If alcohol service is being provided during your event you must provide the City with the name of the alcohol service provider.
- FOOD SERVICE/CATERING POLICY: All catering services must be provided by a vendor on the City’s vendor list. If catering services are being provided during your event you must provide the City with the name of the catering provider. All events open to the general public must use a caterer from the City’s vendor list. Clients are permitted to bring in or serve their own food and non-alcoholic beverages, except if the event is open to the general public.
- VENDOR POLICY: If you have chosen to hire an outside vendor(s) to provide additional services for your event you will need to notify the vendor(s) that the Community Center does not have storage availability outside of your rental period. Outside vendor rental equipment must be delivered no earlier than the reserved time and day of your event and then be removed at the end of your event.

Client Guidelines

Air Walls

Air walls are located between each of the five Community Center rooms. The movement of the air wall is to be performed by City of Keizer Staff only. Air wall movement should be communicated to the Event Coordinator well in advance of the event date. Any requests to open/close an air wall during an event or last minute requests to open/close an air wall may incur a labor charge. All event related equipment, including audio visual equipment, must be kept at least 3 feet from air walls at all times. Magnets may be use on the air walls to display signs or posters during your event.

Animals/Pets

Service animals are permitted within the Community Center. However, non-service animals are not permitted without prior written approval by City staff. Please contact City staff for additional regulations and information.

Audio/Visual Equipment

Available upon request: Wireless internet, wireless microphones (lapel and handheld), house sound system, projector screens and white boards. Available for additional fees: 8' x 16' stage, wired internet, LCD projectors and conference phone.

Cabling

No cables (telephone, internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. All cables must be secured to the floor to avoid tripping hazards. Please make arrangements with City of Keizer Staff to obtain proper cable covers prior to your event.

Cleaning

The City of Keizer maintains all common areas including lobby, hallways, restrooms and will empty all Community Center owned trash cans as staff time allows.

The **client** is responsible for the following **Post Event Cleaning**:

- Make sure all trash is in a garbage or recycling bin.
- All of your materials, decorations and equipment have been removed from the building. This includes all rented equipment.
- Check that you and your guests have all of their belonging.
- Lastly turn off the lights to help us conserve energy! The top left button turns the lights on and the top right button turns them off. Unless a staff member is still onsite.

~ Cleaning Guidelines continued on next page ~

If the kitchen is used for your event the following will need to be completed:

- Make sure all trash is in a garbage can or recycling bin.
- Wipe down counters, tables and stove if used.
- Clean the utility carts
- Wash out sink
- Sweep floors
- Mop up any spills
- Take your items with you when you leave. Please check refrigerator, freezer, microwaves and ovens.
- Cleaning supplies are available under the sink.
- Ask staff for use of vacuum and mop if needed.

Decorations and Equipment

Our clients are welcome to bring in their own decorations and equipment with a few limitations listed below.

- **Ceiling and Light Fixtures** - No decorations or equipment may be hung from the ceiling or light fixtures. Free standing decorations cannot exceed 9 feet in height.
- **Floor** - Nothing may be adhered to the floor, unless Client receives prior written approval by the City.
- **Walls and Doors** - The City only permits use of blue painter's tape or Post-It type products on the walls and doors.
- **Candles** - Candles must be dripless and enclosed in a non-flammable container of sufficient height to cover potential flame. NO open flames are permitted.
- **Explosives** - Fireworks (including sparklers), fog/smoke effect machines, and explosive effects are strictly prohibited. City Staff reserves the right to have any person(s) in violation of this policy removed from the property and to end an event in the case of a risk to the safety of others.
- **Flowers** - Loose real flower petals are not permitted on the floor. Use of synthetic flower petals are permitted but must be properly cleaned up at the conclusion of the event.
- **Strictly Prohibited Inside and Outside** - Birdseed, bubbles, confetti, dry ice, glitter, hay/straw, inflatable bounce houses/castles, mechanical rides, party poppers, rice, silly string, sky lanterns, trampolines, and aerial remote control devices (including drones).
- The City reserves the right to review and approve or deny any other requests that may be potentially hazardous, unsafe or cause damage that is not listed above.

Estimate of Charges

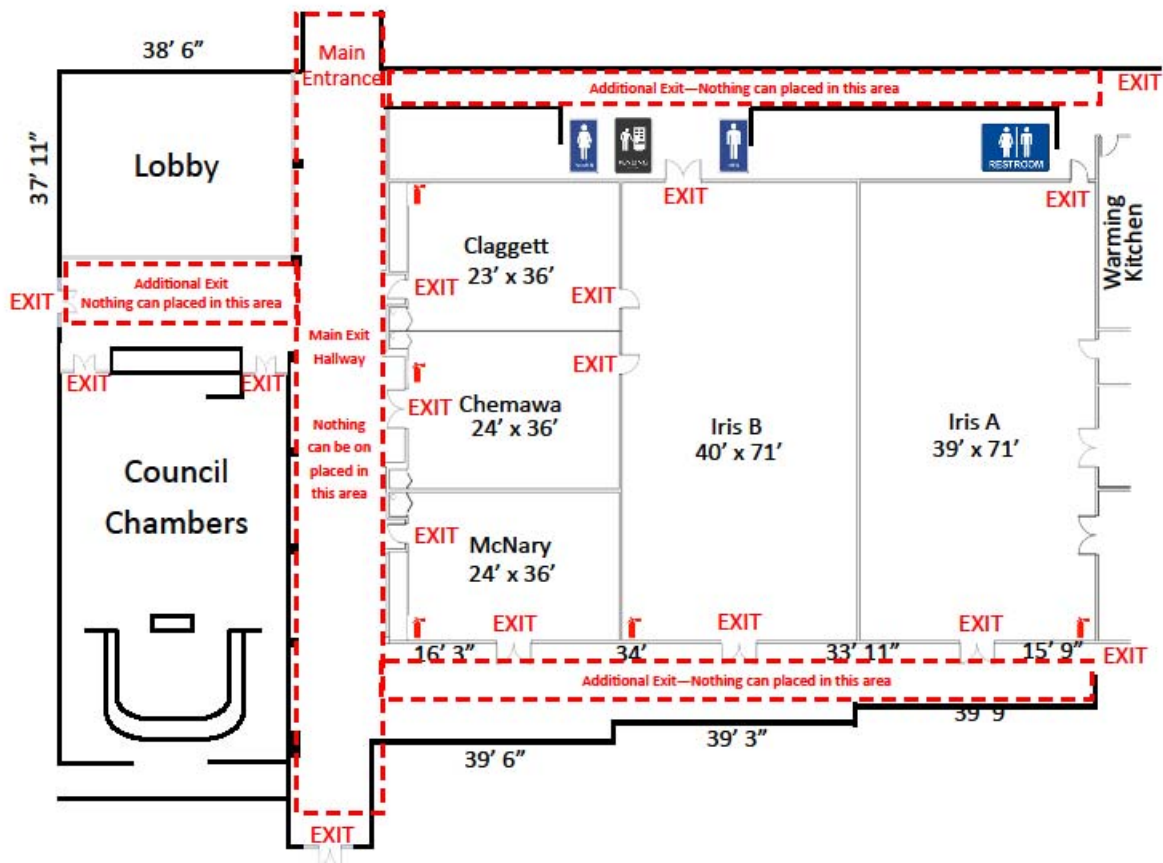
The Event Center Coordinator or Scheduler can provide you with an estimate of charges after all of your event requirements have been received. We require all of the rental fees be paid 60 days prior to your event date. The refundable deposit is required at the time your application is submitted.

Event Coordinator and Event Scheduler

The Event Coordinator and the Event Scheduler can both assist with all aspects of your event. Typically the Event Coordinator takes the lead on pre-event meetings, room layout design and A/V questions. The Event Scheduler typically takes the lead on the initial booking of the rooms including rental agreements and payments. The Event Scheduler also tracks client deadline and will send out reminders to clients for information that is due prior to the event date.

Emergency Exits Map

Clients and their guests may not place any items in the areas marked in red on the map below. In addition, all isles and exits need to be kept clear and free of obstructions. A 10 feet clearance with no physical obstructions must be maintained around all exit doorways at all times. Obstructions would include but not limited to easels, signs, displays, tables and other objects. The 4 feet clearance needs to be maintained for all fire extinguishers.



Emergency Procedure

Client is responsible for ensuring that participants are informed of and follow the emergency procedure of the facility. When a fire alarm is triggered, the speaker system will give notification to leave the facility in addition to a loud alarm and flashing lights. Client and guests shall use the following procedure in evacuation of the facility:

1. Exit using the nearest door.
2. Be sure all visitors exit along with Client.
3. Client will act as Safety Monitor, checking the rented facility, kitchen and restrooms as he/she exits.
4. All guests and Client will meet at the Gazebo in Chalmers Jones Park (across the parking lot).
5. Client is responsible for inventory of participants. It is suggested that Client have a sign in sheet or guest book.
6. In the event of an emergency, Client should provide an inventory of participants to the City designee.

House Sound System

Use of the house sound system is available upon request.

Available equipment includes:

3.5mm audio jack (aux port)

3.5mm Male to Male Stereo Audio Aux Cable

XLR Port

Insurance

The Client shall, at its sole cost and expense, procure and maintain through the term of this Facility Use Agreement a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000. The Comprehensive General Liability Insurance required by this Agreement shall be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of Keizer" includes its officers, agents, contractors, and employees. Client must provide the City with the proof of the insurance and additional insured endorsement evidencing such insurance at least fourteen (14) days prior to the date of the contracted event. Failure to provide the proof of insurance and endorsement will result in cancellation of the event.

Internet

Free Wireless Internet is available throughout the building. This service has limited bandwidth and is provided as a convenience to the casual user to check emails or connect online.

Wired Internet is available for a \$25 fee in all meeting rooms. It is strongly recommends a hard wired connection for all "mission critical" applications such as registration, credit card processing and high data volume presentations. Please make prior arrangements with City of Keizer Staff for this service.

Loading Dock

Our loading dock is located on Bailey Road NE on the west side of the Civic Center. Access to the loading dock is available during your rental times only. If you require the use of the loading dock for move in/out please provide City of Keizer Staff with all information regarding your loading dock activity. The designated "No Parking" area in the loading dock cannot be parked in at any time, this area must be kept clear in case of an emergency situation. The loading dock is not available on Wednesday's between 7:00am and 9:00am. During times that you are not loading or unloading you may be asked to move your vehicles to our parking lot or on street parking.

Lost and Found

The City of Keizer is not responsible for any personal property left on the premises. However, we will attempt to hold lost and found items so that they may be returned to their rightful owners. The City of Keizer reserves the right to discard any lost and found items at any time. The number to contact for lost and found is (503) 856-3408.

Noise Levels

The City of Keizer reserves the right to require any group whose noise levels disturb another group within the facility to reduce their sound to a reasonable level that does not disturb any other group. Sound levels must also be in compliance with the City Ordinance 2004-511. The City of Keizer is not responsible for any losses or damages associated with sound level requirements.

Parking

There are 200 free parking spaces in the Keizer City Hall parking lot. This lot is shared with the Chalmers Jones Park and the Keizer Heritage Center. Residential neighborhood on-street parking is also available on Rickman Road or Bailey Road. Guest parking is not allowed in designated limited duration parking or marked City of Keizer Staff vehicle parking.

Private Security Professionals

The City will hire Private Security Professionals based on room use for events where alcoholic beverages are being served. Client shall pay a \$25 per hour fee for each Private Security Professional required. If Private Security Professionals are scheduled, unless Client gives City ten (10) days written notice that the event will not include alcoholic beverages, Client shall pay this fee regardless of whether alcoholic beverages are served or not.

Signage

One freestanding temporary sign may be placed in the parking lot. No balloons, signs or other materials are allowed on the exterior of the building. All signs must be removed immediately following your event. Signage for the event must comply with the City of Keizer Sign Regulations. For information on the City of Keizer sign regulations, please call the Keizer Community Development Department (503-856-3441).

Smoking and Vaping

The City of Keizer Community Center is a non-smoking facility. Smoking and vaping is prohibited inside the building, and within ten (10) feet from any entrance.

Vendor Information

The City does not have recommended, preferred or required contracted services or businesses. You may choose any person, business, vendor, or event coordinator that you wish. The City does not have storage availability outside of your rental period. If you contract with outside vendors for rental equipment, the equipment must be delivered no earlier than the reserved time and day of your event and then be removed at the end of your event. Vendor lists can be provided upon request.