



City of Keizer

Community Center Customer Checklist - Government

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.

- Fully complete the Community Center Use Application, including page 1, 2 and 6. A signature is required on page 8 the Community Center Use Agreement.
- Any rental fee payments that may be outstanding are due sixty (60) days prior to the event date.
 - o An invoice can be provided upon request.

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 provide the City with proof of insurance by one of the following options:
 - 1) Provide documentation stating that the client is self-insured and will not obtain separate insurance.
 - 2) 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.
 - o Provide an Additional Insured Endorsement 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.
- 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.

If you have questions about this information please contact City Staff for assistance.

Kristian Bouvier
Event Coordinator
Phone: (503) 856-3446
Email: bouvierk@keizer.org



City of Keizer

Community Center Customer Event Information

GENERAL INFORMATION:

- While enjoying our facility please be respectful of our building and other patrons by: Keeping our artwork damage free so everyone can enjoy it, supervising children at all times and using furniture for its intended purpose.
- Disposing of potentially harmful waste or grease down our sink or storm drains on City property is prohibited. Fines may be imposed if illegal dumping occurs during your event.
- A portion of your deposit may be forfeited if the Community Center and/or kitchen is not cleaned as outlined in the post event instructions listed below.
- Guest parking is not allowed in designated limited duration parking or marked City of Keizer Staff vehicle parking. If guests are parked in restricted parking areas they will be asked to move their vehicle. Guests parked illegally are subject to being ticketed and/or having their vehicle towed.

POST EVENT INSTRUCTIONS:

- 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 equipment rented from outside vendors.
- 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.

IF THE KITCHEN WAS USED FOR YOUR EVENT PLEASE COMPLETE THE FOLLOWING:

- Make sure all trash is in a garbage can or recycling bin.
- Wipe down counters, tables, utility carts and stove if used.
- Wash out sink
- Sweep floors and 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 INFORMATION:

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

- **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).
- **Light Fixtures** - No decorations or equipment may be hung from the ceiling or light fixtures. Free standing decorations cannot exceed 9 feet in height.
- **Walls and Doors** - The City only permits use of blue painter's tape or Post-It type products on the walls and doors.
- **Floor** - Nothing may be adhered to the floor, unless Client receives prior written approval by the City.
- **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.
- **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.
- 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. The City does not have storage availability outside of your rental period.
- 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.