

# Greater Jefferson Community Center

107 N Main Street • Jefferson, Oregon 97352

(541) 327 – 7996

*“The Community Gathering Place”*

## APPLICATION FOR FACILITY & EQUIPMENT USE

Today's Date: \_\_\_\_\_ Date of Event/Rental: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Applicant Needs:  GJCC Room or  tables/chairs for off-site use: # \_\_\_\_\_ Chairs # \_\_\_\_\_ Tables

Room Choice:  Event Hall  Event Room  Vault Room Number of Guests Expected: \_\_\_\_\_

Additional Needs:  Kitchen  Dishes/Silverware  Table Cloths  Chair Covers

Type of Set-up Needed: \_\_\_\_\_

Total # Hours Requested: \_\_\_\_\_ Opening Time/Closing Time: \_\_\_\_\_ : \_\_\_\_\_ - \_\_\_\_\_ : \_\_\_\_\_

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Room Rate: Includes room, tables, chairs.

Additional Fees: kitchen/dishes/silverware/↑50 people or  chairs/tables only

Security Fee: When deemed refundable, returned within 60 days.

**\*TOTAL FEES:**  Check if EIN provided on back of form.

**\*All fees must be paid before reservation can be confirmed. Fees are refundable with cancellation of seven (7) or more days of notice. No refunds will be given with less than seven (7) days notice.**

GJCC volunteers cannot advise when Marion County permits may be required for food service. Consult Marion County Environmental Health at (503) 588-5346.

By signing this form, I understand and agree to indemnify and hold harmless the Greater Jefferson Community Center, it's officers, directors, members, employees and volunteers for any negligence. And, I understand and agree to comply with all the policies and procedures set forth by the Greater Jefferson Community Center. I am of legal age and agree to be responsible for the repair of damage to equipment or facilities and for the replacement of missing property. I will keep the Community Center free of tobacco and drugs. Alcohol will only be permitted with prior approval and proof of possessing an insurance rider indemnifying GJCC from legal action.

Applicant Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Received by \_\_\_\_\_ Date Received \_\_\_\_\_

**OFFICE USE:**

Copy to Applicant as Receipt

Posted to Calendar

Filed in Notebook

(Rev. 10/25)

# Greater Jefferson Community Center Equipment & Facility Fees

## RATES for One-time Event: (includes use of tables & chairs)

|  |                                     |       |   |  |
|--|-------------------------------------|-------|---|--|
| Half-day (4 hour) facility use up to 50 people | <input type="checkbox"/>            | \$100 |   |  |
| Full-day (8 hour) facility use up to 50 people | <input type="checkbox"/>            | \$150 |   |  |
| Additional charge for over 50 people           | <input type="checkbox"/>            | \$50  |   |  |
| Security Deposit Required                      | <input checked="" type="checkbox"/> | \$150 | Refund of \$75 contingent on final walk-through |  |

## Additional Charges:

|                              |                          |            |   |      |
|------------------------------|--------------------------|------------|---|------|
| Use of kitchen for cooking   | <input type="checkbox"/> | \$50       |   |      |
| Use of dishes and silverware | <input type="checkbox"/> | \$1/person | \$1.00 X  | = \$ |
| Table cloths                 | <input type="checkbox"/> | \$3/table  | \$3.00 X  | = \$ |
| Chair covers                 | <input type="checkbox"/> | No Cost    | Stretch covers, if used, must be applied by renter. |      |

## Fees for Use Outside of Community Center:

|                    |                          |          |          |      |
|--------------------|--------------------------|----------|----------|------|
| Rectangular Tables | <input type="checkbox"/> | \$5 each | \$5.00 X | = \$ |
| Folding Chairs     | <input type="checkbox"/> | \$1 each | \$1.00 X | = \$ |

Type your text

## RATES for Classes or Meetings Weekdays (Monday thru Friday): (includes use of tables & chairs)

|                                      |                                     |            |   |      |
|--------------------------------------|-------------------------------------|------------|---|------|
| Three (3) Hours – Up to 50 people    | <input type="checkbox"/>            | \$25/class | \$25.00 X   | = \$ |
| Full-day (8 hours) – Up to 50 people | <input type="checkbox"/>            | \$50/class | \$50.00 X   | = \$ |
| Added fee for over 50 people         | <input type="checkbox"/>            | \$50       |   |      |
| Security Deposit Required            | <input checked="" type="checkbox"/> | \$150      | Refund after last class contingent on walkthrough |      |

## RATES for Classes or Meetings Weekends (Saturday and Sunday): (includes use of tables & chairs)

|                                      |                                     |             |   |      |
|--------------------------------------|-------------------------------------|-------------|---|------|
| Three (3) Hours – Up to 50 people    | <input type="checkbox"/>            | \$50/class  | \$50.00 X   | = \$ |
| Full-day (8 hours) – Up to 50 people | <input type="checkbox"/>            | \$100/class | \$100.00 X  | = \$ |
| Added fee for over 50 people         | <input type="checkbox"/>            | \$50        |   |      |
| Security Deposit Required            | <input checked="" type="checkbox"/> | \$150       | Refund after last class contingent on walkthrough |      |

## RATES for Non-Profit Groups registered as tax-exempt (with an EIN) or approved by the Board of Directors:

|  |   |            |   |                               |
|--|---|------------|---|-------------------------------|
| Meet once a month (up to 50 people)    | <input type="checkbox"/>  | \$150/year | <input type="checkbox"/>                          | \$300/year for over 50 people |
| Meet twice a month (up to 50 people)   | <input type="checkbox"/>  | \$200/year | <input type="checkbox"/>                          | \$400/year for over 50 people |
| Meet once a week (up to 50 people)     | <input type="checkbox"/>  | \$250/year | <input type="checkbox"/>                          | \$500/year for over 50 people |
| Security Deposit Required              | <input checked="" type="checkbox"/>                                     | \$150      | Refund after last class contingent on walkthrough |                               |
| Requesting tax exempt non-profit rate: | Above selections must include EIN or written request to the GJCC Board: |            |   |                               |

*Monthly payments can be arranged for recurring classes/meetings.*

ALL individuals and groups are asked to sign a waiver for use of the facility (once per year for those groups using it on a regular basis).

## Total Fees Based on Your Selections:

|  |    |                                       |
|--|----|---------------------------------------|
|  | \$ | TOTAL FEES TO BE PAID FOR RESERVATION |
|--|----|---------------------------------------|