SALEMTOWNE FACILITIES RESERVATION AND LIABILITY AGREEMENT - FOR PRIVATE USE

The Salemtowne Civic Association makes available to its members certain Association facilities for private use subject to advance reservations and such reasonable restrictions deemed necessary by the Board of Directors.

Association members requesting private use of Salemtowne facilities do so with the express understanding that Salemtowne does not sponsor, endorse or guarantee any event or activity conducted on its premises while in private use any more than if the event or activity were conducted within the member's private residence. In particular if alcoholic beverages are served, they must be served and consumed in accordance with Oregon Liquor Control Commission Laws.

The undersigned member agrees to indemnify and hold harmless Salemtowne and its officers, directors and agents from any and all claims that may be made, including cost of defense, arising out of events conducted on or within Salemtowne facilities while under the member's private use, including such claims arising out of the use of alcohol.

I have read, understand, and agree to comply with the Rules and Regulations governing this reservation. Neither the Association nor its officers, employees, or agents shall be liable for any injuries to persons or damages to property which might be sustained by members, guests, or other persons on the property. All persons using any facilities of the Association assume all risks incident to such use. You will need to provide a copy of your event liability insurance.

SIGNATURE OF APPLICANT:	Date:
Reservations are confirmed when agreement is signed and payments received.	
FACILITY REQUESTED FOR	
Date	
Towne Hall/Kitchen - \$150	Farmhouse/Kitchen - \$85
Patio/FH Kitchen - \$85	Fireside Room - \$30
Applicant Name	Cell Number
Applicant Address	Home Number
Type of Function	Salemtowne Resident if not the same as Applicant
Person Responsible for Clean Up	Phone Number
Start time:(includes preparation)	Finish time:(includes cleanup)
CHECKS RECEIVED: Cleaning & Damage Dep (Deposit will be returned if facily And Rental fee, check #	ity is left clean and undamaged.)
CLEANING DEPOSIT RETURNED: YES NO	/

Revised: 12.16.2022

This in pending status, until you have signed the attached contract and paid your fees to the office. Two checks are required – one usage fee, one cleaning deposit. These checks are to be made payable to Salemtowne Civic Association (not SCA). Event liability insurance is required.

Reminder the Garbage bin is locked up, the key to the padlock is on the wall by the back door of the Towne Hall Kitchen. And there is another key in the cleaning closet in the Farmhouse Kitchen. Please return this key promptly.

Someone will be checking the reserved room for cleaning after your party or the next morning after your party. Cleaning deposit can be requested a few days after your party.

Any changes to your requested reservation must be emailed to Reservations@Salemtowne.us Please, to minimize potential misunderstandings, no phone calls. Please put things in writing.

RULES:

Helium balloons, glitter, candles, confetti, birdseed & rice are prohibited. Bubbles allowed outdoors only. No fireworks of any kind are permitted. Thermostat in Towne Hall is preset for temperature, adjust the timer for your period of use. All Towne Hall tables and/or chairs must be wiped off and be put back into the proper storage area. One storage area is in Towne Hall closets - the other outside in the hallway.

Any Towne Hall tablecloths or cleaning cloths used must be taken home to wash. Please return them promptly.

All floors must be swept and mopped as needed. No wet mopping the Towne Hall floor - only damp. All garbage in the kitchens must be emptied to the garbage bin outside in the parking lot, and new garbage bags put in.

All cleaning supplies for the Towne Hall are in the closet outside the back kitchen door (except for garbage bags in the kitchen drawer). The Farmhouse kitchen has a cleaning closet with all supplies.

Clean all counter tops, sinks and appliances. Remove all items from the refirgerator(s).

Billiard Room and Fitness Center are for use of Residents only.

Bean Bag boards are in a closet outside the Towne Hall door. The Bean Bags are inside the Towne Hall closet.

Reminder the security system automatically alarms all doors promptly at 10 pm.

If you need help finding anything, or don't understand, please call the SCA office, 503.363.4729, during Office hours.

Reservations

reservations@salemtowne.us

Revised: 10.22.2023