

**City of Paisley  
Community Center  
PO Box 100  
Paisley, Oregon 97636**

**Phone: (541) 943-3173**

**Fax: (541) 943-3982**

The City of Paisley would like to welcome you to its Community Center. Please fill out and return the attached packet either by mail, fax or you can use the drop box located on the side of City Hall. Let us know if there is anything that we can do to make your use of the facilities more enjoyable. You may obtain a key to the facility at the Paisley Mercantile. It is your responsibility to return it to the store as soon as you are finished as there may be someone else who needs it soon after you. A generally accepted practice of donating for the use of the Community Center is greatly appreciated. Usually \$25.00 is donated for the use of the Main Hall and \$10.00 for the use of the little room. This amount plus any additional donation that you feel is appropriate is how the City of Paisley is able to keep up on maintenance of the building. Again, Thank-you for your donation and if you need a receipt please make a note on the Post Event Checklist and one will be mailed to you!

Thank-you,

The City of Paisley

City of Paisley  
PO Box 100 Paisley, Oregon 97636  
Phone :( 541)943-3173  
Fax: (541) 943-3982  
Email: [info@cityofpaisley.net](mailto:info@cityofpaisley.net)

## Community Center Use Application

Organization or Name \_\_\_\_\_

Type of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_ A.M. P.M.      Event End Time \_\_\_\_\_ A.M. P.M.

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Food Service: Yes/No      Caterer \_\_\_\_\_

Will you be using the Kitchen? Yes / No

Comments \_\_\_\_\_

.....  
I have read, understand and signed the attached Community Center Use Agreement Document. I agree to indemnify and hold the City of Paisley harmless from any and all liability for injury to persons or property as a result of the use of the Community Center pursuant to the terms of the attached Agreement. I will make restitution for any damage incurred during room use. I am of legal age and have the authority to sign this Application and the attached Agreement on behalf of the Organization, if any, intending to use the facility. I understand the City of Paisley as a public entity is subject to Oregon Public Records Law and this Application and attached Agreement is a public record and subject to disclosure upon request.

Name of person applying \_\_\_\_\_  
{Print}

Signature of person applying \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please Note\*\*** The Reservation is not secured until all requirements have been met and the Application and Agreement have been approved by the City of Paisley.

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# City of Paisley

## Community Center Use Agreement

Welcome to the City of Paisley Community Center (hereinafter "City"). It is our pleasure to offer you the use of our facility for your event. Outlined in this agreement are the terms of your facility usage.

### A. SAFETY POLICIES

**A1. Hazardous Materials Prohibited.** You agree not to allow any material, substance, equipment or object to be brought onto the property, which may be a hazard to the life of, or cause bodily injury to any person on the premises. Illegal substances, firearms or other weapons are strictly prohibited. Police will be notified if anyone is found possessing illegal substances or weapons on City grounds.

**A2. Smoking.** The City of Paisley is a non-smoking facility. Smoking is prohibited inside the building, and within ten (10) feet from any entrance.

**A3. Emergency Procedure.** You are responsible for ensuring that participants are informed of and follow the emergency procedure of the facility. If a fire alarm is triggered, you 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 you.
3. You will act as Safety Monitor, checking the rented facility, kitchen and restrooms as you exit.
4. All visitors will meet in the parking lot.
5. You are responsible for inventory of visitors. It is suggested that you have a sign in sheet or guest book.
6. In the event of an emergency, you should provide an inventory of participants to the City designee.

**A4. Facility Security.** You are responsible for ensuring that the facility is secure and that entry to the facility is not permitted to anyone other than your approved attendees. Propping of doors for entry or reentry is strictly forbidden. It is recommended that you use a monitor to allow entry to your attendees.

### B. General Provisions.

**B1. Non-Exclusive Use.** The City and other parties shall have the right to occupy or permit the use of any portion of the facility not granted to you under this agreement to any person, firm or entity regardless of the nature of the use of such other space.

**B2. Damages.** You agree to pay the City of Paisley the reasonable value of the cost of repairing or replacing damage to the facility, the facility's furnishings, or the grounds of the City caused by you or your employees, agents, sub-contractor, exhibitors or guests. By signing this agreement, you assume full responsibility for all persons connected with your use of the authorized area(s).

**B3. Indemnification and Hold Harmless.** Client shall be responsible for and shall pay and discharge any and all claims of any nature whatsoever under this Agreement. Client shall indemnify, defend, and save harmless the City and its officers, agents, contractors and employees for and against any and all loss damage, injuries, action, causes of action, or liability of any kind whatsoever resulting from or arising out of the condition of the Facility, and all operations, activities, or undertakings of you or any of your guests, employees, agents, volunteers or independent contractors. Notwithstanding the above, if City directly authorizes an activity by any party other than you during the period of this Agreement, this paragraph shall not apply to claims arising out of that activity.

City of Paisley  
Community Center  
Post Event Checklist

The person applying, listed on the Community Center Use Application and Agreement, is responsible for cleaning the room(s) upon conclusion of the event. Failure to do so will result in the city passing on, to the person applying, any charges incurred to clean the Community Center.

The following is provided to assist you in returning the facility to its pre-use condition.

**Room(s) and Common Areas**

- Remove all decorations and associated materials
- Claim all belongings
- Wipe all tables with towels provided
- Sweep all floors with brooms provided
- Restore tables and chairs to storage area

**Restrooms**

- Ensure general cleanliness
- Make a note at bottom of this form if paper products/soap need restocking
- Sweep floor

**Kitchen**

- Remove all food and belongings
- Clean all equipment used
- Wipe down all surfaces with towels provided
- Sweep floor
- Ensure general cleanliness

**Please list any comments or notes below.**