

Northeast Coalition of Neighborhoods Facility Usage Request and Agreement

NECN Contact: Laura Becker, Operations Manager, 503.388.6088, laura@necoalition.org

Upon approval, the Northeast Coalition of Neighborhoods' (NECN) Conference Space is available for use during regular office hours and after hours. The space's maximum capacity is 50 people for a stand-up event and about 30-40 for a sit-down meeting.

All NECN activities and events take precedence in the use of the space, and availability is subject to change.

Usage Fees: To continue to provide resources to the community, NECN charges a \$25.00 fee for use of the conference space from 1 hour to 4 hours, and \$50.00 for use of the conference space from a 4 hour to 8 hour timeframe. The maximum use of the space is 8 hours. Set-up and clean-up time must be calculated into the time the facility is needed.

Key check-out: If the event is outside of NECN's normal operating hours, the Renter may be required to designate a key holder. This process would include a separate Key Check-out Form and the Renter will accept all responsibility for the security and lock-up of the NECN office.

Responsibility: The conduct of all participants and spectators while at NECN shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or artwork at NECN during the rental period, or resulting therefrom. NECN retains the right to evict objectionable persons from the premises or to call for security/police help if deemed necessary. Violations may result in denial of future reservation requests.

Indemnity: Renters shall release, indemnify, keep and save harmless NECN, its agents, officers, employees, or members from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

Security Deposit: In certain circumstances, a Security Deposit may be required. Renter will be notified upon agreement and the Security Deposit is due at the time of the completion of this Contract. The Security Deposit will be returned to the Renter upon satisfactory inspection of the rented facility after use. Portions of the deposit may be retained to compensate for any damages or additional clean up costs attributable to the Renter.

Cancellation/Refund: If cancellation by either party is more than seven (7) days before the scheduled use of the facilities, any submitted fees will be returned. If Renter cancels less than 7 days prior to the event, a \$25 cancellation fee will be retained from the returned fees.

Returned Checks: There will be a \$30 fee for any returned check.

Set-Up: Access to the facilities for setting up, will be during the hours stated on this rental agreement or as agreed to in advance. Renter is responsible for all set-up and break down. NECN may request a written schedule for set-up, event, and clean-up if deemed necessary.

Clean-Up: The premises must be left in the condition in which they were found at the beginning of the rental period and will be approved by the designated NECN staff. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities. Any food preparation/serving areas used must be cleaned and left in the condition in which they were found. All trash and recycling must be put into the proper receptacles.

Any damage to facilities or artwork during the rental period, or upon delivery/pick-up/clean-up or resulting from any Caterer's action will be the responsibility of the Renter. This includes damage to the walls, floors, fixtures, stereo, and artwork.

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At King Neighborhood Facility, 4815 NE 7th Avenue, Portland, OR 97211. 503-388-5004 main, 503-894-8534 fax, info@necoalition.org

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The Renter agrees to rent the Northeast Coalition of Neighborhoods Conference Room Space during the stated dates and times, in accordance with the terms of this rental contract. The space will be available to the renter during the times stated on the face of this contract only, therefore renter should include sufficient time for set-up and clean-up. Rental donations are based on a block of time and are inclusive of the set-up and clean-up time.

Today's Date _____

Renter's Name _____ Organization _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip _____

Event Contact Person _____ Phone _____

Dates and times requested for use of NECN's facilities:

Date(s) _____

Time _____ Total Hours _____

Event Description (including number of participants, activities, food or drinks, etc.)
Attach flyer(s) if applicable:

By signing this request for rental facilities, the signee agrees to comply with the terms of this agreement. The Northeast Coalition of Neighborhoods agrees to let the requestor know as soon as possible if their request has been granted and to make the space available to the requesting group at the time stated.

By signing this Rental Contract, the Renter acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding both on the parties and the organizations they represent.

RENTER:

Signature _____ Date _____

Print Name _____

NECN REPRESENTATIVE:

Signature _____ Date _____

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