

## General Permit

### USE OF FACILITIES IS LIMITED TO PERMIT

Renter must supervise event. Your use of the facilities is limited to activities, rooms, days, times, and attendance listed on this permit. Set-up and clean-up must be done by you during the time on this permit. Additional fees may result when additional time is taken and/or additional facilities are used.

### PAYMENT

Payment for rental fees should be paid to the City of Portland by check, cash, or credit card. Security deposit and no-refundable application fee are due in order to reserve the space. Payment for the entire rental is due two months prior to the event, unless other arrangements are made. Late payments may result in cancellation.

### CANCELLATIONS & CHANGES

Cancellations and changes must be made **IN WRITING** to the Rental Lead. Failure to notify at least two business days before the beginning of the rental time will result in forfeiture of the rent; two business days before or more notice will be charged 10% - 40% of the rental fee or a \$15 per room minimum. (See Rental Cancellation Matrix.) Date changes will be treated as cancellations. Time changes will be charged at the same rate as cancellations.

### LATE ARRIVAL

Late groups must notify the Center within 1½ hours of starting time; otherwise staff may leave and the event may be cancelled, resulting in forfeiture of the rental fee.

### YOUTH EVENTS OR EVENTS WITH CHILDREN

During your event, you and all your attendees are required to follow all rules posted at the facility. Events for youth under age twenty-one unaccompanied by their own parents/guardians require you to provide one adult usher/chaperone for every ten youth. Usher/chaperones' names and phone numbers are to be filed with the Center a minimum of 5 days prior to the rental date. Children attending adult or all-age events must be supervised and remain within the rented space. The event must end in time for minors to be in compliance with City of Portland curfew laws. Portland Parks & Recreation supervisors and staff reserve the right to monitor the event at any time. Site staff have the right to request that you provide additional security and/or hire security and charge you if they feel it necessary. In an emergency, call 911 and notify site staff.

## Smoking, Food & Other Regulations

### FOOD & DRINK

Food and drink are only to be consumed in designated areas. MAC restricts food and drink in the dance studio space, but exceptions may be made with prior approval in writing from a rental coordinator. Food and drink are prohibited on the auditorium stage.

### SMOKING & USE OF CANDLES

No smoking, including use of tobacco, marijuana, or vapor products, on all Parks property inside or outside of the building. No smoke machines allowed. Candles must be kept in containers made of non-flammable materials; containers must be taller than the flame. Additional fees or other remedies, including citation, may result when these items are not obeyed by you or any event attendee, including cancelling of event and/or forfeiture of future rentals.

### ATTENDANCE & FIRE CODE

The Center reserves the right to close doors in order to limit attendance beyond fire code. Staff will guide you to remain in compliance with fire code. Emergency exits must not be blocked. Facility doors may not be propped open during event. The opinion of the staff in regards to any of these criteria will be final.

### TECHNOLOGY & A/V EQUIPMENT USE

The applicant agrees to abide by staff instructions in the use of the Center's technological equipment. Any damages to equipment during a rental will be assessed and charged to the applicant's account.



## Set-Up & Clean-Up

### SET-UP

You are responsible for your own set-up of equipment and decoration. No tape, tacks, or nails in the walls, floors, or any painted surface. No glitter or confetti. No outside equipment brought into facility without prior approval. A follow-up walkthrough near your event date will help the staff prepare for the start of your event.

### CLEAN-UP

You are responsible for your own take down of equipment beyond what is indicated in your permit, with the exception of specialized PP&R equipment such as audio/visual, which PP&R staff handles. Rooms are to be left clean and in the same condition and arrangement as prior to use. All decorations and signs put up by the group must be removed. Put away all tables and chairs you used. Clean up includes removal of all food and/or drink spills. Place trash, recycling, and compost in designated area. Clean-up may also include vacuuming, sweeping, or mopping spaces used, including restrooms, hallways, lobby, and kitchen per instructions of staff.

### BEFORE YOU LEAVE & OVERTIME

To help ensure the return of your deposit, make sure a staff person checks the facility before you leave. Cost for cleaning and/or repairs will be assessed a fee and deducted from the deposit. Rental fees double for any groups staying beyond, or entering before their reserved time. Overtime is rounded up to the next half hour.

## Damages & Liability

### DAMAGES

A refundable security deposit and completed application is due at the time of booking in order to reserve a facility. Application fee is non-refundable. Deposit refunds will be requested 7-10 business days from the last booking date of the rental. Credit card refunds are received 7-10 business days after requested. Check refunds are received 3-4 weeks after requested. No cash refunds.

### LIABILITY

You agree to be responsible for the conduct of the audience/group in and about the center and for any damage beyond ordinary wear and tear that may occur to this property incident to your occupancy thereof. You further agree that the City property will be used in accordance with rules and regulations of the City of Portland and that you shall be responsible for any and all liability arising from the use of the city property and hold the City of Portland, its officers, agents and employees harmless from any action arising from your occupancy.

## Other

The use of public facilities shall be in accordance with Portland Parks & Recreation regulations as defined by City Ordinance, conditions listed here within this contract, and posted notices online and at the permit location.

**I have read, understand, and agree to comply with the regulations as stated.**

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Applicant Signature

Date

*We hope that your PP&R rental meets your expectations. If there were problems with the facilities or equipment, please report them to the site staff, or online at [www.multnomahartscenter.org/contact-us/](http://www.multnomahartscenter.org/contact-us/)*

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