



CITY OF TROUTDALE PARKS & FACILITIES

SAM COX BUILDING GREAT ROOM & ANNEX

RENTAL APPLICATION FORM

1106 E. Columbia River Hwy.
Troutdale, OR 97060

Rental Date: _____

Rental Time: from _____ to _____

Clean up time: from _____ to _____

RENTAL LOCATION:

Troutdale Resident/Non-Profit Organization

Non-Resident

Great Room (capacity 170)

Annex (capacity 50)

Kitchen (*Must Be Preauthorized At Time Of Rental – Available Only With Great Room Use*)

NO ALCOHOLIC BEVERAGES ALLOWED IN THE BUILDING OR ON THE PARK GROUNDS

Application Date _____ Number of People _____ Activity _____

Applicant (please print) _____

Address _____
Street City State Zip

E-mail _____ Contact No. _____

Organization/Group Name _____

Would you like to request setup time immediately prior to your event? Yes No

If available, the rental block immediately prior to your event (or the night before if you have a 9am start time), can be rented as a **SETUP TIME ONLY** for one half the normal rental rate.

Outdoor Amplified Sound? Yes / No (*If yes, please complete the "Special Use Permit For Outdoor Amplified Sound"*)

The permittee, on behalf of itself, its agents, and any heirs, assigns, or successors, in exchange for the right to use a City building, park and/or equipment, agrees to: Indemnify, defend and hold harmless the City of Troutdale and its elected or appointed officials, employees, agents and assigns from any and all claims which may arise as a result of granting this permit, including but not limited to the acts of persons that the permittee invites or allows to use the City building or City property; promptly notify the City of Troutdale of any claim or action, which the City shall have the right to investigate, compromise and defend; assume all risks associated with the use of the City's real or personal property; protect the City's real and personal property from any damage; return the City's real and personal property in the same condition it was in prior to permittee's use and to forfeit any security deposit if the property is not returned in the same condition; promptly repair or replace any of the City's real or personal property that is damaged at permittee's own cost and to the complete satisfaction of the City; comply with all general rules, guidelines and standards that are set forth in City documents that accompany the application and permit which are incorporated herein by reference; obtain and maintain a general liability insurance policy naming the City of Troutdale as an additional insured if vendors will be selling or distributing products or services to the public in connection with the permitted use of City property or the City property is being used for a community or special event as defined by the City. The minimum amount of coverage in this policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence.

The applicant has read and understands the rules and regulations of the City for renting a City facility:

Applicant/Permittee Signature

Date

Received	/
Paid	/

**BUILDING RENTAL FEES
SAM COX BUILDING
GREAT ROOM & ANNEX**

TROUTDALE RESIDENT & LOCAL PUBLIC SERVICE / NON-PROFIT*

	4-Hour Increments: 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6 p.m. to 10 p.m.	Full Day 9:00 a.m. - 10:00 p.m.
Great Room	\$350.	\$900.
Annex	\$250.	\$500.
NON RESIDENT		
	4-Hour Increments: 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6 p.m. to 10 p.m.	Full Day 9:00 a.m. - 10:00 p.m.
Great Room	\$450.	\$1100.
Annex	\$350.	\$900.

- All Fees are due and payable at the time of the Reservation.
- If the Annex is reserved in conjunction with an event held in the Great Room, the full rental fee for the Annex will be charged in addition to that of the Great Room.
- There will be one half-hour between rentals.
- Notice of cancellation must be given no later than 60 days before the date of the event in order to receive a full refund. If the cancellation notice is given later than 60 days before the event, no refund will be given (even if the facility is originally booked less than 60 days prior to the event itself).
- All NSF checks will incur a \$25 fee. The check amount plus the \$25 fee must be paid with cash or money order.