



# RENTAL APPLICATION

## Private Event

www.springwaterstudio.org ~ 120 S. W. Towle Ave. Gresham, OR 97080 ~ 503-665-9442 ~ info@springwaterstudio.org

**Date & Day(s) requested:** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

*(Include set-up/clean-up. Building to be vacated by 10 pm)*

**Applicant or name of organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**(Line 2)** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Coordinator Name:** \_\_\_\_\_

**Telephone (home):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Space Requested** *(check all requested)*

\_\_\_ **The Studio-** \$25/hour    \_\_\_ **The Classroom-** \$25/hour    \_\_\_ **Outdoor Spaces-** Rates vary

**Nature of use:** \_\_\_\_\_

**Number of people** *(25 person maximum):* \_\_\_\_\_ **Age Range:** \_\_\_\_\_

**Comments or considerations:** \_\_\_\_\_

### CONDITIONS OF USE:

1. Use is restricted to designated area (office space not available for non-parish groups).
2. Furnishings are not to be moved without prior approval and supervision.
3. Applicant has been provided a copy and understands the Facilities Use Policy.
4. Applicant will provide a current Certificate of Fire, Theft, and Liability Insurance if applicable. The Church is to be named as "Additional Insured."
5. Applicant indemnifies the Church from all expenses, claims and demands arising from use of the premises by Applicant or from the act or omission of any person present or acting on behalf or under the authority or permission of Applicant.
6. No money generating activities shall take place on the premises- including charging admission or tuition, selling raffle tickets, collecting donations, selling of wares, etc. -without express permission from Springwater Studio.
7. Rental Fee is due in full on or before the day of the rental.
8. Studio art supplies and equipment are not to be used without prior consent from Springwater Studio.

**The above conditions are agreed to by Applicant:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Note: Upon completion of this form, and based on availability of the space, the requested date will be posted on the Springwater Studio calendar. Building entry details will be emailed to coordinator one (1) week prior to event.**

### \*For Office Use Only\*

**Permission for the above described use is hereby granted:**

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Springwater Coordinator for Event**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Rental Fee Received:** Date: \_\_\_\_\_ ; Amount: \_\_\_\_\_ ; Check #: \_\_\_\_\_



Building Community to experience Life, Growth,  
& Healing through the Creative Process

# STUDIO USE POLICIES

**Fire Code** and seating restrictions must be followed at all times. Event may be interrupted or shut down without refund to remedy fire code violations. Studio Capacity is: **25 people** (however art classes maximize at 15)

EMERGENCY CONTACTS: 9-1-1 Fire: **(503) 618-2355** Police: **(503) 618-2338**

**Smoking:** Smoking is NOT allowed in the Studio, the Church or within 50 feet of the premises.

**Restrooms:** If needed, the Parish Hall restrooms are available (and ADA accessible) except during AA meeting times from 11:30-1:30 daily.

**Kitchen:** Off limits to anyone but Studio staff or St. Luke Parish members.

## Before you leave:

1. Follow clean-up procedures below;
2. Close all blinds;
3. Unplug any fans, heaters, coffee pots/hot water heaters used (do not unplug refrigerator or microwave);
4. Turn off all lights (including bathroom and closet);
5. Make sure all inside and outside doors are locked and secure.

### Cleanup:

1. Remove all decorations & signs put up by your group;
2. Clean, dry, and return to shelves all art tools and equipment used;
3. Empty, clean and return any kitchen items used (coffee pots, mugs, spoons, etc.)
4. Clean off tables & chairs, wiping up any food/drink, paint, glue, clay residue, etc;
5. Sweep floors (mop with soap & water if necessary);
6. Place recyclables in the recycling bins;
7. Remove all trash to dumpster (on east side of building );
8. Restore tables & chairs to original setup;
9. Clean any outdoor areas your group has used;
10. Scrub down utility sink;
11. Toss bucket waste water (clay/plaster of paris) outside in drainage area

**Youth Events:** One chaperone/instructor (21 yr. old or over) is required for every 10 youth (list of names & phone numbers to be filed). Children under 16 attending adult or all age events must be supervised.

**Child safety policy:** All suspected child abuse **MUST BE REPORTED IMMEDIATELY TO THE STUDIO.**

Regular employees of the Studio shall attend a minimum of four hours SAFE Church training through the Episcopal Diocese of Oregon. All events involving minors must have at least two (2) non-related adults present; adults are not permitted to be alone with a minor in the Studio or on the premises unless they are immediate family members.

**Alcohol policy:** If alcoholic beverages are to be served or permitted on the premises, indoors or outdoors, the following must be provided: (1) An additional refundable \$200 deposit, (2) Acquisition of the appropriate OLCC license(s) if alcohol is sold, (3) Certificate of insurance must be filed with Center NO LATER THAN TEN DAYS PRIOR TO THE EVENT, providing the following STATED EXPLICITLY: a) \$1,000,000 Bodily Injury & Property Damage Liability Limits; b) Including Liquor Liability; c) Naming the City of Gresham, its officers, agents & employees as additional named insureds for any claim or claims resulting from or growing out of the operation or events of the principal insureds; & d) Providing ten days notice of cancellation.