



Tigard Senior Center

8815 SW O'Mara Street

Room Reservation Application

The Tigard Senior Center is available for reservation: Friday: 5:30 p.m. to 10 p.m. and Saturday/Sunday: 8 a.m. to 10 p.m. The minimum reservation period is two hours. **Include time in your reservation request for both set-up and clean-up.** Reservations must be made a minimum of 5 business days prior to the event.

Inquiries regarding reservations can be directed to 503-718-2641 or reservations@tigard-or.gov.

Event date: _____ Hours of reservation: From: _____ To: _____

Organization/individual requesting use: _____

Contact person: _____ Email: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Day phone: _____ Evening phone: _____

Phone Number To Reach You During Your Event: _____

People authorized to pick up room key from the Police Department: _____

Will you be serving alcohol at your event? Yes No

If you answered "Yes", you must also provide the following:

- 1) A completed copy of the City's "Alcohol Use Application"
- 2) A copy of an OLCC license or permit number (contact OLCC at 503-872-5139 for this)
- 3) A copy of a certificate of liability insurance in the amount of \$1,000,000 (one million dollars) for host liquor liability, that includes the following as an additional insured: City of Tigard, its officers, agents, employees, and volunteers—13125 SW Hall Blvd., Tigard, OR 97223. **The date range of the certificate of liability must include the date of this event.**

ROOM(S) REQUESTED: Upstairs Activity Room Downstairs Activity Room

Type of event: _____

User group category:

Size of group: _____

May not exceed room capacity

- Group 1 - Tigard Resident or Non-Profit
- Group 2 - For-Profit Event by Tigard Resident
- Group 3 - General Public
- Governmental Agency

Room Rental Fees: The rates shown below are hourly rates.
Please see the Policies and Procedures for the definitions of the user groups.

Room	Capacity	Group 1	Group 2	Group 3	x # of hours		Fee	
Upstairs Activity Room	100	\$15.00	\$20.00	\$25.00		=		
Downstairs Activity Room	50	\$10.00	\$15.00	\$20.00		=		
Refundable Cleaning/Security Deposit (please initial here if deposit is already on file) _____								\$100.00

TOTAL OWING: \$ _____

Please make sure to sign the back page. Application will not be processed unless signed.

Reservations can be made by doing one of the following:

- 1) Mail in a completed *Room Reservation Application* along with full payment to the City of Tigard, Public Works Dept., 13125 SW Hall Blvd., Tigard, OR 97223 (please make checks payable to The City of Tigard)
- 2) Hand deliver the completed *Room Reservation Application* along with full payment to the Public Works Building located at 8777 SW Burnham St. Payment may be made by cash, check, Visa or MasterCard.
- 3) Fax in a completed *Room Reservation Application* **and** a completed *Credit Card Authorization* form to 503-684-8840.

I agree to protect, indemnify, and defend the City, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim. I further understand the City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.

I have read the *Policies and Procedures for Reserving City of Tigard Meeting Rooms* and the information on this form. I further agree to abide by the Policies and Procedures as well as the ordinances of the City of Tigard and I accept responsibility for any violations as they may pertain to the application.

Signature _____ Date _____