

RENTAL POLICIES AND PROCEDURES

The Santiam Travel Station's meeting rooms are available to local community groups and non-profit organizations. (Not available to private groups or businesses.) The City shall have the right to revoke or suspend a rental agreement and right of entry at such times as the City deems necessary or appropriate.

DISCLAIMER

The City of Lebanon does not assume any liability for the statements and/or promises offered by the organization renting this facility; nor does the City of Lebanon guarantee the accuracy or reliability of the program content.

WHAT YOU SHOULD KNOW

1. Smoking is not permitted in the Santiam Travel Station and ALCOHOLIC BEVERAGES may not be consumed on the premises. (ORS 433.845)
2. The Santiam Travel Station shall be assigned on a first-come, first-serve basis except for regularly scheduled events by the City of Lebanon.
3. If you find the Santiam Travel Station damaged or dirty on your arrival, you must notify the City prior to using the building. If you do not do this it will be assumed that the damage occurred during the time you rented it. To report this information, call 541-258-4261 weekdays.
4. The City may, at its sole discretion, require Renter to post a deposit to defray any potential damage or expense to the City of Lebanon resulting from the Renter's use. This deposit may or may not be refunded.

WHAT YOU SHOULD DO

1. Determine the date and space availability by calling 258-4261, Monday through Friday, from 8:00am to 4:00pm or by going on line at www.ci.lebanon.or.us
2. Submit a completed "Facility Use Application".
3. Include all time necessary for set-up, decorating, and clean-up time when filling out the amount of time needed to rent the space.
4. Review the rental policies and procedures prior to submitting your application.
5. Pay appropriate deposits and fees prior to the event.
6. Pick up the keys to the Santiam Travel Station at City Hall the day of or day before the event. Return the keys the next business day after the event.
7. Have a copy of your rental agreement with you throughout the entire duration of the event.

RENTER'S RESPONSIBILITY

Tables in the main conference room shall not be moved, nor any of the microphones, speakers or other PA system equipment.

1. **Set-Up.** Access to the facilities for setting up, including caterer's set-up, will be during the hours stated in the rental agreement and only for the space indicated. **(The City of Lebanon is not responsible for the setting up or taking down of any equipment brought in by or for the Renter and/or Caterer.)** Renter is responsible for all set-up.
2. **Clean-Up.** The premises must be left clean and in an "as found or better" condition. All food, beverages, equipment and rented supplies must be removed from the premises immediately after

each use of the facilities and NO LATER THAN THE EXIT TIME STATED IN THE RENTAL AGREEMENT. All trash must be removed from the building and placed in the dumpster or other outside trash container. All floors must be swept and/or vacuumed after use. Renter is responsible for break down, including stacking chairs and other equipment used during the event.

3. **Decorations.** Except with the prior written consent of the City, Renter shall not (a) cause or contract the facilities to be marred, or in any manner defaced or changed; (b) place any nails, hooks, tacks, screws, or other fasteners into any part of the facilities; (c) place or cause to be placed signs on the painted walls in any part of the facilities. No decorations such as posters, pictures or banners are to be fastened to walls or woodwork inside or out.
4. **Caterers.** It will be the Renter's responsibility to ensure that all caterers have proper licenses and liability insurance coverage. There will be NO preparation of raw food or re-frying of fully prepared foods in the kitchen – per Oregon's Health Department regulations. The City of Lebanon requires that a copy of the Caterer's Certificate of Insurance be made available for its files at least two weeks before the catered event. (ORS 624.086)

RENTAL FEES AND CANCELLATIONS

1. The deposit and rental fee are due at the time of the completion of this agreement. The deposit will be returned to the Renter upon satisfactory inspection of the rented facility following the event. Deposit may be retained to compensate for any damages or additional clean up cost attributable to the Renter. Deposit may be waived or reduced in certain, limited circumstances.
2. If the City must cancel an event, the City shall refund the entire rental fee and deposit to the Renter. If Renter cancels less than thirty days prior to the event, the City of Lebanon will retain 25% of the rental fees to cover administrative costs.

LIABILITY AND REGULATIONS

1. The City of Lebanon reserves the right to enter any and all City-owned and operated premises should they have reasonable suspicion that any public laws are being violated. Law enforcement and the City Manager (or his/her designees) have the authority to terminate the rental agreement with the City if there is a violation of any of the above rules. If law enforcement is called and the agreement is terminated, applicant will forfeit deposit and the right to use the Santiam Travel Station in the future.
2. Applicant agrees to 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. Applicant further understands 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.
3. Applicant has read the Rental Policies and Procedures and the information on the application form and further agrees to abide by the Policies and Procedures as well as the ordinances of the City of Lebanon and accepts responsibility for any violations as they may pertain to the application.
4. Proof of Commercial General Liability insurance, naming the City of Lebanon as 'additional insured', shall be required for the all events open to the public and/or with an estimated attendance of more than 100 people. The insurance required is titled Commercial General Liability. The coverage must specifically name the City of Lebanon as 'additional insured' and must be in the amount of no less than \$500,000 per occurrence and \$1,000,000 aggregate.
5. To obtain insurance for event:
 - a. Contact your home or renters insurance company.
 - b. Purchase TULIP (Tenant User Liability Insurance Program) through <https://www.ebi-ins.com/tulip/> .
When prompted, enter the Facility ID Code: **0501** in the first box and **ABZ** in the second box.
6. Applicant understands that the City of Lebanon is not a sponsor of this activity nor will it provide any supervision of the activity. Applicant may be required at their own expense to provide event security.