

**WEST VALLEY COMMUNITY CAMPUS**

266 SE Washington Street/PO Box 491 Willamina OR 97396

**Recurring Public Class/Activities Rental Application**

*Use this form if you are interested in renting the campus for a recurring public activity (for example, fitness classes, art classes etc)*

**Name of Group/Organization/Individual :** \_\_\_\_\_

**Day(s)/Time(s) Requested :** \_\_\_\_\_

**Space Requested :**

Auditorium \_\_\_\_\_ Room 9 \_\_\_\_\_ Room 11 \_\_\_\_\_ Gym \_\_\_\_\_ Baseball \_\_\_\_\_ Football \_\_\_\_\_ Softball \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Address** \_\_\_\_\_

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

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

**Comments :**

**FEES :**

West Valley Community Campus charges a **10% usage fee** for all recurring fee based public activities. We will provide you with a sheet for your attendees to sign into at each class. (sample attached) We ask that you turn these sign in sheets into the campus office on a monthly basis by the **10th of each month** with accounting for the prior month. You can leave payment for the campus either in cash or check. If writing a check please make checks payable to "West Valley Community Campus"

The Board of Directors reserves the right to approve or deny any rental application and/or waive the rental fee for any purpose it deems appropriate.

For reservations and/or questions please email [rentals@westvalleycommunitycampus.org](mailto:rentals@westvalleycommunitycampus.org)