

## Rental Terms and Conditions

(please keep for your records)

### FACILITY RENTAL FEES

Classroom	hourly (2 hr minimum)	1/2 Day (up to 5 hrs)	Full Day (up to 10 hrs)
Standard Rate	\$20/hour	\$50	\$100
Non-Profit	\$10/hour	\$25	\$50

Auditorium	hourly (2 hr minimum)	1/2 Day (up to 5 hrs)	Full Day (up to 10 hrs)
Standard Rate	\$35/hour	\$150	\$200
Non-Profit	\$15/hour	\$50	\$75

Gymnasium	hourly (2 hr minimum)	1/2 Day (up to 5 hrs)	Full Day (up to 10 hrs)
Standard Rate	\$20/hour	\$100	\$150
Non-Profit	\$10/hour	\$50	\$75

**Athletic Fields :** All Athletic Fields requests are to be reviewed by the WVCC Board. Please email your request to [info@westvalleycommunitycampus.org](mailto:info@westvalleycommunitycampus.org) for more information on rates and availability.

**Facility Rental Rate Exemptions** are extended to Willamina High School Reunions, Memorial and Funeral Services and Free Public Events.

West Valley Community Campus reserves the right to approve or deny any rental application and/or waive the rental fee for any purpose it deems appropriate.

*Rental Fees do not apply to West Valley Community Campus ("WVCC") sponsored programs. If you are interested in participating in or have new ideas for WVCC sponsored programs, activities or events please contact us at [info@westvalleycommunitycampus.org](mailto:info@westvalleycommunitycampus.org) .*

### TO BOOK RENTAL SPACE AT WVCC

1. Check for general venue availability on the WVCC Calendar at [westvalleycommunitycampus.org/events/](http://westvalleycommunitycampus.org/events/) or by contacting us.
2. Submit a Rental Application form\* and a \$150 refundable cleaning deposit in order to hold a room reservation. This can be submitted either on our website at <http://westvalleycommunitycampus.org/rentals/> or in person at the West Valley Community Campus office.  
(\*Submission of a Rental Application does not guarantee approval.)
3. Upon confirmation, a Rental Agreement Contract will be issued by WVCC Management. Submit a signed Rental Agreement Contract and Rental Fee within 10 business days of issuance\* to be approved for use.  
(\*Rental Agreements that are not executed within 10 business days will be considered null and void, and the dates will be released from the hold.)

**DEPOSIT**

The cleaning deposit in the amount of \$150.00 is payable to "West Valley Community Campus" as a separate check or money order from the rental fee. All renters must comply with performance expectations in order to receive a refund. Charges against the deposit will be made for damage to facility or equipment, additional cleaning, waste removal (including paper debris from restrooms), lost keys or usage overruns. Renter agrees to pay legitimate charges that exceed deposit amounts. Cleaning deposits are refunded within 2 weeks following the event.

**CANCELLATION POLICY**

If cancelled 42 days or more prior to the event - 100% refund of fees and deposit

If cancelled 15 to 41 days prior to the event - 50% refund of fees and deposit

If cancelled 14 days or less prior to the event - no refund of fees, but deposit will be returned

**ALCOHOL**

The renter must complete an Alcohol Use Agreement Form and submit an Additional Insured Certificate with Liquor Liability at least 2 weeks in advance of the event if you intend to serve alcoholic beverages. If you plan to do so, one of the following conditions must be met:

- For public events, all licensing requirements and regulations under OLCC are met and a liquor license is posted through the event.

OR

- For private events, the event is by invitation only and not open to the general public. Beer and wine are the only allowable alcoholic beverages.

Under no circumstances shall alcoholic beverages be consumed outside the building. All alcoholic beverages must be consumed in designated areas. Renter takes full legal responsibility as host of the event and agrees to indemnify and hold harmless the West Valley Community Campus from any and all liability arising from the serving, sale or consumption of alcohol on the premises.

**INSURANCE**

Depending on the type of activities or event planned (such as Commercial, Alcohol-Use and Attendance of 50+ People activities), you may be required to provide an Additional Insured Certificate naming West Valley Community Campus as additional insured.

**LIABILITY**

The renter agrees to assume all liability for losses, expenses, damages or claims in connection with or arising out of injury or damage sustained or alleged to have been sustained by any person, corporation, firm or company or any damage or alleged damage to property in connection with the occupancy, maintenance or use of all or any part of said premises by the agent, officers or employees of the organization or individual leasing this property. Renter shall indemnify and hold harmless the West Valley Community Campus including its agents, employees and volunteers from any and all such losses, expenses, damages, demand and claims; shall defend any suits or actions brought against any of them based on any such alleged injury or damage; and shall pay all damages, costs and demands including attorney fees in connection therewith or resulting there from.

**GARBAGE AND RECYCLING**

Renters are responsible for providing additional garbage and recycling receptacles for their event. Renters will be responsible for removing all garbage and recycling from the WVCC facility and grounds after the event is over. If any garbage is left there will be a \$10 fee per bag deducted from the deposit.

**SET UP AND BREAK DOWN**

The renter is responsible for all set up of space. Tables and chairs are available for use. Set up, break down and cleaning of the space used before/after an event is the responsibility of the renter and must be done during the contracted event time. If the rental time, including clean up, exceeds the rental period stated on the contract, the renter agrees to pay additional rental charges and the sum of which will be taken out of the deposit. If damages/rental time exceeds the deposit amount the renter agrees to pay all charges.

**DISPLAY AND DECORATION MATERIALS**

Signs, notices, posters, artwork or other material may not be nailed, stapled, tacked or taped to the interior or exterior of the building without written approval. Renter may not mark upon, paint signs or murals upon, cut, drill, staple into, or in any way deface the walls, ceilings, partitions, furniture or floors of the facility. Any defacement, damage or injury caused by the renter, their agents, employees or guests shall be paid for by the renter.

**PROMOTIONAL MATERIALS**

All promotional materials such as posters, newspapers, ads and other digital or printed materials that mention the West Valley Community Campus must first get written approval from WVCC and they may not be placed in any area that is a violation of city policy or code or serves as a general nuisance to the community.

**SMOKING POLICY**

The West Valley Community Campus and Grounds is a non-smoking facility. Smoking, vaping, or e-cigarettes anywhere in the facility or on grounds is strictly prohibited. If any renter or guests are found to be smoking, vaping, or using e-cigarettes on grounds or in the facility the renter may forfeit the entire deposit and the event may be terminated immediately.

**ANIMALS**

No animals are allowed within the building unless it is an authorized service animal or written consent from WVCC is first obtained.

**NOISE**

No persons occupying the premises shall disturb the occupants of adjoining spaces, premises or neighbors by the making of loud or improper noises, except as contemplated by the allowed use.

**EXIT OBSTRUCTIONS**

The exits shall not be obstructed in any manner and shall remain free of any materials or matter where its presence would obstruct or render the exit hazardous. This means do not block staircases, ramps, doors or designated points of egress so that they cannot be safely used in case of an emergency.

***All persons who enter West Valley Community Campus facilities and properties inherently agree to follow all WVCC policies as posted on our website and/or on WVCC property.***