



Sheldon Community Center Rental Information

Overview:

Sheldon Community Center is located between the Sheldon Pool and the Fire Station, to the west of Sheldon High School, at 2445 Willakenzie Rd. This community center provides multiple Youth Programs including: Early Learning (ages 3-5), Afterschool care (grades K-5), youth camps, as well as a number of adult programs and classes.

Sheldon Community Center also has two spaces that can be rented: a half-court gym and a multi-purpose meeting room. These spaces are suitable for meetings, family events and business events. The facility is ADA accessible, has free public Wi-Fi, drinking fountains, restrooms and a parking lot adjacent to the community center.

Facility Details:

Gym

- Maximum capacity is 188.
- ***No Food or Drink - Water Only allowed in the gym.***
- Projector screen mounted on gym wall.

Multi-Purpose Room

- Maximum capacity is 52.
- Tables and chairs are available. Set-up & take-down are the renter's responsibility.
- Access to the kitchen through a window in the room.
- Sink and counter inside room.

Kitchen

- This is not a commercially licensed kitchen.
- Kitchen amenities include range, oven, two microwaves, and two dishwashers.
- Renters supply all cooking supplies dishes, utensils, etc.
- Cleaners for tables, counters and dishwashers are available.

Fees and Rates:

All rentals have a two hour minimum. A refundable \$100 cleaning/damage deposit is due at the time of reservation. Deposits are refunded after the rental providing you have followed the

regulations and policies, cleaned appropriately and not caused any damage. Please note that the deposit is separate from the rental fee. The full rental fee is due two weeks prior to the rental date. Rentals are subject to securing a building supervisor.

Rates:

| | |
|---------------------|----------------------------------|
| Gym: | \$45/hour during business hours* |
| | \$55/hour during closed hours |
| Multi-Purpose Room: | \$40/hour during business hours* |
| | \$50/hour during closed hours |

* Business hours are Monday – Friday 7:30am – 6:00pm

**Non-City Residents will be assessed a 20% out of district fee

**Commercial rentals add 20%

Cleaning:

Rental groups are responsible for all set-up, take-down and clean-up for the event. This includes tables and chairs, so please include this in your rental time. If there is a spill or litter please sweep and mop. The building manager can help you find the appropriate equipment as needed. You will be asked to complete a provided Clean-Up/Check List and Attendance form for your event.

Decorations:

- No tacks or nails in the walls or ceiling. Please only use painter’s tape on painted walls and glass.
- Gym mats must stay on the walls.
- Renter must supply their own tools and ladders.
- No decorations hanging from doors or ceilings.
- No fog machines (sets off smoke alarms).
- LED candles only.

Evidence of a renter not adhering to these stipulations, may forfeit part or all of the deposit.

Food:

- If food is catered, the renter will need to provide a copy of the caterer’s liability insurance two weeks prior to the rental date.
- If food is being served and is NOT potluck style or catered, the renter will need to provide proof of liability insurance two weeks prior to the rental date.
- If food is being sold, a temporary restaurant license must be attained.
- Sheldon Community Center does not allow alcohol during rentals, in the facility or on the grounds

Thank you for your interest in Sheldon Community Center!

**For rental questions please contact Joanne at 541-682-5312.
Rental Clean-up / Attendance Check List**

| | | | | | | | |
|-----------------------|------------|----------------------|--------------|--------------|------------------------|--------------|------------|
| Renter's Name: | | | | | | | |
| Rental Date: | | Arrival time: | | | Departure time: | | |
| Ages | 0-5 | 6-11 | 12-17 | 18-54 | 55-69 | 70-84 | 85+ |
| Total | | | | | | | |

| Gymnasium | Completed Y/N | Comments |
|--|------------------|----------|
| Chairs and tables cleaned & correctly returned | | |
| All decorations are removed | | |
| Floors are swept | | |
| Floors are DRY mopped if needed | | |

| Kitchen | Completed Y/N | Comments |
|--|------------------|----------|
| Counter tops and sink are wiped down | | |
| Floors are swept | | |
| Floors are mopped if needed | | |
| Microwaves, ovens, & used appliances cleaned | | |
| All food items removed | | |
| Sink empty and clean | | |

| Hazelnut Meeting Room | Completed Y/N | Comments |
|--|------------------|----------|
| Chairs and tables cleaned & correctly returned | | |
| Counter tops and sinks are wiped down | | |
| All decorations are removed | | |
| Floors are swept | | |
| Floors are DRY mopped if needed | | |

| Common Spaces | Completed Y/N | Comments |
|---|------------------|----------|
| Bathrooms: Toilets flushed & Floors swept | | |
| Lobby: Floors swept & tables wiped clean | | |
| All decorations are removed (no tape remains) | | |

Renters Signature: _____ **Date:** _____

Building Supervisor Signature: _____ **Date:** _____

If deposit is forfeited due to damages, and clean up charges exceed the deposit, you will be billed the difference.