



## Hilyard Community Center Rental Information

### Overview:

Hilyard Community Center is located in south Eugene at 2580 Hilyard Street across the parking lot from Amazon Pool. Hilyard Community Center houses the City of Eugene's Adaptive Recreation Program and was designed for maximum accessibility including: wheelchair accessible bathrooms, full kitchen, FM loop systems, large raised print signs and easy access to the outdoors. Our facility has two rental spaces available; see below for details on each space. A City of Eugene employee will be onsite during your event and ready to answer any questions you may have.

### Room Details:

#### Multi-Purpose Room

- Maximum capacity of 30.
- Access to Kitchen and two patios.
  - Renters must supply all cooking supplies, dishes, utensils, etc. , needed.
  - The south patio has a retractable awning.
- Tables and chairs are provided for indoor use only.
- Audio Visual Amenities include projector, movie screen, TV/VCR/DVD, PA system, podium, stereo, assisted listening devices, Wi-Fi.
- Please note: ***Inflatables, bounce houses, petting zoos and animals are not allowed.***

#### Classroom\*\*

- Maximum capacity of 10.
- Counter and sink available in room.
- Tables and chairs are provided.

\*\*Available to rent during regular business hours only.

### Fees and Rates:

All rentals have a two hour minimum. A refundable \$100 cleaning/damage deposit is due at the time of reservation (\$150 for alcohol rentals). Deposits are refunded after the rental as long as you have followed the regulations and policies, cleaned appropriately and not caused any damage. The full rental fee is due two weeks prior to the rental date.

#### Rates are as follows:

Multi-Purpose Room	\$40/ hour during business hours* \$50/hour during closed hours \$60/hour for alcohol rentals
Classroom	\$30/hour during business hours*
Entire facility	\$80/hour during closed hours \$90/hour for alcohol rentals

\*Business hours are Monday-Friday 9am-5:30pm.

\*\*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 and clean-up for the event. Make sure to include these needs in your rental time. Please review the attached Clean-Up Check List for your responsibilities.

**Decorations:**

- No tacks or nails in the walls. Please only use tape or tacky to hang objects.
- Renter must supply their own tools and ladders.
- No fog machines; these will set off the smoke alarms.
- No candles (led only)

**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 individual 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.

**Alcohol**

- Beer, wine and/or champagne may be served with an increased rental rate/deposit and proof of liability insurance.
- Alcohol may be served for a maximum of 3 hours.
- Alcohol Rentals must review and sign an Alcohol Use Agreement

***Thank you for your interest in Hilyard Community Center!***

**For rental questions please contact Carly Kalstad at 541-682-6305.**

**For afterhours rental concerns please call 541-246-9503.**

## Hilyard Community Center Rental Clean-Up Check List

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

### Multi-Purpose Room

Task	Completed Y/N	Comments
All decorations are removed.		
All trash is taken out to the dumpster.		
Trash cans are refilled with new liners.		
All tables and chairs are wiped down and put away in storage closet according to the directions on the wall.		
Floors are swept.		
Floors are DRY mopped if needed.		
Patios Clear		

### Kitchen

Task	Completed Y/N	Comments
Counter tops and sink are wiped down.		
All trash is taken out to the dumpster.		
Trash cans are refilled with new liners.		
All food items are removed.		
Floors are swept.		
Floors are mopped if needed.		

### Lobby

Task	Completed Y/N	Comments
All decorations are removed.		
Any items that have been moved from their original place must be put back.		

**Classroom**

Task	Completed Y/N	Comments
All decorations are removed.		
All trash is taken out to the dumpster.		
Trash cans are refilled with new liners.		
All tables and chairs are wiped down and put away in storage closet according to the directions on the wall.		
Floors are swept.		
Floors are DRY mopped if needed.		

**Bathrooms**

Task	Completed Y/N	Comments
Toilets are flushed.		
All trash is taken out to the dumpster.		
Trash cans are refilled with new liners.		
Floors are swept.		

Renters Signature:

Date:

Building Coordinator Signature:

Date:

*Please keep in mind that damages and clean-up will be assessed and deducted from your deposit. If the charges exceed the amount of the deposit, you will be billed for the difference.*

### ATTENDEE CONTACT LIST

Name	Phone Number	City of Residence