



OVERVIEW

Set within the Amazon Park grounds, Amazon Community Center offers a relaxed atmosphere surrounded by greenery and a view of Spencer Butte. The facility is ideal for small meetings, celebrations, memorials, and other special events, including birthday parties for all ages (just steps away from the playground and pool!).

RESERVING A RENTAL

Please submit a rental application at least three weeks prior to your rental date to amazoncenter@eugene-or.gov. We will review your application and confirm space and building supervisor availability (typically takes 48 – 72 hours). If we do have availability, we will notify you and your rental will be reserved once you've submitted your rental deposit.

ROOM DETAILS

Main Hall	Amenities	Capacity
Multipurpose room featuring a high, sky-lit ceiling and windows overlooking the park grounds and Spencer Butte.	<ul style="list-style-type: none"> Kitchen 10 rectangular tables (6' x 2.5') 70 chairs (indoor use only) 	<ul style="list-style-type: none"> 75 max 29' x 39'
Mark Lewis Imaginarium (MLI)	Amenities	Capacity
Multipurpose room featuring high, vaulted ceilings, one wall of mirrors, and to an outdoor patio (uncovered).	<ul style="list-style-type: none"> 9 rectangular tables (6' x 2.5') 50 chairs (indoor use only) 	<ul style="list-style-type: none"> 25 max 47' x 22'
Conference Room	Amenities	Capacity
Features large windows, a wall-mounted smart monitor, and a large table with comfortable seating for 12.	<ul style="list-style-type: none"> Large smart monitor (incl. HDMI cord) Dry erase board No alcohol allowed 	<ul style="list-style-type: none"> 12 max 21' x 13'
Outdoor	Amenities	Capacity
Our natural amphitheater space includes a gently sloped hillside looking down onto a concrete patio.	<ul style="list-style-type: none"> Access to electricity, water, and patio No ACC bathroom access No alcohol allowed 	<ul style="list-style-type: none"> 300 max

FEES & 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). The rental fee is due three weeks prior to the rental date. Deposit does not go toward your rental fee.

Room Rates		Add-On Rates	
Main Hall & MLI	\$55/hr*	Alcohol Rental	Add \$15/hr
Conference Room	\$40/hr*	Commercial Rental	Add 20% fee
Outdoor	\$22/hr	Non-Resident Rental	Add 20% fee

**If rental takes place during business hours, deduct \$10/hr from room rate (M-F 9a-5p).*

Additional Fees & Info

Rental Adjustment	Once you've put down a deposit, a \$25 fee will be charged for each instance a request is made to change the rental reservation (changes subject to manager approval).
Additional Time Fee	Rentals are expected to start and end on time. Groups will be charged for any extra time at the original rental rate.
Late Arrival/Early Departure	There are no refunds given for late arrival or early departure.

CANCELLATIONS

- If cancellation is requested 21 days or more prior to rental, renters will be charged a \$25 change fee. Remaining deposit, fees, and add-ons will be refunded.
- If cancellation is requested between 8 and 20 days prior to rental, renter will forfeit \$100 deposit. All other fees and add-ons will be refunded.
- If cancellation is requested 7 days or fewer prior to rental, renter forfeits all rental fees and add-ons. Deposit refunded in full.

CLEANING

Set up and clean up time must be included in your requested rental time. Renter is responsible for all set up and clean up (see attached checklist for your responsibilities).

DECORATIONS

- No tacks or nails in the walls. Please only use painter's tape or tacky to hang objects.
- Renter must supply their own tools, tape, and ladders.
- No fog machines (these set off the smoke alarms).
- No flame candles (LED only).
- Helium balloons are permissible but cannot float to the ceiling where they can't be retrieved.
- Inflatables, bounce houses, dunk tanks, petting zoos, and animals, etc., are not allowed.

FOOD

- If food is potluck style... No insurance necessary.
- If food is catered... Renter must provide a copy of the caterer's liability insurance (for \$2,000,000 worth of coverage) two weeks prior to the rental date.
- If food is served that is *not* potluck style or catered... Renter must provide proof of liability insurance (Certificate of Insurance) for \$2,000,000 worth of coverage two weeks prior to the rental date.
- If food is sold... Renter must obtain temporary restaurant license from Lane County Environmental Health and provide license two weeks prior to the rental date.

ALCOHOL

- Beer, wine, and champagne can be served in the Main Hall or the Mark Lewis Imaginarium for a maximum of three hours (with increased rate/deposit).
- Renters serving alcohol must:
 - review and sign the *Alcohol Use Agreement* form.
 - provide proof of liability insurance in the amount of \$2,000,000 two weeks prior to rental date.
 - provide a separate endorsement form naming the City of Eugene as an additional insured.

OBTAINING INSURANCE COVERAGE

- Insurance Coverage can be obtained through K & K [here](#).
- Once on the website, click "Get Quote/Buy Online" and enter "City of Eugene" as the facility name. On the next page you will be able to select Amazon Community Center.

THANK YOU FOR YOUR INTEREST IN AMAZON COMMUNITY CENTER!

*For non-emergency, after-hours rental concerns, please call Eugene Police Department's Non-Emergency Line at **541-682-5111**. They will be able to dispatch the appropriate staff to assist your group.*



CITY OF EUGENE | AMAZON COMMUNITY CENTER RENTAL CLEAN UP CHECKLIST

Renter's Name:		
Rental Date:	Arrival Time:	Departure Time:
Total Attendance:		

Please note: Please make sure to leave a neat and clean space as other rentals may follow. Damages and cleanup will be assessed and deducted from your deposit. If the charges exceed the amount of the deposit, you will be billed the difference. The building supervisor can help you locate the appropriate cleaning equipment as needed; however, it is not their job to help you with set up, take down, or clean up.

MAIN HALL

Multipurpose Room

- Remove all decorations and painter's tape.
- Wipe down tables and/or chairs; store in location where found.
- Put all items back in their original place.
- Dry mop all bare floors; spot mop messes or spills; vacuum messes on carpeted areas.
- Sweep and pick up trash in outside walkways.
- Turn off any multi-media equipment used. Return screen to neutral.
- Check for and pick up any trash outside building.
- If garbage can is half full or more, dispose of in outside dumpster and replace liner.
- Dispose of all take out boxes in outside dumpster regardless of indoor trash can capacity.

Kitchen

- Wipe down all countertops, sink, and stove top.
- Run garbage disposal.
- Place used ACC items in dishwasher and start.
- Pick up all trash and recycling.
- If garbage can is half full or more, dispose of in outside dumpster and replace liner.
- Dispose of all take out boxes in outside dumpster regardless of indoor trash can capacity.

Bathrooms

- If garbage can is half full or more, dispose of in outside dumpster and replace liner.
- Flush all toilets.

MARK LEWIS IMAGINARIUM (MLI)

Multipurpose Room

- Remove all decorations and painter's tape.
- Wipe down tables and/or chairs; store in location where found. (Be sure to stack chairs straight.)
- Put all moved items back in their original place.
- Dry mop all bare floor, spot mop messes or spills.
- Turn off any multi-media equipment used. Return screen to neutral.
- Check for and pick up any trash outside building or in amphitheater area.
- If garbage can is half full or more, dispose of in outside dumpster and replace liner.

Bathrooms

- If garbage can is half full or more, dispose of in outside dumpster and replace liner.
- Flush all toilets.

CONFERENCE ROOM

Conference Room

- Remove all decorations and painter's tape.
- Wipe down tables and restore to original positions.
- Put all moved items back in their original place.
- Vacuum any messes on carpeted areas.
- Turn off any multi-media equipment used. Return screen to neutral.
- Check for and pick up any trash outside building or in amphitheater area.
- Dispose of all take out boxes in outside dumpster.
- If garbage can is half full or more, dispose of in outside dumpster and replace liner.

Bathrooms

- If garbage can is half full or more, dispose of in outside dumpster and replace liner.
- Flush all toilets.

OUTDOOR SPACES

Amphitheater/Lawn

- It is the renter's responsibility to ensure all equipment, items, materials, etc., have been removed from the rental area and parking lot. Renter may not leave anything behind for someone else to pick up at a later time or date unless previously discussed with ACC.
- Ensure all ACC equipment is cleaned and properly put away.
- Check concrete surfaces for debris, food, litter, etc., and clean if necessary.
- Remove all decorations and painter's tape, etc.
- Put all moved items back in their original place.

Renter Signature _____ Date _____

Supervisor Signature _____ Date _____

Supervisor Notes: _____
