

West Linn Adult Community Center – Facility Rental Application
 Adult Community Center, 1180 Rosemont Road, West Linn, OR 97068. Telephone 503-557-4704

Applicant responsible to pick up facility key, at Adult Community Center, the last weekday prior to event and return key immediately after use.

Today's Date _____ Company/Organization/Group _____

Address _____ City/State/Zip _____

Contact person _____ Daytime phone _____

Non-profit Tax ID # _____ Letter of Determination from IRS is Attached _____

Nature of Event _____ Date Requested for Event _____

Total Facility Time _____ a.m. p.m. TO _____ a.m. p.m. Actual Event Time _____ a.m. p.m. TO _____ a.m. p.m.

Rooms to be utilized by group? _____

Will you be serving beer, wine, or champagne? _____ Yes (fee applies) _____ No

Facility Requested: PLEASE CIRCLE APPROPRIATE FEES & ROOM (S) YOU WISH TO RESERVE

	Non-Profit Meetings	Non-Profit Events	City Resident Fees	Non-Resident Fees
Facility Rental (All rooms)	N/A	\$70 Per Hour	\$100 Per Hour	\$125 Per Hour
Grand Fir Room	\$75 App. Fee	\$50 Per Hour	\$75 Per Hour	\$90 Per Hour
Cedar Room (Dining Room)	\$40 App. Fee	\$25 Per Hour	\$45 Per Hour	\$55 Per Hour
Cedar Room (Dining Room) With Kitchen	\$60 App. Fee	\$40 Per Hour	\$60 Per Hour	\$75 Per Hour
Oak Room (back left)	\$35 App. Fee	\$20 Per Hour	\$25 Per Hour	\$30 Per Hour
Pine Room (back right)	\$35 App. Fee	\$20 Per Hour	\$25 Per Hour	\$30 Per Hour
Hemlock Room (front classroom)	\$30 App. Fee	\$15 Per Hour	\$20 Per Hour	\$25 Per Hour
Maple Room (back classroom)	\$30 App. Fee	\$15 Per Hour	\$20 Per Hour	\$25 Per Hour
Alcohol Fee	N/A	\$75	\$75	\$75

Please fill in the Facility Fee _____ hours at \$ _____ = \$ _____
 Appropriate fees: Alcohol Fee- \$75 \$ _____
 Tablecloth (Rental) _____ pieces @ \$9 each = \$ _____
Total fees for group \$ _____ Date Pd _____

Refundable cleaning/damage deposit - \$500 check \$ _____ Date Pd _____

