

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 except kitchen)	\$75 App. fee	\$64 Per hour	\$95 per hour	\$114 per hour
Main Multi Purpose #1	\$38 App. fee	\$24 Per hour	\$45 per hour	\$57 per hour
Multi Purpose #2 (back left)	\$32 App. fee	\$19 Per hour	\$26 per hour	\$32 per hour
Multi Purpose #3 (back right)	\$32 App. fee	\$19 Per hour	\$26 per hour	\$32 per hour
Classroom	\$26 App. fee	\$13 Per hour	\$19 per hour	\$26 per hour
Kitchen – only with Multi #1 rental.	\$18 App Fee	\$16 per hour	\$13 per hour	\$32 per hour
Alcohol Fee	\$75	\$75	\$75	\$75

Please fill in the Facility Fee – _____ hours at \$ _____ = \$ _____
 Appropriate fees: Alcohol Fee- \$75 \$ _____
 Kitchen Fee – _____ hours at \$ _____ = \$ _____
 China, Silverware, kitchenwares fee - \$30 \$ _____
 Tablecloth (Rental) _____ pieces @ \$9 each = \$ _____

Total fees for group \$ _____ **Date Pd** _____
 Refundable cleaning/damage deposit - \$500 check \$ _____ **Date Pd** _____
 Or

Credit Card Type _____ # _____ CVV _____ Expiration Date _____
 Name on Card _____

