



## Policy for use of EMSWCD facilities at 5211 N. Williams Ave. Portland

The East Multnomah Soil and Water Conservation District owns the building that serves as its headquarters at 5211 North Williams Avenue in Portland. The building contains a meeting room that can accommodate up to 30 people. When this room is not in use for District meetings and programs it is available for rent by other groups according to the guidelines below. On-site parking is limited, but the site is well served by bus and bike lanes. Guests are welcome to tour the gardens and utilize the composting (or standard) restroom facilities. The facility is surrounded by Naturescaping demonstration areas, has three rain gardens, a pervious paved parking lot, a downspout planter sculpture and other innovative stormwater features.

The fact that a group is allowed to use EMSWCD's meeting room does not imply an endorsement of that group or its activities by EMSWCD.

**Priority:** Events that may be disruptive to the neighborhood, inappropriate for a public building, larger than 30 people, involve alcohol or unsafe activities, or are likely to damage District property will not be allowed. First priority will be given to organizations whose work advances the mission of EMSWCD. Priority will also be given to other local nonprofit organizations.

**Security:** The building, its contents and the grounds are the property of the citizens of East Multnomah County. The facility and its contents must be protected from damage or theft and the organization shielded from unnecessary risk. A staff member or contractor of EMSWCD will be present or on call during events. Any group that is responsible for damage to the facilities or causes any security problems may be charged for the damage and barred from future use of the facility. Youth groups must have a responsible adult present at all times; all children must be supervised by a responsible adult. See rental agreement for additional requirements.

**Rental cost for meeting room:** These costs may be reduced or waived at the discretion of the Executive Director. Payment is due no less than 10 days prior to the event.

**Nonprofit or Government:** \$20/hour between 9am and 5pm Monday through Friday excluding Federal holidays; \$30/hour evenings and weekends.

**Private and for-profit:** \$40/hour between 9am and 5pm Monday through Friday excluding Federal holidays; \$60/hour evenings and weekends.

**Nondiscrimination:** No group may use this facility which discriminates on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual's income is derived from any public assistance program.

**Event marketing:** EMSWCD will not generally advertise guest events. To avoid undue use of EMSWCD staff time, please include directions in your event materials and do not refer participants to EMSWCD for event information.

**Reservation procedure:** Groups wishing to use the facility may contact EMSWCD by phone at 503-222-7645, via the website [www.emswcd.org](http://www.emswcd.org) or in person. Availability is limited. Reservations must be made no less than 10 days and no more than three months prior to the event. Please include the date, time and nature of the event, the number of people attending, the sponsoring organization and contact information with your request. You must provide adequate proof of insurance, pay the facility use fee and sign the rental agreement prior to the event. Any exceptions to this policy must be approved in advance and in writing by the Executive Director.



# Rental agreement #

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We \_\_\_\_\_ (organization name) do not discriminate on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual's income is derived from any public assistance program.

This agreement governs use of the meeting room at 5211 North Williams Avenue Portland Oregon on:

Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Describe the event:

\_\_\_\_\_  
\_\_\_\_\_

Number of participants: \_\_\_\_\_ Will children be present? \_\_\_\_\_ If so how will they be supervised?  
\_\_\_\_\_ **Children must be appropriately supervised** at all times.

Do you have any special needs or requests? \_\_\_\_\_

**Events that may be disruptive to the neighborhood, inappropriate for a public building, larger than 30 people, involve alcohol or unsafe activities, or are likely to damage District property will not be allowed.**

Any group that is responsible for damage to the facilities or causes any security problems may be charged for the damage and barred from future use of the facility.

By signing this agreement, **you agree to be responsible for any damage or required clean-up** resulting from your event.

Is your group a government \_\_\_ nonprofit (501-C3) \_\_\_ for profit company \_\_\_ other \_\_\_\_\_

What is your organization's mission? (if applicable) \_\_\_\_\_

**Rental cost** for the event will be \_\_\_\_\_ payment is due no less than 10 days prior to the event.  
(by EMSWCD staff)

**Cancellation policy:** For events cancelled more than 72 hours before they are scheduled to begin, EMSWCD will refund payment. For events cancelled less than 72 hours before they are scheduled to begin, no refund will be given. In the event that inclement weather or circumstances within the control of EMSWCD requires an event to be cancelled, a full refund will be issued.

The fact that a group is allowed to use EMSWCD's meeting room does not imply an endorsement of that group or its activities by EMSWCD.

The undersigned hereby agree to the terms and conditions stipulated above and does hereby irrevocably covenant, promise and agree to indemnify The East Multnomah Soil and Water Conservation District (EMSWCD) and to hold the organization and its agents harmless from and against any and all losses, claims, expenses, suits, costs, demands, damages or liabilities, joint or several, of whatever kind or nature which EMSWCD may sustain or to which the organization or its agents may become subject arising out of or relating in any way to the renter including without limitation in each case attorneys' fees, costs and expenses actually incurred in defending against or enforcing any such

losses, claims, expenses, suits, damages or liabilities. EMSWCD may at the discretion of the Executive Director require a certificate listing EMSWCD as an additional insured.

I \_\_\_\_\_ (print name) sign on behalf of \_\_\_\_\_ (organization name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date