



## Washington Park Community Center Rental Information

### Overview:

Washington Park Community Center is located in the middle of Washington Park at 2025 Washington Street. This wheelchair accessible facility provides a cozy feel in a residential neighborhood. On street parking is available. A City of Eugene employee will be onsite during your event and ready to answer any questions you may have.

### Facility Details:

- Capacity
  - 35 people
- Access to Kitchen and one patio.
  - Renters must supply all cooking supplies, dishes, utensils, etc. , needed.
- Tables and chairs are provided for indoor use only.
- Audio Visual Amenities include TV/VCR/DVD and Wi-Fi.
- Please note: ***Inflatables, bounce houses, petting zoos and animals are not allowed.***

### 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:

\$45/hour

\$55/hour for alcohol rentals

\*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 Washington Park Community Center!***

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

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

**Washington Park 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>          |            |                      |              |              |                        |              |            |

**Main Room**

| Task   | Completed<br>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 mopped if needed.   |                  |          |
| Rug has been vacuumed if needed.   |                  |          |
| Patios Clear   |                  |          |

**Kitchen**

| Task                                     | Completed<br>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.             |                  |          |

**Bathrooms**

| Task | Completed<br>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:

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Building Coordinator Signature:

Date:

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*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.*



