

**MAZAMA MOUNTAINEERING CENTER
RENTAL APPLICATION**

See the Mazama Mountaineering Center Rental Policy for eligibility prior to filling out this form. The Mazamas rents only to nonprofit organizations with a similar outdoor mission. Please download and scan or mail this application to: Lee Davis, Mazama Mountaineering Center, 527 S.E. 43rd Avenue, Portland, OR 97215 or FAX to (503) 227-0862. For more information call or email Lee Davis at (503) 227-2345, lee@mazamas. Your reservation will be confirmed upon receipt of a fully-executed License Rental Agreement and deposit.

Group name _____
Address _____
Contact name/phone/email _____
Event description _____
Date of use _____ **Time period (include set-up thru clean-up)** _____
Room configuration _____ **Number of attendees** _____

Space Requested

___ Holman Auditorium, main level, seats 175 theater-style, 80 w/ tables, - \$100.00 /hour, \$200 minimum (fee x ___ hours = _____)
___ Meeting room 1, lower level, 18'x18' seats 30 - \$50.00 /hour, \$100.00 minimum (fee x ___ hours = _____)
___ Meeting room 2, mezzanine, conference table seats 6+ - \$35.00 /hour, \$70.00 minimum (fee x ___ hours = _____)
___ Meeting room 3, mezzanine, 18'x28' seats 42 - \$50.00 /hour, \$100.00 minimum (fee x ___ hours = _____)
___ Meeting room 4, mezzanine, conference table seats 10 - \$35.00 /hour, \$70.00 minimum (fee x ___ hours = _____)
___ Kitchen, lower level - \$50.00 /day (Includes coffee pot, microwave, refrigerator, sink.) (fee x ___ hours = _____)

Equipment Requested

___ Sound system in auditorium - \$25.00
___ Pull-down video screen - \$25.00
___ InFocus projector (laptop not included) - \$25.00

Rental Fees and Payment

Rental fee plus a non-refundable \$50.00 administration fee. A 50% deposit of the total fee is due upon signing of the License Agreement to secure your reservation. The remaining fee is due the day of the rental prior to set-up. Cancellation must be made at least fifteen (15) days prior to the event. No refunds will be given with less than fifteen (15) days notice of cancellation. A building supervisor is required during the scheduled event at \$20.00 per hour if rental is outside of regular business hours and \$10.00 within business hours.

Administrative fee _____
Space rental _____
Equipment rental _____
Building supervisor _____
TOTAL FEE _____

Deposit paid _____ Date _____ Check (payable to Mazamas) or ___ Credit card # _____ Exp. _____
Balance due _____ Paid _____ Check (payable to Mazamas) or ___ Credit card # _____ Exp. _____

Conditions

1. This application is a part of the License Rental Agreement and is valid upon receipt of a fully-executed License Agreement.
2. Additional rental fees of the hourly rate will be charged if event runs fifteen (15) minutes beyond scheduled time.
3. Smoking is prohibited in and around the Mazama Mountaineering Center (MMC). Service animals only are allowed in the MMC.
4. Decorations are not allowed on walls – please no tape, tacks, glue, etc. Blue paint tape only may be used.
5. Tables and chairs owned by the Mazamas are included in the rental and set up by the Licensee.
6. Licensee is responsible for clean up (trash, recycling, kitchen) and for returning the space to its original condition.
7. Licensee will be billed for any damage or losses to Mazama property or equipment caused by the Licensee during the rental.
8. The Mazamas is not responsible for lost or stolen items or injuries to your attendees.
9. The Mazamas strongly encourage recycling and walking or taking alternative transportation to the MMC.
10. Licensee will confine their activities to rented areas of the building.
11. Music must be kept at a low level and stopped at 10:00 pm
12. Licensee must vacate the premises at 11:00 p.m. and be mindful that this is a residential neighborhood.