

## **Mazama Mountaineering Center (MMC) Rental Policy**

1. Per the lease with the Foundation, the Mazamas may rent the MMC or portions of the MMC to nonprofit organizations only with the written permission of the Foundation. Additionally, the Mazamas will rent only to nonprofit organizations with a like mission of mountaineering, outdoor recreation, conservation, or outdoor research. On occasion, Mazamas may also rent the MMC to neighborhood groups. Additionally, the MMC may be used to honor a deceased Mazama at the request of family or friends.
2. The Mazamas committees have first priority for room usage. Meeting space will not be rented to outside organizations on regular committee meeting nights (Monday through Thursday). All weekends (Friday through Sunday) from the third week of March through April will be held for BCEP classes.
3. The MMC will be rented only when staff or Mazama volunteers are on site to oversee the event. Generally this means that rentals will occur only when the MMC is open. However, the MMC may be rented when it is closed if there is a trained Mazama volunteer to staff the event.
4. The condition per the Conditional Use Permit from the City of Portland stating that 80 people may be in the MMC 35 times per year must be adhered to and considered in large-group rentals. Mazamas have priority for large-group usage per this condition.
5. To apply to rent the MMC the renter may go to the Mazamas Web site, download the Building Use Agreement and submit it to the executive director. The executive director will then seek written permission from the Foundation to rent the building and inform Executive Council or Executive Sounding Board Team (ESBT) of the rental.
6. All organizations must pay the prescribed rental rate for use of the building. Alteration to the fees may be made at the discretion of the executive director with ESBT.
7. If the Mazamas are an official partner of a nonprofit group that wishes to use the MMC the Mazama representative to that group shall contact the executive director and the fees may be waived at the discretion of the executive director and ESBT.

Examples: US Forest Service Wilderness Stewardship Program,  
Mt. Hood Transportation Planning Committee.  
Federation of Western Outdoor Clubs

On occasion, if a nonprofit organization with a similar mission that the Mazamas actively supports wishes to use the facility for a private meeting (i.e. not open to the general public), a committee may serve as a sponsor for that organization. The sponsoring committee shall contact the executive director for permission to use the facility and to reserve space. No AV equipment shall be used without a fee. A donation will be encouraged.

In any case the Mazama representative or sponsor must be present at the entire event/meeting, secure the MMC upon departure and assist the group with their needs.

8. These guidelines may be amended on a case-by-case basis by the executive director and ESBT.
9. Alcohol Policy: Renter must meet all requirements of the Oregon Liquor Control Commission (OLCC) and must provide proof of OLCC licenses and permits one week prior to the scheduled rental or the use of alcohol will be prohibited.