

Stellaria Community Room Rental Application
150 Shelton McMurphey Blvd, Suite 104, Eugene OR 97401
Phone: 541-632-4288 Fax: 541-686-6168

Applicant Information

Name of Applicant /Responsible Party: _____

Name of Organization if Applicable: _____

Type of Organization: ___ Business ___ Non-profit ___ Community ___ Other: _____

Address: _____ City /State /Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Fax: _____ E-mail: _____

Alternate Contact: _____ Daytime Phone: _____

How did you hear about us? _____

Rental Needs

Check all that apply: ___ Small Room ___ Large Room ___ Kitchen

Dates requested: _____

Time of event (including set-up and clean-up): _____ a.m./p.m. to _____ a.m. /p.m.

Type of event (be specific): _____

Expected Attendance: _____ Adults _____ Youth Open to public? _____

Will alcohol be served? (No liquor allowed) ___ Yes ___ No

Equipment Needs (no charge) : _____ # of Tables _____ # of Chairs ___ Screen ___ Extension Cords

Additional Rental Items: _____ # of Dishes (up to 80, \$12.00 fee) _____ Hot Beverage Urns (2 @ \$10 fee)

___ After Hours (\$12.00 fee, see *After hours* section on Rental Info sheet)

Payment Information

Accepted payment methods are cash and check only. Please do not mail cash; cash payments may be deposited, in an envelope with your application, into the Hummingbird Wholesale mail slot located at the Northeast corner of the Stellaria Building. See Stellaria Community Room Rental Information Sheet for rates.

Please check one:

Recurring event; please hold deposit until applicant ceases events and requests deposit (less fees for damage or failure to meet rental agreements) to be returned.

Return deposit (less fees for damage or failure to meet rental agreements) following rental to the following address (if different from above) : _____

Make deposit return check out to: _____

(over)

Name of Organization /Applicant:

After hours problems call the
Building Manager Charlie
Tilt at (541) 953-7857

Regulations and Policies

1. Reservations will not be confirmed until deposit and 50% of rental fees are received. All fees must be paid in full three days prior to event.
2. A deposit may be returned under the following conditions:
 - a. The rental is cancelled at least 2 business days before rental begins (late cancellation fee is \$30)
 - b. The facility is left undamaged and all conditions of the rental agreement have been met.
3. The renter is responsible for all damages and losses in excess of the deposit and will be billed accordingly.
4. Smoking is not permitted inside the building or within 30 feet of any entrance.
5. Stellaria reserves the right to monitor, intervene in and /or terminate the event at any time.
6. Stellaria is not responsible for lost, stolen or damaged property. Please contact the Building Manager for lost and found.
7. Any advertisement containing a reference to Stellaria or its facilities must contain a disclaimer statement stating: "Stellaria furnishes public meeting rooms as a community service and does not sponsor or endorse activities or groups using the Stellaria Building's facilities".
8. Tables and chairs are available for your event, however applicant is required to set up the tables and chairs and return them to their original setting afterwards.
9. Applicant and guests are required to separate waste, recyclables and compostables into appropriate containers provided by Stellaria. *If extensive sorting of your waste is required, a \$20 fee will be charged against your deposit.* You will be provided with information on sorting your waste. (Please contact Kelly Bell at kelly.bell@co.lane.or.us if you would like to request Master Recycler volunteers for your event – this is free!)
10. Disposable plates, cups, eating utensils, etc. are not allowed. Applicants may borrow these items for free from the Lane County Reusable Dishware Program (lanecounty.org) or rent the items from Stellaria for a \$12 fee. All used Stellaria dishes must be rinsed and placed in dish tubs. *Use of disposables will incur a \$20 fee against your deposit.*
11. No use of any open flame(s) is permitted.
12. Stiletto high heels (less than ½ inch diameter) are not allowed at Stellaria as we have soft wood floors that will be damaged by these shoes. Please inform your guests.
13. Applicant must be conscious of building security, doors may not be left propped open at any time.
14. Stellaria reserves the right to deny any individual or groups access to the premises.
15. Applicant must sign the Indemnity Agreement on the back page.

Name of Applicant /Responsible Party:

Signature: _____ Date: _____

To submit Application:

E-mail to: community@stellariabuilding.com

*Application and Indemnity Agreement *must be signed*

Make payment to: Stellaria

Mail to: Hummingbird Wholesale
 ATTN: Stellaria Community Room
 150 Shelton McMurphey Blvd, Ste. 104
 Eugene, OR 97401

Fax to: 541-686-6861 ATTN: Community Rooms

Room	Qty	Rate	Subtotal
Large Community Room (\$75 deposit)		\$30/hr \$200/day	
Small Board Room (\$50 deposit)		\$15/hr \$100/day	
Kitchen		\$10 /hr	
All Rooms (\$75 deposit)		\$45/hr \$300/day	
Additional Fees:			

Deposit: \$ _____ Total Rental Fees: \$ _____

Indemnity Agreement

Applicant agrees to be bound by the above regulations and policies, understanding that violation of any of these regulations and policies may result in immediate termination of the event, forfeiture of deposit, legal responsibility for damages in excess of the deposit, and jeopardize future use of the facility.

Applicant (and organization if applicable) agrees to indemnify and hold Stellaria, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or related to the activities of applicant and participants during the use of the facility under the terms of this application.

Applicant agrees that during the use of the Stellaria community rentals, applicant will not exclude any individual from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of the person's race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, source of income or disability.

Applicant understands that Stellaria is not a sponsor of this activity nor is it responsible for providing any supervision of the activity.

Applicant understands that the applicant and the other participants will be using the facilities at their own risk.

Signature is acknowledgment that applicant has read and understands the Indemnity Agreement; signature is required for rental.

I certify that I am an Authorized Representative of _____
(organization name)

Signature of Applicant

Applicant: _____ Date: _____

*** Office Use Only ***

User Permission Set _____ Event on Calendar as: _____ Tentative _____ Confirmed

Amount Due: \$ _____ Deposit + \$ _____ Room Rental + \$ _____ Dish /Coffee Urn Rental = \$ _____

Total

Amount Paid: \$ _____ Date: _____ Ref: _____ Balance due by: _____

\$ _____ Date: _____ Ref: _____

Key Code: _____ Date given to Renter: _____ Enabled _____ Disabled _____

Cleaning /Damages Fees: \$ _____ Deposit less fees: \$ _____

Deposit returned – Date: _____ Ref: _____