

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

Rates

Small Community Room (Capacity: 25) \$15.00 per hour with a \$30.00 minimum charge and a day rate of \$100. There is a refundable cleaning deposit fee of \$50 and access to the kitchen* is \$10 per hour. See below for after hours information.

Large Community Room (Capacity: 55) \$30 per hour with a \$60 minimum charge and a day rate of \$200. There is a refundable cleaning deposit fee of \$75 and access to the kitchen* is \$10 per hour. See below for after hours information.

Both Rooms and Kitchen (Capacity: 80)* \$45.00 per hour with a \$90 minimum charge and a day rate of \$300. There is a refundable cleaning deposit fee of \$75. See below for after hours information.

After hours Business hours of Stellaria are from 7:30 am to 6:30 pm, Monday through Saturday. The community rooms and kitchen are available for rent between the hours of 7:30 am and 11 pm every day. For Sunday rentals and rentals which end after 6:30 pm, renters must choose between the following options:

1. The North and West public access doors will be left in the open setting until your event ends, and you will be charged an additional \$12 fee. This fee is meant to offset the expense of having staff return after hours to close down and secure the building.
2. Request a temporary access code and provide the code to your guests. There is no additional fee for this. The doors may not be propped open at any time; please provide a phone number to your guests in case they forget the code or have trouble entering the doors.

The first option is probably more suitable for larger events and /or events open to the public, while the second will work better for smaller events with a specific guest list.

Non Profit Rates If you are renting space for a non-profit organization for which the above rates would be challenging, please e-mail community@stellariabuilding.com to inquire about lower rates. If you wish to use the space for ongoing meetings, for example, the minimum charge may be waived.

* If food is being prepared and /or served in the kitchen, applicant must pay for rental the kitchen; if your event is catered and the food is prepared off site and served in the community rooms, kitchen rental is not required. Please note that the kitchen is used by building tenants for their lunch room. Events that include rental of the kitchen may be scheduled during the lunch hours provided applicant and their guests allow building tenants access to the kitchen area and use of its appliances. The kitchen has a separate entrance so tenants will not disrupt your event.

Reservations

We use an online scheduler at our website, www.stellariabuilding.com, for scheduling rental reservations in our community rooms. You must submit your complete application before you can submit reservations to our online scheduler. When you submit a reservation, your event will display on the schedule immediately with a Pending Approval status. This *does not* reserve the room(s) for you but it will encourage others to choose a different date; Stellaria reserves the right to rent to another applicant if their application and fees are received before yours. If we do not receive your application and required fees (deposit and 50% of rental fees) within two weeks from your inquiry or three days prior to the event, whichever comes first, your event will be removed from the calendar. Once your fees are received, your event will be confirmed on the online scheduler. All fees must be paid in full three days prior to your event or your reservation will return to a tentative status. Once your reservation is confirmed, you will receive a key code that you and your guests must use to enter the building; we suggest early submission of your application and fees so you can have plenty of time to notify guests of the entry code (the key code is only necessary for events beginning after business hours).

Miscellaneous Information

Stellaria is not responsible for lost property, however we will maintain a lost and found and keep found items for at least 30 days before donating them. Please contact the Building Manager to inquire about lost items.

Amenities

Projector screen in large Community Room

White board in large Community Room

Kitchen has stove, 1 ½ ovens, refrigerator, towels and potholders

60 folding chairs

Six 8-foot tables, two 6-foot tables

Available to rent for \$12 cleaning fee: 80 each of plates, forks, knives and spoons, plus 60 each cold and hot drink cups /mugs, and 30 bowls

Available to rent for \$10 cleaning fee: 2 hot beverage urns

Regulations and Policies

1. Reservations will not be confirmed until deposit and 50% of rental fees are received in full. 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 canceled 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 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 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.
16. Renter agrees to pay \$25.00 if their check is returned for non-sufficient funds.

Suggestions

We want to hear about your experience! Please tell us what you love about our space as well as how we could improve your experience here. You may do so via the suggestion box in the kitchen or by e-mailing

community@stellariabuilding.com

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