

The Barrow Community Room Rental Application
150 Shelton McMURPHEY Blvd, Suite 104, Eugene OR 97401
Phone: 541-632-4288

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: _____

Primary Phone: _____ Alternate Phone: _____

E-mail: _____

Alternate Contact (if applicable): _____

Phone: _____

How did you hear about us? _____

Rental Needs

Check all that apply: ___ Stellaria Large Room ___ Stellaria Small Room ___ Mahonia Room

___ Kitchen Access (either building)

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 (\$6.00 fee per set of 10) _____

Hot Beverage Urns (2 @ \$10 fee) _____ Projector Rental in Mahonia (\$10 per event)

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 The Barrow 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: _____

Name of Organization /Applicant:

After hours problems call the
Building Manager
Kimberly Berry at 541-632-4288

(over)

Regulations and Policies

1. Reservations will not be confirmed until deposit and 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 7 days before rental begins (late cancellation fee is 50% of rental cost).
 - 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 anywhere on the property.
5. The Barrow reserves the right to monitor, intervene in and /or terminate the event at any time.
6. The Barrow 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 The Barrow or its facilities must contain a disclaimer statement stating: “The Barrow furnishes public meeting rooms as a community service and does not sponsor or endorse activities or groups using the The Barrow’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 The Barrow. *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 The Barrow beginning at \$6 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. The Barrow 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: info@backtothebarrow.com
 *Application and Indemnity Agreement *must be signed*
 Make payment to: Stellaria
 Mail to: Hummingbird Wholesale
 ATTN: Community Rooms
 150 Shelton McMurphey Blvd, Ste. 104
 Eugene, OR 97401

Room	Qty	Rate	Subtotal
Large Stellaria Room (\$50 deposit)		\$40/hr \$225/day	
Small Stellaria Room (\$50 deposit)		\$20/hr \$125/day	
Mahonia Community Room (\$50 deposit)		\$40 /hr \$225/day	
Kitchen* (in either building)		\$10 /hr \$50/day	
Additional Fees:			

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

***Kitchen access is free if you are renting both Stellaria rooms at the same time.**

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, Mahonia, 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 The Barrow 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 The Barrow 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

\$ _____ Other Fees = \$ _____ 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: _____

Checklist for Community Room Rentals

<u>Item:</u>	<u>Comments:</u>	<u>Applicable Charges:</u>
_____ Chairs and tables put away	_____	_____
_____ Floors clean	_____	_____
_____ Broom and dustpan returned	_____	_____
_____ Waste reasonably sorted	_____	_____ (\$20)
_____ No disposables used	_____	_____ (\$20)
_____ Appliances turned off	_____	_____
_____ Sandwich boards returned	_____	_____
_____ Dishes scraped and rinsed	_____	_____
_____ Other:	_____	_____
<u>No damages done to:</u>	<u>Comments:</u>	<u>Applicable Charges:</u>
_____ Floors	_____	_____
_____ Windows	_____	_____
_____ Walls	_____	_____
_____ Doors	_____	_____
_____ Tables	_____	_____
_____ Chairs	_____	_____
_____ Lamps	_____	_____
_____ Artwork	_____	_____
_____ Projector Screens	_____	_____
_____ Curtains	_____	_____
_____ Other:	_____	_____
	Total Charges:	_____

Renter _____

Date of Rental _____

Checked by _____

Date _____