

Murrayhill Recreation Association - Hometown Center

Agreement for Reservation

The Hometown Center is owned and maintained by the Murrayhill Recreation Association and is available for rent to Murrayhill Recreation Association Members in good standing for their private parties and functions. The MRA reserves the right, at its discretion, to deny use of the facility for reasons including, but not limited to, breach of rules and regulations, destruction or theft of property, failure to maintain control of the function, or outstanding dues owed to the MRA.

Please review and initial the following HTC rental terms and conditions. By initialing below you indicate you have read and understand all the following rules and regulations. Any breach of the following rules may result in a loss of the deposit.

- ___ 1. The Hometown Center (HTC) may be reserved by a Murrayhill Recreation Association Member in good standing, with dues or other financial obligations to the MRA paid in full.
- ___ 2. Reservations are made on a first-come, first-served basis. To secure a specific date, Members must sign and return this Agreement for Reservation, submit the rental fee and a refundable security deposit. Please review the online calendar for availability at www.murrayhillrec.com.
- ___ 3. Rentals are from either 8 am – 2pm **OR** 4pm – 11pm including set-up and clean-up time (except New Year's Eve which is extended until 1:00 am).
- ___ 4. The Member agrees to remove any and all personal property, and leave the premises as originally received; performing the cleaning responsibilities as outlined in the attached document
- ___ 5. The Member **must** be present in the Hometown Center at all times during their event and acknowledges that they are responsible and liable for the action of their guests. Security deposit will be forfeited if Member is not on site during their event or any guest violates the rules stated in this agreement. Members are responsible for informing all guests of the rules and regulations.
- ___ 6. The Hometown Center has a maximum occupancy of 75 persons. No functions or gatherings in excess of this amount will be allowed, including and not limited to the parking lot, playground and surrounding areas.
- ___ 7. Rental of the Hometown Center is limited to the main room, and the adjacent kitchen area. The outside upper deck is excluded. The showers and lavatories remain available to all members and MRA employees during the pool season.
- ___ 8. The pool cannot be reserved for a private function under any circumstances. The pool facility is available to all MRA members and their registered guests within the confines of the guest policy. However, the simultaneous use of the Hometown Center Facility and pool is prohibited.
- ___ 9. Sound systems are allowed inside the Hometown Center, but volume may not be excessive as to disturb homeowners using the pool facilities and/or homeowners living near the facilities. Usage must comply with the City of Beaverton Code No. 5.05.130.
- ___ 10. The HTC and all MRA property is smoke-free, including but not limited to the parking lot and outdoor areas. The Member hereby accepts responsibility for his/her guests in complying with this regulation. Deposits will be forfeited in the event of smoking.
- ___ 11. The Member understands that the Hometown Center is located in an area surrounded by general "public" usage and that functions in no way may be lewd or obscene in nature.

- ___ 12. Delayed cleaning of the facility or removal of rented equipment is not allowed without prior permission.
- ___ 13. Any additional cleaning required, i.e. removal of stains to the furniture, floors, repair of damage to the building and/or furniture, etc. will be deducted from the security deposit.
- ___ 14. The Murrayhill Recreation Association allows the HTC to be used for limited commercial use (for local small businesses) for an adjusted fee (see fee schedule). Reservations must be booked no earlier than 2 months in advance and are subject to cancellation and/or no-show fees..
- ___ 15. Lighted Candles are not permitted.
- ___ 16. Any fees or costs incurred in excess of the security deposit are the responsibility of the Member.
- ___ 17. Usage arrangements include a walk-through of the facility and a review of the Agreement for Reservation. This is scheduled by appointment with the Association Manager.
- ___ 18. The parking lot may only be used for parking cars and vehicles. The parking lot may not be used as an extension of the HTC. There is no alcohol, smoking or loitering permitted in the parking lot or surrounding areas.
- ___ 19. This written contract constitutes the entire agreement between the parties. Should any dispute arise concerning this Agreement, the undersigned agree to submit their dispute to binding arbitration.

Schedule Of Rental Fees

1. The Hometown Center is available to MRA Members per the following schedule of rental fees:
 - A. Monday – Thursday Events, *Excluding Holidays*:
 - o \$350.00 Rental Fee, this includes the cleaning fee
 - o \$500.00 Refundable Security Deposit
 - B. Friday – Sunday & Holiday Events:
 - o \$400.00 Rental Fee, this includes the cleaning fee
 - o \$500.00 Refundable Security Deposit
2. MRA Members may opt instead for a 3 hour event (including set up and clean) weekdays (Mon - Thurs), booked no more than 6 weeks in advance, for events such as team parties for a Rental Fee of \$125.00.
3. The Rental Fee includes an initial walk-through of the facility at time key is issued. Requests for additional viewings (i.e. caterers, musicians, florists) may be arranged by appointment.
4. Murrayhill Associations and Sub-Associations may use the facility at no cost for community meetings, weekdays (Mon - Thurs), booked no more than 6 weeks in advance, based on availability.
5. MRA Members of a non-profit organization (like Boys Scouts & Girl Scouts) may use the facility at no cost once per year on weekdays (Mon-Thurs), booked no more than 6 weeks in advance, based on availability.

REFUND POLICY

In the event of reservation cancellation, the Rental Fee and Security Deposit will be returned in full if notice is received 7 days prior to the reservation date. Cancellations received less than 7 days in advance will result in a forfeiture of half of the Rental Fee.

**Murrayhill Recreation Association
HTC Reservation Form**

I, the undersigned, acknowledge reading the foregoing Agreement for Reservation prior to execution and hereby agree to abide by the above terms and conditions.

In addition, by signing hereto I acknowledge that I am responsible for the actions of my guests while on the premises and acknowledge that I am a member in good standing with the MRA.

I also hereby agree to hold harmless the Murrayhill Recreation Association in the event of injury or accident to myself or my guests while utilizing the Hometown Center Facility or while present on any part of the Murrayhill Hometown Center premises for the below mentioned date(s).

Date of Event: _____

Rental Fee: _____

Time of Event: 8:00 am – 2:00 pm **OR** 4:00 pm – 11:00pm
Please circle one

Security Deposit Amount: \$500.00

Deposit check to be shredded after inspection of the facility

Type of Event: _____

Signature

Today's Date

Print Name

Address

Lot Number

Home Telephone Number

Day Telephone Number

PLEASE PICK UP A KEY THE WEEK PRIOR TO THE EVENT – keys are available at the office between 10am-2pm

Office Use Only:

Date HTC Key Issued: _____

Date Property Inspected: _____

Date HTC Key Returned: _____

Date Security Check Returned/Shredded: _____