



Room Rental Policy

Umpqua Valley Arts Association (UVAA) promotes and encourages usage of the Arts Center for classes and workshops that are artistic, cultural or recreational in nature; meetings by arts organizations; special events and exhibitions. First priority will be given to UVAA sponsored activities and the other aforementioned usages, however, as space permits the Center may be rented by other community groups.

Gallery II, Kitchen, Studio East and the Pottery Classroom are the room spaces available under this policy.

It is necessary that the Renter agree to observe and comply with all laws, rules and regulations with respect to the use, care and control of the premises.

Please read, and initial next to each statement indicating you have read and agree to the following policies and procedures:

- You must provide UVAA with a **Certificate of Liability Insurance** with Umpqua Valley Arts Association as additional insured in respect to general liability.
 - _____ The Certificate of Liability also needs to include the **name of the event** and the **date(s) of the event**.
 - _____ If alcohol will be served at the event, the Certificate of Liability will also need to include alcohol coverage.
- _____ Coverage amounts will need to **meet**:
 - \$1,000,000 for each occurrence
 - \$ 100,000 Damage to rented premises
 - \$ 10,000 Medical Expense
 - \$1,000,000 personal & adv injury
 - \$2,000,000 General aggregate
 - \$2,000,000 Products – Comp/Op AGG
- _____ ***The Certificate of Liability must be on file with UVAA prior to your event.***
Your insurance carrier can fax this form directly to us at 541-672-7696
- _____ Smoking or other use of tobacco is not permitted in the building.
- _____ No burning of candles or other objects is allowed in the building.
- _____ According to the Fire Marshall, room capacity for the Gallery II is 100 and the Pottery Classroom is 30. This policy is strictly enforced.

- ____ Each Renter using the facilities is responsible for the setting up of tables and chairs for their activities and for restoring the room to its original condition before leaving UVAA. The tables and chairs must be set-up and used properly. If any tables or chairs are not in proper working condition, please inform the Operations Manager.
- ____ The Renter must not use nails, tape or staples in the walls, ceilings, carpets or floors.
- ____ The use of the kitchen is rented on a flat fee of \$50.00. You may use the appliances, dishes (located in the oak cabinets) and metal flatware in the kitchen. All items must be washed after use and returned to their places. Private groups do not need special permits to serve food. However, **any** group open to the public must **provide a copy of the Temporary/Benevolent Restaurant License provided by the Douglas County Environmental Health Department to UVAA two weeks prior to the reservation date**. Food items, including coffee, tea, creamer, condiments and paper/plastic products stored in the kitchen are property of UVAA. Renter will be charged for any missing items.
- ____ When using the stove in the kitchen, any cooking which produces grease-laden vapors is **strictly prohibited** by order of the fire marshal. **No deep frying or use of the grill is allowed** due to the fire marshal's directive.

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Alcohol Served On Premise

____ 1. An OLCC “temporary sales license” must be obtained through OLCC for a fee, and **only an establishment that is *already licensed by OLCC (a current OLCC “on-premises” licensee, i.e. a winery) can act as the applicant.*** Simply having someone on site that has an OLCC “licensed server permit” is not sufficient. The OLCC licensee is required to carry \$500,000 liquor liability insurance and to accept the responsibility of ensuring that liquor consumption laws are observed during the event.

____ 2. The OLCC application must be presented to the City **not less than three days** in advance of the event. The licensee must pay the City a “special event” fee of \$10.00 per day for each day the event is held. The Municipal Code authorizes the City Manager to approve the special event applications for events occurring at the Arts Center, so the application does not have to be presented to the City Council.

____ 3. Although UVAA is a private non-profit, we conduct our business on property owned by the City of Roseburg and therefore are bound to the same regulations regarding alcohol service and consumption as any other entity using City property. Therefore any individuals or organizations renting UVAA’s facility are required to follow the City’s guidelines.

____ 4. **Copy of the OLCC ‘temporary sales permit’ must be on file with UVAA prior to the event.**

____ The Renter shall not assign the Agreement, sublet or enter into any other third party agreement.

UVAA reserves the right to use the facilities at any time and the right to restrict or deny usage, in order to provide equal access to the use of rooms.

Reservations: We suggest reservations at least six weeks in advance to avoid scheduling conflicts. Rooms for Holiday parties and weddings are suggested six months to a year in advance. The return of the Room Rental Agreement with the appropriate rent and credit card imprint must be received to confirm the room reservation. **We do not reserve rooms without payment.**

____ **Cancellation or Change in Reservation Status:** If a scheduled event is not being held, or any information changes on the Room Rental Agreement the renter must inform UVAA as soon as possible. Rental fees are refundable for cancellations requested 14 days prior to the event. **There will be a \$15 administration fee charged for already processed payments.** 50% of the Rental fee is refundable for cancellations requested less than 14 days prior to the event with the following exception. **Renters with event cancellations/event date changes within 48 hours of the event will still be responsible for the entire rental fee.**

____ **Fees:** A cleaning/security deposit is required in the form of UVAA taking a credit card imprint.

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Deliveries: Any equipment/items/food is to be delivered during room rental times only. Renter will be charged a daily fee for any equipment/items left in Gallery II and/or kitchen beyond rental time. Fee(s) will be charged to the held credit card. This is especially important, since early deliveries or late pick-ups interfere with other renters. Any exceptions must be approved by UVAA in advance.

Deliveries will be made through the front door of the building ONLY. Vehicles are not allowed on the grass for unloading at one of the side doors. This is a City ordinance.

Outside of UVAA: Our building is located at Fir Grove, a Roseburg City Park. As it is City property, permits must be obtained by the City of Roseburg for any functions outside the building and are not included in rental of our rooms and/or galleries. For example you may rent Gallery II for a wedding reception, however, this does not allow renter to set up tables outside unless a permit has been obtained from the City of Roseburg.

Building Access: UVAA regular business hours are: Tuesday – Friday, 10:00am - 6:00pm. The Renter must make prior arrangements with UVAA if access is needed to the building other than regular business hours.

If a key is issued to the Renter they must pick it from the UVAA office during business hours the day before the event. The Renter must not loan the key to anyone. The Renter is responsible to lock anything they unlock and must secure the facility before leaving the premises. If the key is lost or breaks the Renter must notify UVAA immediately. The Renter will be charged a \$25.00 replacement fee for each lost key(s).

No door is to be left propped or held open. It is important the Renter pay close attention to individuals entering the building. Any damage to artwork, fixtures or any UVAA property will be charged to the Renter's held credit card.

Cleaning: The Renter will be responsible for cleaning the room and returning it to its original condition. Failure to clean the room as required per the attached cleaning list or any damage to the facility, artwork or equipment causing UVAA to restore room/building to suitable condition, results in charges to the Renter's held credit card. The Renter shall not remove any artwork, fixtures or any UVAA property. Any charges for cleaning, damage, missing property or other circumstances caused by negligence or willful acts will be charged to the Renter's held credit card.

Penalties: Violation of these rules and policies, the creation of a disturbance, or willful damage of any property, artwork or equipment may cause the cancellation of a Renter's privilege to use the facilities. Each Renter is responsible for the cost of repair/replacement of equipment, artwork or facility damages due to negligence or theft. Permission to use the facilities may also be revoked if there appears to be cause to believe a violation of these rules or policies may occur.

In Case of an Emergency: If during an event there is an emergency dial 911 (there is a phone in the kitchen) and then call the emergency UVAA staff cell phone number on the key's tag.

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Cleaning Instructions

Gallery II

- ❑ Tables and chairs wiped down.
- ❑ All tables broken down and returned to the rack, stowed in the closet or stored against the walls in Gallery II, back to the locations where they were found.
- ❑ All folding chairs taken down and replaced on cart(s).
- ❑ Make sure all windows and doors have been closed and locked.
- ❑ Thermostat returned to 70 degrees. Switch thermostat to "off" position.
- ❑ Carpets vacuumed. Vacuum found in the closet just outside the entrance to Gallery II.
- ❑ Return vacuum to closet when finished.
- ❑ Turn lights off.

Kitchen

- ❑ All dishes washed, dried and returned to storage.
- ❑ Sinks free of debris and rinsed.
- ❑ Coffee pots turned off, cleaned and returned to appropriate place.
- ❑ If the microwave is used, wipe out inside.
- ❑ All countertops, stove, etc. wiped clean.
- ❑ All trash removed from the trash cans in the kitchen and taken to the outside dumpster, located at the end of the walkway towards the park restroom facility
- ❑ Replace liners in trash cans in kitchen (new bags found in closet outside Gallery II)
- ❑ Sweep floors and mop floors.
- ❑ Turn off lights, oven and exhaust fan.

Pottery Classroom

- ❑ Black and/or white boards wiped off.
- ❑ All tables broken down and put up against the walls.
- ❑ All folding chairs taken down and replaced on cart(s).
- ❑ Debris or materials picked up from floor.
- ❑ The two thermostats turned down to 70 degrees.
- ❑ Turn lights off.

Studio East

- ❑ All tables broken down and put up against the walls
- ❑ All folding chairs taken down and replaced against wall or on cart.
- ❑ Debris or materials picked up from floor.
- ❑ Make sure door leading outside is closed securely and locked.
- ❑ Sink area should be clean and ready for the next group.
- ❑ All food items removed.
- ❑ Turn off lights.

Thank you for your cooperation and we hope to see you again!

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Frequently Asked Questions

Tables and chairs are provided with the room rental.

Gallery II:

- 10 – 60” round tables, seating 8
- 7 – 8’ banquet tables, seating 8
- 3– 5’ banquet tables, seating 6
- 80 dining chairs

Gallery II will hold 10-60” round tables for a sit down dinner of 80 people. For example, if you use this arrangement, there will not be any room left for banquet tables on all sides. You may use any arrangement of table and chairs you wish for your event providing you adhere to the room capacity policy.

Pottery Classroom:

- 30 folding metal chairs
- 4 – 8’ tables
- The art supplies in the classroom are reserved for UVAA programs

___ **Linens are not provided.**

___ **Sound system is not provided.**

___ **Electronic equipment will not be provided.** The computers, phones, projectors and screens are not available for use.

___ **You may use the refrigerator for your perishables...** However, the food items that are in the refrigerator prior to your event are not to be used. **We do not have a freezer.**

___ **No food, including coffee, tea, sugar, creamer etc. will be provided.** These items already in the kitchen are the property of UVAA. The disposable items in the kitchen (plastic ware, paper cups and plates, etc.) are the property of UVAA and are not to be used by the renter.

___ **Cleaning supplies**, vacuum, trash bags and the like are provided, are located in the janitor’s closet next to Gallery II. Renters are responsible for cleaning up after their event.

___ **Use of other rooms in the Arts Center:** For after business hours, all the other rooms in the Art center will be locked, alarmed, and not available for use.

___ **Use of Arts Center’s parking lot and grounds:** The parking lot and grounds around the Art Center are owned by the City of Roseburg. You will have to gain their permission and obtain appropriate permits to use these areas for your event. The Art Center will need a copy of the permit **BEFORE** the event is to be held if you are using the grounds and parking lot as part of your event.

___ **Decorations & banners for your event at the Arts Center:** The use of nails, tape, or staples in the walls, ceilings, carpets or floors is forbidden to decorate for events. All decorations must be free standing. Artwork cannot be moved to decorate for events.

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