



Reservation Request

Event Title: _____

Content/Subject Matter of Event: _____

Expected Number of Participants: _____

Requested Date(s): _____

Event Start Time: _____ Event Finish Time: _____

Unlock Time: _____ Lock time: _____

Your setup / arrival time cannot be before 7:30am and your take-down time cannot end after 10pm

Note: Enter the amount of time you need to setup or take-down for your event (i.e., 30 minutes, 2 hours, etc.). Setup time is the time for you to get into the room and prepare for you event. Take-down time is the time you need after your event. If you need an extra day for setup prior to event please indicate this in the Additional Information below.

Does this event repeat? Yes No

Repeat details can be written here:

Ad Hoc: Dates (Example: non-sequential meetings such as Monday, Tuesday and Friday with specific dates):

Daily Repeats (Examples: Repeats every day for 5 occurrences: Repeats 3rd day: through a specific date):

Weekly Repeats (Examples: Repeats every week on Monday and Thursday for 12 occurrences):

Monthly Repeats (Examples: (Repeats every month on the 1st and 15th through a specific date):

Room Configuration:

Certain equipment may interfere with our AV systems. What equipment are you bringing to your event, if any?

Does equipment require any special licensing for commercial use? Yes No
If yes, please provide certificate or license information to Events Coordinator

Resources: Yes No

If YES, please select what is requested:

PA System
 Table Podium

Conference Phone
 Catering Tables – Count:

Materials Table
 Media Cart (projector)



Reservation Request

Beverage Service (include count):

Water Coffee Decaf Tea

Alcohol Service: The serving of alcohol must be approved by the CEO.

When alcohol is permitted, the Renter or Renter's agent must adhere to the Credit Union policies and administrative rules governing alcohol service. This includes the requirement for the Renter to obtain a liquor liability insurance in addition to regular liability insurance.

Are you requesting permission to serve alcohol at this event? Yes No

If YES, please answer the following:

Will minors be the primary audience at this event: Yes No

How many attendees will be served?

What type of alcohol do you intend to serve? Beer Wine Liquor

Organization type: Non-profit Profit

Contact Information

Renter/Organization: _____

Representative: _____

Representative Email: _____

Representative Phone Number: _____

Renter / Organization Address: _____

Billing Person's Name (if different): _____

Billing Person's Email: _____

Additional Information: _____

- The Credit Union reserves the right to refuse rental to any group whose event may conflict with the Credit Union Mission and Core Values
- Your request will be process within 72 business hours and in the order received.
- On the day of the event: Any equipment needs or room configuration changes must be authorized by Events and Conference Services (to ensure fire code and liability compliance) and may not be possible due to staffing or other reasons
- To be eligible for a refund, cancellations must be received at least 14 days prior to the event.
- Questions, contact Events and Conference Services at 503-722-5420.



Fee Waiver Request

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Are you a non-profit organization? Yes No

Will you be charging attendees? Yes No

Who is your intended audience?

Date Requested: _____

Other services requested:

Does the program improve financial education for vulnerable people? Yes No

Additional Comments: _____

Additional Information:

Your request will be processed within 72 business hours. Requests are processed in the order in which they are received.

When a fee waiver is approved, the Credit Union will not provide refreshments or beverage service, including but not limited to water, coffee, and tea.

For questions contact the community.room@emboldcu.org or 503-722-5420.

For Office Use

Approved

Denied

Amount Waived: _____



Request to Serve Alcohol

Organization: _____

Event Date: _____

Head Count: _____

Start Time: _____

End Time: _____

Alcohol:

Will beer and wine or hard liquor be served at this event? Beer and Wine Hard Liquor

Will minors be in attendance? Yes No

How many attendees will be served? _____

Please note: Requirements for alcohol service, include the number of being served alcohol must be less than the head count for the event. Alcohol is limited to beer and wine unless approved by the CEO.

Contact Information:

Requestor: _____

Phone Number: _____

Email: _____

Comments: _____

Additional Information:

Your request will be processed within 72 business hours. Requests are processed in the order in which they are received.

For questions contact the community.room@emboldcu.org or 503-722-5420.

For Office Use

Approved

Denied



Facilities Use Terms and Conditions

Facilities Use Philosophy

Our Credit Union facilities exist to support the community and fulfill our Mission and Core Values.

General Terms and Conditions

1. All activities scheduled on the Credit Union premises must be scheduled through the Events Coordinator. Fees will be charged for public use of space in accordance with the facility fee schedules maintained by the Events Coordinator.
2. Credit Union spaces are designated in 3 categories of use:
 - a. Administrative Spaces: Areas specifically for the furtherance of the Credit Union's Mission and generally are not open to the public.
 - b. Community Spaces: Areas controlled by the Credit Union, but available for use by the Credit Union as well as community groups. Community spaces must be scheduled through The Events Coordinator to avoid conflicts. Costs associated with the use of these spaces (utilities, cleanup and security, etc.) will be charged, and proof of general liability insurance is required when appropriate and based on the scope and nature of the event, pursuant to the Credit Union's sole discretion. Examples of these spaces are common areas of the Community Center.
 - c. Public Areas: Exterior areas including sidewalks. Public areas of the Credit Union are generally open to the public during business hours (generally, Monday-Friday 8AM-6PM) unless such use has a reasonable likelihood of materially or substantially interfering with operations or activities of the Credit Union. Examples of such interference includes blocking employee access, amplified sound, or other noise.
3. Use of Credit Union spaces is assigned on a priority basis as follows:
 - a. First priority is assigned to the Credit Union. No group or individual may request space prior to the Credit Union's calendar being finalized for any given calendar year;
 - b. Second priority is assigned to all other Credit Union activities or activities in support of the fulfillment of our Mission and Core Values;
 - c. Third priority is assigned to non-Credit Union facility users on first-come, first-served basis.

The Credit Union reserves the right to restrict, relocate or cancel events according to operational needs and during peak times of the Credit Union, or when the Credit Union is closed. The facility user shall not have any claims against the Credit Union arising out of any such restriction, relocation, or cancellation regardless of any expense which may have been incurred.



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4. When the Credit union closes due to adverse weather conditions, all events and activities will be cancelled, including weddings and wedding receptions. Therefore, wedding and wedding receptions will be limited to facility use between April and October. Facilities scheduled outside staffed building hours may require the presence of a Credit Union representative. Additional charges will apply if extra staffing is required for coverage.
5. The Credit Union does not guarantee availability of facilities or services for more than the estimated number of activity participants. Total number of participants may not exceed the fire code capacity.
6. All use of Credit Union facilities must comply with Credit Union Regulations including tobacco prohibition, parking and traffic regulations, and animal use. The Credit Union shall make such Regulations available upon request of the facility user.
7. Alcohol, limited to beer and wine, may be served at Credit Union and external events where minors are not the primary audience. In limited, exceptional cases, with prior written approval of the Credit Union CEO or designee, hard liquor may be served. Application for permission to serve alcohol may be made through the Events Coordinator, who will verify that all related requirements are met and notify the Compliance Officer. These requirements include planned participant count that is below the maximum for the rented space and verification of the responsible party and appropriate contacts. Alcohol must be served by an OLCC card holder who will maintain a certificate of liquor liability insurance that names the Credit Union as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). The Credit Union will maintain guidelines with the current aggregate liability limit, updated annually.
8. Alcohol service at events where minors will be the primary audience must be pre-approved by the Credit Union CEO or designee.
9. Credit Union facilities may not be used to conduct or promote business opportunities or sale of merchandise for private gain. However, a business may participate as an element of a Credit Union-sponsored activity, i.e. a trade show or job fair. Credit Union employees will not use Credit Union facilities to conduct private business.
10. Tables used for promotional purposes or the sale of merchandise are restricted unless part of a nonprofit or Credit Union-sponsored event.
11. Advertising copy for non-Credit Union functions that use the Credit Union's name or logo must have prior written approval by the Credit Union CEO, the Event Coordinator, the Compliance Officer and the Marketing Department.
12. The following conditions apply regarding facility use in and about Credit Union buildings:
 - a. Due to safety concerns and liability, furniture will only be moved by approved Credit Union staff. Once a setup is completed as per request, there will be no major revisions. If a facility user changes a furniture setup and custodial staff are required to restore the furniture to the original setup, a charge will be assessed for custodial time.



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- b. Credit Union premises and property will not be marred or defaced in any manner. Credit Union decorations, notices, etc. that are in place on or about Credit Union building may not be removed.
 - c. The facility user is responsible for the cleanup of the facility after each use. All items brought to the facility must be removed by the facility user after each use and the facility shall be returned to the same clean condition in which it was found. The Credit Union will not be responsible for decorations or items left by a facility user after an event.
 - d. All decorations must meet Embold County Fire Codes.
13. Directional signage pertaining to events will be limited to those made and installed by Credit Union Facilities. Signs may be ordered through The Events Coordinator. All other signage is subject to Credit Union permission.
14. No moving-vehicle events will be scheduled on Credit Union premises.
15. No camping is allowed on Credit Union premises.
16. To maintain compliance with Embold County food handling regulations and the current food service provider contract, food sale and/or service public and Credit Union populations must be provided through one of the following means:
- a. Current contracted concessionaire;
 - b. Delivered and setup by outside food vendor in accordance with the current food services contract. The food services contract restricts use of outside vendors, therefore the facility user must check with the Credit Union for these guidelines;
 - c. Barbeques coordinated and supervised by the Events Coordinator.
17. Facility use is restricted to reserved facilities only (including all outdoor space). Any changes must be approved by the Credit Union.
18. Extraordinary requests will be reviewed for approval by the Credit Union.
19. Public area activities, such as those involving noncommercial public interest groups or petitioners must occur outside of Credit Union buildings, no closer than 25 feet from all building entrances. Activities must occur during regular Credit Union hours.
20. Charitable gaming within the context of fundraising on Credit Union premises requires prior approval, which can be arranged through the Event Coordinator. All other gambling activities are prohibited.
21. Any solicitation outside of existing guidelines and regulations is prohibited on Credit Union premises.
22. Persons found in violation of these policies may be asked to leave the premises and may be excluded from the Credit Union by a person in charge. The CEO, Facilities Manager, or their designee, are considered a person in charge of the Credit Union premises. Persons refusing



to comply with these orders are subject to all available remedies or consequences under any applicable law.

Fiscal Policies

1. Non-Credit Union facility users will be charged costs for expenses related to personnel and equipment required to conduct the activity plus appropriate fees for the specific facility used. The current fee schedule will be maintained by the Events Coordinator and will apply to non-Credit Union facility users.
2. Based on the nature of the event, the Events Coordinator may require outside groups to provide proof of existing or purchased Liability Insurance with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272) naming the Credit Union as the certificate holder during the time of the event. Service of alcohol may be permitted at the Credit Union when the person or group serving the alcohol provides a certificate of liquor liability insurance that covers the event in question and names the Credit Union as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). Where the Credit Union food services provided contract requires it, the applicant must agree that the Credit Union food service contractor, who is required to have a liquor license, a certificate of liability, and liquor liability insurance, will pour the alcoholic beverage unless an exception is provided by the Credit Union Administration. Any applicant asking for an exception to the Credit Union stated guideline on pouring must provide to the Credit Union proof of liquor license for the Credit Union location, a certificate of liability and liquor insurance with an endorsement naming the Credit Union as additional insured.
3. Facility fees and charges are due and payable upon receipt of invoice. A service charge will be applied to any account not paid by the close of the month following the event.
4. If a facility reservation is canceled, the event organizer will be liable for any and all expenses incurred by the Credit Union in preparation for their event.
5. If the Credit Union closes due to adverse weather conditions, any monies paid to the Credit Union for canceled events will be refunded.
6. Payments may be made online with credit card when invoice is received. Payments by check or money order should be made payable to Embold Credit Union, P.O. Box 2020, Oregon City, OR 97045 and mailed to the Events Coordinator with signed Facility Use Contract. Please note event name and date on payment.
7. The facility user hereby agrees to indemnify, defend and protect the Credit Union against and hold and save harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind of nature which may arise out of any action or failure to act of the facility user, including but not limited to claims of damage to the person or loss of property of any loss, harm or injury to the person or any property of the facility user or any of her/his/they representatives.



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8. The Credit Union is not responsible for accidents or injury to the facility user its employees, or agents, or any other persons or for the loss of personal property of any kind unless caused by the gross negligence or willful misconduct of Credit Union. The facility user hereby releases, acquits and forever discharges the Credit Union, its employees, officers, and directors of and from any and all claims, demands, and causes of action, that the facility user may have, have had, or ever have arising out of the facility user’s use of the facility.
9. Embold Credit Union allows departments to sponsor or host events that enhance partnerships and support the educational mission of the Credit Union. Department sponsorships of events requires CEO, CFO, CLO, CIO, CPO or COO approval prior to event scheduling, and the sponsoring department is required to maintain a department contact on campus for the duration of a sponsored or hosted event.

Public Speaking and other related activities

Speakers appearing on Credit Union premises whose presentations are open to the public are subject to administrative regulation.

Elected officials and candidates for office may use Credit Union facilities and will be charged at the non-profit rate for usage. Exceptions will be made for open “town hall” community meetings, held by elected officials for the purpose of meeting with their constituents. Application for such meetings will be made through the Events Coordinator and will be hosted by the Credit Union with no rental fees charged to the office holder.

Use of Credit Union Facilities and Equipment for Personal Gain

Employees are expressly prohibited to use Credit Union facilities, equipment or employed paid time for personal gain. Any such violations may be grounds for immediate action including dismissal and/or all available remedies or consequences under any applicable law.

I have read and agree to the use terms and conditions as stated above.

Print Name

Date

Signature

Rental Fee Schedule

Room Rental		
	Nonprofit*	Other*
Full Day (5 - 10 hours)	\$225	\$550
Half Day (Up to 5 hours)	\$175	\$375
50% Discount if Organization or primary is an Embold Member		
Overtime Fee	\$40/hour	\$40/hour

- Weekend rates are increased by 25% and may be assessed an additional staffing fee.
- Custodial fees will be charged, based on the number of expected participants (see fee schedule below). For events taking place on multiple consecutive days, the custodial setup will be waived for the second day and beyond, if the setup is the same as the first day.
- No mid-event changes to setups.
- Smart media podiums and technology such as microphones are included in all pricing.

Custodial Fees		
Number of Participants	No Kitchen	Kitchen Use
<20	\$25	\$50
20-49	\$50	\$100
50-99	\$100	\$200
100-174	\$175	\$350
175-250	\$250	\$500