

DoveLewis Community Room Terms and Conditions

Community Room Amenities

- 34' long x 17' wide carpeted room to accommodate up to 52 people
- 52 padded chairs
- Eight 6' x 3' tables
- Big screen TV, DVD player, VCR & Cable TV
- Ceiling-mounted projector & screen (available for an additional fee)
- Reception desk outside of the room for check-in/registration (availability varies)
- Elevator and stair access
- Public restrooms
- NO on-site parking for community room guests—on street parking available

Community Room Rules

- No alcohol
- No smoking
- No open flames
- No live bands, DJs or loud music
- No animals
- Nothing may be adhered to the walls, ceiling or floor
- Food may be brought in—there is no access to an oven, stove, microwave, sink, dishes or cutlery
- Use of large equipment or outside furniture in the Community Room must be pre-approved
- Nothing may be removed from the room
- The TV may not be moved
- The room is not available to religious groups, political campaign-affiliated activity or unaccompanied minors. DoveLewis reserves the right to approve or deny access to any applicant.

Set up & Clean up

DoveLewis will arrange the tables and chairs in the room based on your needs. Please place all trash in the can provided. Please clean up any spills right away with provided cleaning supplies.

Availability

The times and dates of availability vary. Contact April Hill at 971.255.5926 or contact@dovelewis.org for information about times and dates of availability. Please complete your application no later than two weeks before the date of the event.

Usage Fees

All users are required to pay a refundable \$150 damage deposit. Upon arrival you will be required to walk through the room with a DoveLewis representative to assess the condition. Any damage during your event must be reported immediately and will be assessed at full repair or replacement value which may exceed the amount of your damage deposit.

	Half Day (up to four hours)	Full Day (more than four hours)	Projector
Standard User Rates	\$100	\$200	\$10 / hour
Non-profit User Rates	\$50	\$100	\$5 / hour

DoveLewis Community Room Rental Application

Renter Name _____

Company / Organization _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____ Fax _____

Rental Specifics

Renter Type Standard Non-profit

Rental Date _____ Start Time _____ End Time _____

Number of Attendees _____

Brief Description of Event _____

How would you like the room set up? _____

Other arrangements or special considerations? _____

**Please allow up to two weeks for DoveLewis to review your application
and contact you to discuss details of our rental agreement.**