



Oracle Community Center

a 501 c(3) non-profit organization

PO Box 1382 • 685 E. American Ave. • Oracle, AZ 85623
Telephone: (520) 896-9326

HALL RENTAL

Name: _____ Door Code: _____

Rental Date: _____ Phone: _____

Mailing address: _____

Email address: _____

RENTAL FEE SCHEDULE

Option	Rate	Members Rate
All Day Rental	\$500.00	\$400
Hourly under 4 hrs:	\$75.00 per hour	1 hour free
Funeral Luncheon	\$100	

Discounts may apply for public events by non-profit organizations or low-cost public classes. For these discount considerations provide the following information:

Business Name or Organization _____

Event Description: _____

Special Fee Scheduled _____

TERMS:

- The deposit holds the date and is refundable within 5 days following the event if the center is left clean and undamaged.
- Checks will be deposited on or after the event.
- Photo ID is required for check payments.
- For cancellations, the deposit is refundable if the cancellation is two weeks in advance and in writing. More lenient terms may be available at the Board's discretion.
- This Hall Rental agreement must be completed, signed, and accepted before the event begins.

AUTHORIZED SIGNER

- The undersigned is the renter. The renter represents and warrants that the renter is acting as an authorized representative of the organizers of the event and is empowered to execute this agreement for the temporary use of the Oracle Community Center.

KITCHEN

- The large commercial kitchen is NOT part of the rental.
- The renter may use the mini-kitchen which has a microwave, refrigerator, sink, and small counter space. Electrical outlets in the hall work well for hot plates, steamers, and similar appliances. Food preparation should occur off site.
- DO NOT leave food or appliances unsupervised in the hall at any time. Electrical breakers sometimes activate. Appliances sometimes fail.

HALL USE

- The renter shall have use of the unlocked areas of the Oracle Community Center building and grounds.
- Under no circumstances are guests allowed on the property of the Union Church or the Oracle Cemetery during the event.
- No camping is allowed on the property.
- Check in time is 10:00 AM unless permission for different hours is given by the Board or office manager.
- All events must cease by 12 midnight. This includes cleaning, locking up, and vacating the premises. Failure to do so may result in additional charges or loss of deposit.
- It is the responsibility of the renter to ensure that the size of the group assembling does not exceed the maximum capacity of 150 people at any time during the event.

BOARD RIGHTS

- Any of the Board of Directors, the office manager, and/or local law enforcement officers shall have the right to enter the premises at any time.

SMOKING/ALCOHOL/ILLEGAL DRUGS

- Alcoholic beverages are allowed during rentals, but MUST be consumed inside the building or on the back patio. No alcohol may be consumed in the parking lots or grounds. No alcohol may be sold at any event at any time. No one under 21 years of age is permitted to consume alcoholic beverages. Any event violating this term may be shut down without further notice without refund or deposit return. Law enforcement may become involved.



- Alcohol is not permitted during classes or workshops.
- Smoking is allowed ONLY in the designated smoking area on the back patio. Cigarette butts must be disposed of properly. Butts found in planters, landscaping, parking lots, or inside the building may result in loss of deposit.
- No illegal drugs are permitted on the property. Any event violating this term may be shut down without further notice without refund or deposit return. Law enforcement may become involved.

DECORATIONS

- Decorations are permitted. No decorations shall be hung from fixtures. Masking tape is the only fastener allowed on the walls. No tape is permitted on the ceiling panels. Existing decor may not be removed, but may be covered.
- No Confetti or Balloons
- No Fireworks

CLEANING

- The renter is responsible that the building, furnishings, and grounds are left in the same condition in which they were turned over for the event. Rocks and boulders may not be moved!
- All trash must be removed from the building and grounds then placed in the large trash container outside. Please break boxes down before putting them in the trash.
- Decorating, the event, and cleaning must all take place during the rental period.
- The renter agrees to pay for any additional damages from misuse or failure to properly lock the building, from additional cleaning needed, or from work needed to restore the facility to the state it was in before the event.
- Please refer to the Cleaning Manager Checklist provided for more information about the details checked when determining the deposit return.

FIRE EQUIPMENT

- Please take a moment to locate the fire extinguishers in the hall. In the event fire equipment is used, there will be a fee for recharging the equipment. The small canister refill is \$25.00 and the large canister refill is \$35.00.

FUNDRAISING

- Any fund-raising activity must have prior permission of the Board of Directors. The privileges granted by this permission are exclusive to the renter and may not be reassigned or transferred.

NEWS/ADVERTISING/POLITICAL ACTIVITY

- The Board reserves the right to review and approve or deny any news releases, advertising, or social media posts that identify the Oracle Community Center at any time.
- The Oracle Community Center is a politically neutral space. All news releases, advertising, and social media related to political candidates, lobbying, or ballot measures may not imply that the Oracle Community Center endorses any candidate, issue, lobby, or measure. The Board reserves the right to review and approve or deny any such media at any time.
- Renters are limited to one directional sign on the property near the road and one roadside greeter to direct traffic.



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CHILDREN

- The renter is responsible for the conduct of children attending the event.

ANIMALS

- No animals except certified service dogs are allowed in the building.

NOISE

- Excessive noise from any source is unacceptable. The renter is responsible to keep noise to a reasonable level acceptable to nearby residents. Any event violating this term may be shut down without further notice without refund or deposit return. Law enforcement may become involved.

CHARGES and DEPOSIT

- Any charges in addition to the rental fee will first be deducted from the deposit. If the renter abides by these terms and the premises are clean and in good condition, the deposit will be returned within 5 days after the event.
- Failure to comply with these terms will result in partial or complete loss of the deposit and may result in additional charges in the case of damages exceeding the deposit.

INDEMNITY

- The renter agrees to indemnify and hold harmless the Oracle Community Center, its Board of Directors, and the office manager from and against all liens, claims, actions, demands, costs, and expenses whatsoever on account of any real or claimed damages occurring in or arising out of the use of the Oracle Community Center and its facilities.

\$100.00 refundable deposit holds the reservation.

Deposit PAID by cash or check# _____ on _____.

Rental amount due by date: _____.

Rental amount PAID by cash or check# _____ on _____.

Please make checks out to Oracle Community Center or OCC.

Date: _____ Signature of Renter: _____

Date: _____ OCC Signature: _____

For office use only:

Code removed _____ Called for Deposit return _____

Deposit returned _____