



Room Rental Policy

Umpqua Valley Arts Association (UVAA) promotes and encourages usage of the Arts Center for, and artistic, cultural or recreational events.

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.

A City Indoor or Outdoor Event permit must be filled out and submitted to the City of Roseburg for any event where alcohol will be served, sold, or consumed, a week in advance.

Please read, and initial next to each statement indicating you have read and agree to the following policies and procedures and return the initialed copy to UVAA.

- Reservations are considered firm upon receipt of completed rental agreement and payment in full.
- Cancellation or Change in Reservation Status: If a scheduled event is not being held, or any information provided on the rental agreement changes the renter must inform UVAA as soon as possible. Rental fees are refundable for cancellations up to 14 days prior to the event; a \$15 administration fee will be charged. 50% of the rental fee is refundable for cancellations requested less than 14 days prior to the event with the exception of cancellations made within 48 hours of event which are not eligible for refund.
- Fees: A cleaning/security deposit is required in the form of the renter providing UVAA with their credit card information at time of rental acceptance.
- The Renter shall not assign the Agreement, sublet, or enter into any other third party agreement.
- Smoking or other use of tobacco is not permitted in all City Parks, including the Art Center and its grounds.
- The Fire Marshall prohibits the burning of candles or other objects in the building.
- According to the Fire Marshall, room capacity for the Gallery II is 73 people in chairs at tables, 158 people in chairs, and 218 standing. 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. **The tables and chairs are strictly for inside use and cannot to be used on the lawn or in the stage area.** If any tables or chairs are not in proper working condition, please inform an UVAA staff member.
- ____ The Renter must not use nails, tape or staples in the walls, ceilings, carpets or floors.
- ____ Kitchen: 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

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 number. 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: The Lawn and Stage area directly behind UVAA is a rented area. Use of this area requires a Rental Agreement with 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 that 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 Lawn/Stage Rental Agreement is in place with UVAA.

- ____ Building Access: UVAA regular business hours are: Tuesday – Friday, 10:00am - 4:00pm, and Saturday, 10:00am to 2:00 pm. The Renter must make prior arrangements with UVAA if access is needed to the building other than regular business hours.

- ____ Key Card: 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 \$50.00 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 credit card number on file.
- ____ 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 credit card number on file. 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 number.
- ____ 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 and potential report to authorities. 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.

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.

Alcohol Served On Premise

If alcohol is served at the event a **Certificate of Liability Insurance** is required.

- You must provide UVAA with a Certificate of Liability Insurance **with Umpqua Valley Arts Association and the City of Roseburg** 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**.
 - _____ The Certificate of Liability will 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.
- _____ A “temporary sales license” must be obtained through OLCC. 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.
- _____ The OLCC application must be presented to the City **not less than three days** in advance of the event.
- _____ Copy of the OLCC ‘temporary sales permit’ must be on file with UVAA **prior** to the event.
- _____ 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

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 (Top to top/ bottom to bottom)
- ❑ All chairs returned to storage area.
- ❑ Make sure all windows and doors have been closed and locked.
- ❑ Switch thermostat to "off" position.
- ❑ Carpets vacuumed. Vacuum located in the closet just outside 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 in bottom of trash can)
- ❑ 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 off.
- ❑ 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 and floor swept.
- ❑ 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!

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; 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.
- 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.