

# WILSONVILLE COMMUNITY CENTER RENTAL INFORMATION

## GENERAL INFORMATION

- \* Have confirmation/receipt and any applicable Permit with you on the day of your event.
- \* No open flames or candles.
- \* Storage containers and City-owned condiments are not to be used
- \* All setup and takedown must be completed within rental hours. Events must end one hour before the end of the rental period to allow one hour for cleanup.
- \* Building must be vacated by time agreed upon but not later than **11:00 p.m. Overtime rates are double the normal rates, and will be deducted from deposit.**
- \* Refunds are processed within 30 days of event.
- \* Telephone number during non-business hours: 503-682-1231.
- \* If building monitor has not arrived 10 minutes before start-time, please call 503-682-1231.

## ROOM CAPACITY

Multi-Purpose {39' x 47'} & Sun Room {23' x 38'}	150 Maximum
Room 2	12 Maximum
Room 3	10 Maximum
Room 4	12 Maximum

## TABLES & CHAIRS

Rectangle Table {8' x 3'}	12
Round Table {5'}	13
Chairs	150

## AUDIO & VIDEO SYSTEM

- \* The AV system is limited to slideshows and pictures from user's USB drives.
- \* When turning on the iPad, you will be asked if you want to turn on the projector, select "Yes" which will trigger the screen to automatically come down.
- \* To access the desktop computer mounted in the rack, select "PC" on the iPad, the computer will then project onto the screen. The mouse and keyboard are located in the first drawer. Click on "Sign in" to access the desktop (there is not a password). Insert USB drive into the desktop to access user's files. Note: The computer is equipped with general applications like PowerPoint, Word, Photos, and an internet browser.

## ITEMS AVAILABLE FOR CUSTOMER USING KITCHEN

- \* 55 cup coffee urn
- \* dishes and flatware
- \* ovens, steamer and dishwasher
- \* serving utensil
- \* pots and pans

## ITEMS CUSTOMER MUST BRING

- \* ice and coolers
- \* coffee, cream, and sugar
- \* salt, pepper, and other condiments
- \* napkins
- \* tablecloths
- \* food wrap, aluminum foil, and food storage containers
- \* dish towels

## WILSONVILLE COMMUNITY CENTER FACILITY CLOSING CHECKLIST

***Building monitor will go over this Closing Checklist at the end of your event. A minimum of \$100 will be kept from deposit if any of the checklist items are not completed.***

### KITCHEN

- ☐ Refrigerator in the kitchen is **not a freezer**. Use coolers to keep ice frozen.
- ☐ Wash and dry all dishes, flatware, utensils, pots and pans, etc. and return to their proper location:
  - ☐ large pans go under steam table
  - ☐ large baker sheets go on shelf near ovens
  - ☐ flatware second shelf of preparation table
  - ☐ utensils go in white 4-drawer bin next to the microwave
- ☐ Clean and wipe all hard surfaces.
- ☐ Rinse out coffee pots.
- ☐ Broom-sweep all floors.
- ☐ Food stored in refrigerator or coolers must be removed.
- ☐ Clear and wipe all tables.
- ☐ Provide appropriate-sized garbage bags to dispose of garbage/trash in the appropriate dumpster outside the building:
  - ☐ blue dumpster is for garbage/trash, large tan bin is for recycling (plastic only), small bin glass only.
- ☐ Bags of bottles and/or cans should be hauled away or tied and set outside kitchen door.

### TURN OFF

- ☐ steam table
- ☐ steamers
- ☐ convection oven & burners
- ☐ dishwasher
- ☐ dishwasher must be drained
- ☐ clean & replace grease trap
- ☐ lights

### MULTI-PURPOSE ROOM & SUNROOM

- ☐ Put tables & chairs away. Stack chairs on carts **(10 chairs per cart)**; return carts to the storage room off of the Sunroom.
- ☐ **6 carts** should remain in the Multi-Purpose room facing the west wall **(10 chairs per cart)**
- ☐ **7 round** tables and **1 rectangular** table should remain in Multi-Purpose room; the rest of the tables should be returned to the storage room off of the Sunroom. **Please place tables in storage room according to the diagram on the wall.**
- ☐ Remove wall decorations.

### OUTSIDE PERIMETER OF THE BUILDING

- ☐ All trash must be picked up and removed from premises.