



EVENT RENTAL AGREEMENT

Event Date

Start Time End Time

Spaces Being Used

Contact Info

Name

Mailing address

Phone

Email

Other Responsible

Name

Phone

INSURANCE

Company

Agent

Agent name

Agent phone

Policy Attached (Y/N) Date

Planned Rental Fee \$ 50% Deposit \$ Date Paid

Refundable Security Deposit \$ Cleaning Fee \$

Balance Due \$ Date Balance Due Return check fee: \$35.00

On-Site Host

Please initial each statement below to indicate it has been read and understood.

☐ Renter acknowledges that if the space is used more than agreed upon in this contract, additional fees will apply, based on the Portland Center for Spiritual Living Space Rental Schedule.

☐ Renter agrees to obey maximum occupancy limits as follows:
Community Room: 8 people
Sanctuary: 109 people

Respect

☐ We rent multiple rooms, and at times more than one group may be using the facility. Please be respectful of other groups, particularly where noise is concerned. Please report spills, damage, or other irregularities to the On-Site Host as soon as possible.



Portland Center for Spiritual Living

6211 NE Martin Luther King Jr. Blvd., Portland, OR 97211
503-261-0677 | info@cslportland.org | cslportland.org

Kitchen & Food

The kitchen is to be used for making coffee and tea only. Cooking or warming food requires prior approval and is not included in this agreement.

You must bring your own supplies (coffee, tea, cups, sugar, cream, plates, etc.). All items in the kitchen are the property of Portland Center for Spiritual Living and should not be used and/or removed by renters.

Under no circumstances is food or drink allowed in the sanctuary area.

All garbage must be placed in the correct container. If a receptacle is full, please empty it into the designated outdoor trash container.

Do not place items in the refrigerator or freezer without permission. If permission is granted, please label items with a name and date.

Clean counters and spills. If a spill occurs, sweep or mop as necessary.

General Care of the Space

Please do not use Scotch tape on walls or doors; blue painter's tape or removable adhesive is fine.

Please do not use any open flames (incense, candles, or burning bowls) without explicit permission from Portland Center for Spiritual Living.

Please lift and carry chairs and tables rather than dragging them, to avoid scratching floors or tearing carpet.

Return chairs and tables to their original arrangement unless otherwise instructed.

Smoking is not allowed on church property. Please go off the property to smoke and pick up any cigarette butts.

All lights must be turned off and doors secured when leaving the building.

Clean Up

Room setup must be returned to its original state after use of the space. Any excess garbage (from food or craft projects) should be removed by the renter after use of the space.

Saturday rentals: restrooms, entryway, and kitchen must be carefully checked and cleaned (vacuum, clean up spills, and empty trash as needed). This is a spiritual community, and the space must be ready to welcome members for Sunday Celebration Services.



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Responsibility & Safety

Portland Center for Spiritual Living accepts no responsibility for you or your members. It is the sole responsibility of the renter to control the event, protect the people present, and comply with all applicable laws and regulations. No firearms are allowed on Portland Center for Spiritual Living property. This is a Violence Free Zone. In case of emergency, please call 911.

Notes on Children

If individuals bring children, direct supervision of their activity is required at all times.

Signature of Contact Person

Date

Signature of Portland Center for Spiritual Living Representative

Date