

# Murrayhill Recreation Association - Hometown Center

## Agreement for Reservation

The Hometown Center owned and maintained by the Murrayhill Recreation Association is available for rent to Murrayhill Recreation Association Members in good standing for their private parties and functions. The MRA reserves the right to deny use for breach of the rules and regulations, destruction or theft of property, failure to maintain control of function, or for outstanding dues owed to the MRA.

Please review and initial the following HTC Rental terms and conditions:

- \_\_\_1. The Hometown Center (HTC) may be reserved by a Murrayhill Recreation Association Member in good standing, with dues or other financial obligations to the MRA paid in full.
- \_\_\_2. Reservations are made on a first-come, first-served basis. To secure a specific date, Members must sign and return this Agreement for Reservation, submit the rental fee and a refundable security deposit.
- \_\_\_3. Rentals are for six hours. Available hours for usage are 8:00 a.m. to 11:00 p.m. including set-up and clean-up time (except New Year's Eve which is extended until 1:00 am).
- \_\_\_4. The Member agrees to remove any and all personal property, and leave the premises as originally received in a clean and neat condition at the end of the reservation period.
- \_\_\_5. The Member must be present in the Hometown Center at all times during their event and acknowledges that he/she is responsible and liable for the action of his/her guests. Security deposit will be forfeited if Member is not on site during their event.
- \_\_\_6. The Hometown Center has a maximum occupancy of 75 persons. No functions or gatherings in excess of this amount will be allowed.
- \_\_\_7. Rental of the Hometown Center is limited to the main room, conference rooms, and the adjacent kitchen area. The outside upper deck is excluded. The showers and lavatories remain available to all members and MRA employees during the pool season.
- \_\_\_8. The pool cannot be reserved for a private function under any circumstances. The pool facility is available to all MRA members and their registered guests within the confines of the guest policy. However, the simultaneous use of the Hometown Center Facility and pool is prohibited.
- \_\_\_9. Sound systems are allowed inside the Hometown Center, but volume may not be excessive as to disturb homeowners using the pool facilities and/or homeowners living near the facilities. Usage must comply with the City of Beaverton Code No. 5.05.130.
- \_\_\_10. The HTC and all MRA property is smoke-free, including but not limited to the parking lot and outdoor areas. The Member hereby accepts responsibility for his/her guests in complying with this regulation. Deposits may be forfeited in event of smoking.
- \_\_\_11. The Member understands that the Hometown Center is located in an area surrounded by general "public" usage and that functions in no way may be lewd or obscene in nature.
- \_\_\_12. The Member must complete and sign the Waiver of Liability form (incorporated herein by reference), which removes any liability from the Association in the event of injury or accident to either the Member or his/her guests while on the premises. The MRA shall not be liable to Member or Member's guests for any damages arising out of any defect of the premises, natural disaster or act of God, or any accident or injury to Member, his/her party or guests suffered in or about the premises.

- \_\_\_13. Delayed cleaning of the facility or removal of rented equipment is not allowed without prior permission.
- \_\_\_14. Any additional cleaning required, i.e. removal of stains to the furniture, carpet, repair of damage to the building and/or furniture, etc. will be deducted from the security deposit.
- \_\_\_15. The Murrayhill Recreation Association allows the HTC to be used for limited commercial use ( for home based businesses) for an increased fee ( see fee schedule) and reservations must be booked no earlier than 2 months in advance.
- \_\_\_16. Lighted Candles are not permitted.
- \_\_\_17. Any fees or costs incurred in excess of the security deposit are the responsibility of the Member.
- \_\_\_18. Usage arrangements include a walk-through of the facility and a review of the Agreement for Reservation. This is scheduled by appointment with the Association Manager.
- \_\_\_19. Parking spaces are limited. If your group exceeds the available space in the Murrayhill Recreation parking lot, we respectfully request that you ask your guests to park along Teal Boulevard.
- \_\_\_20. This written contract constitutes the entire agreement between the parties. Should any dispute arise concerning this Agreement, the undersigned agree to submit their dispute to binding arbitration.

#### Schedule Of Rental Fees

1. The Hometown Center is available to MRA Members per the following schedule of rental fees:
  - A. Monday – Thursday Events:
    - o \$175.00 Rental Fee, this includes the cleaning fee
    - o \$300.00 Refundable Security Deposit
  - B. Friday – Sunday Events:
    - o \$250.00 Rental Fee, this includes the cleaning fee
    - o \$300.00 Refundable Security Deposit
2. MRA Members may opt instead for a 3 hour event (including set up and clean) weekdays (Mon - Thurs), booked no more than 6 weeks in advance, for events such as team parties for a Rental Fee of \$75.00.
3. The Rental Fee includes an initial walk-through of the facility at time key is issued. Requests for additional viewings (i.e. caterers, musicians, florists) may be arranged by appointment.
4. Murrayhill Associations and Sub-Associations may use the facility at no cost for community meetings, weekdays (Mon - Thurs), booked no more than 6 weeks in advance, based on availability.
5. MRA Members of a non-profit organization (like Boys Scouts & Girl Scouts) may use the facility at no cost once per year on weekdays (Mon-Thurs), booked no more than 6 weeks in advance, based on availability.
6. The Hometown Center is available to MRA Members for **Home Based businesses** per the following schedule of rental fees:
  - A. Monday – Thursday Events:
    - o \$300.00 Rental Fee
    - o \$300.00 Refundable Security Deposit
  - B. Friday – Sunday Events:

- \$400.00 Rental Fee
- \$300.00 Refundable Security Deposit

**REFUND POLICY**

In the event of reservation cancellation, the Rental Fee and Security Deposit will be returned in full. Cancellations received less than 48 hours in advance may result in a forfeiture of half of the Rental Fee.

**Murrayhill Recreation Association  
HTC Reservation Form**

I, the undersigned, acknowledge reading the foregoing Agreement for Reservation prior to execution and hereby agree to abide by the above terms and conditions.

In addition, by signing hereto I acknowledge that I am responsible for the actions of my guests while on the premises and acknowledge that I am a member in good standing with the MRA.

I also hereby agree to hold harmless the Murrayhill Recreation Association in the event of injury or accident to myself or my guests while utilizing the Hometown Center Facility or while present on any part of the Murrayhill Hometown Center premises for the below mentioned date(s).

Date of Event: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Security Deposit Amount: \$300.00

Deposit check to be shredded after inspection of the facility

Type of Event: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Lot Number

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Day Telephone Number

Office Use Only:

Date HTC Key Issued: \_\_\_\_\_

Date Property Inspected: \_\_\_\_\_

Date HTC Key Returned: \_\_\_\_\_

Date Security Check Returned/Shredded: \_\_\_\_\_