

## FREQUENTLY ASKED QUESTIONS

**1 When is the Presbyterian Friendship Center available for use and how do I make a reservation to rent the building?**

Call the church office at 541-963-5114 to verify that your date is available and your intended use is compatible with rental policies. You will be mailed a packet of information, including a reservation form. Upon return of the reservation form and the applicable deposit, your date of use will be guaranteed.

**2 What does it cost to rent the Presbyterian Friendship Center?**

\$300 for the entire facility including the kitchen  
\$200 for the meeting areas without the kitchen  
\$100 for the large meeting room only without the kitchen  
\$75 for the small meeting room only without the kitchen  
For all uses, there is also a refundable \$200 key, cleaning, and damage deposit  
If alcohol is served, we require an additional \$300 damage deposit.

**3 How long is the rental period?**

You will have use of the facility for the full day of your event (approximately 12 hours). Half day or hourly rental is not available.

**4 Can we decorate the night before and/or clean up the day after our event?**

If the building is not otherwise in use, you may decorate for your event the evening before or clean up the following day. There will be an additional charge of \$50 per day.

**5 When is the rental payment due?**

No later than two business days before the event is scheduled to occur.

**6 How do I satisfy the liability insurance requirement?**

All events must be covered by liability insurance. Written proof of such coverage must be provided two days before the scheduled event. Contact your business or homeowner's insurance company to request this short-term special event coverage naming the First Presbyterian Church as an additional insured.

**7 How do I pick up and return the key?**

Contact the church office at 541-963-5114 to make arrangements for picking up the key during regular office hours. Time and place for return of the key will be arranged at that time.

**8 How many people will the PFC hold?**

The building has a maximum capacity of 240. The small meeting room holds 70.

**9 What equipment is included when renting the space without the kitchen?**

- Tables and chairs for seating 240 guests
- Piano
- Podium and PA system
- American flag
- Large vacuum
- Kitchenette including sink and small refrigerator

**10 What additional equipment is included when renting the kitchen?**

- Dishwasher
- Range
- Refrigerators
- Freezer
- Washer & dryer
- Ice machine
- Dishes, glasses, flatware
- Food prep equipment and utensils
- Roaster pans
- Teflon pots and pans with lids
- Coffee urns, 30-cup coffee maker
- Salt and pepper shakers
- Creamers and sugars
- Foil, plastic wrap, waxed paper
- Pot scrubbers
- Salt or oil to clean grill, pumice
- Towels, wipe up rags
- Lighter for stove pilots
- Soaps (laundry, hand, dishwasher)
- Paper towels
- Clorox
- Trash bags
- Pot holders
- Baskets
- Mop, bucket, brooms, floor sink

**11 What equipment is NOT included in any private rental?**

- Tablecloths, napkins
- Vinyl table coverings
- Aprons
- Paper napkins
- Cooking spray/oil
- Decorations
- Fancy glass dishes marked LPW

**12 What size are the tables?**

29 round tables 60" in diameter, comfortably seating eight  
5 medium round tables 48" in diameter, comfortably seating 4  
13 rectangular tables are 8' in length

**13 Can we use the caterer of our choice?**

Yes, but every caterer **must** provide a copy of their liability insurance and State of Oregon food handler's certificate at least two weeks prior to the scheduled event.

**14 Can a caterer use the kitchen facilities to prepare foods served elsewhere?**

No, except under negotiated agreements.

**15 Are there any restrictions on beverages or foods or decorations?**

Yes. Prohibited items are: any beverage containing red dye, chocolate fountains, and glitter. Please see question 21 regarding alcohol use at the PFC.

**16 Is smoking allowed?**

Smoking is not allowed anywhere on the property—either inside the building or in the parking lot.

**17 Will I get my refundable deposit back?**

Yes, if you leave the building **exactly** as you found it and do the following before your rental period expires:

- Tables and chairs are clean, folded, and properly stacked in storeroom in same location as originally found. Table tops are cleaned and sanitized.
- The carpet is vacuumed. Spot clean as necessary.
- All trash is deposited in garbage dumpster located in PFC parking lot. Replace trash bags inside trash cans, with extras stored on the handles.
- Dishes, trays, left-over food, etc. brought by your group are removed.
- All bathrooms are cleaned.
- All lights are turned out.
- All outside doors are fully locked

If the kitchen was rented, the following additional cleaning is required:

- All dishes, glasses and flatware set out for use (whether or not used) must be sanitized in dishwasher and returned to proper shelf.
- Food prep equipment, coffee servers, etc., must be washed in hot soapy water, rinsed in clean hot water, dipped in sanitizing solution and put away.
- The inside and the doors of the refrigerators, freezer and any used trays must be

- cleaned and sanitarily wiped down. Trays should be relined with paper.
- The dishwasher must be clean and properly shut down. Put away dishwasher racks.
- All surfaces and countertops must be sanitized. Any spills on open shelf surfaces must be cleaned.
- Appliances, coffee makers, microwave, gas stove and grills must be clean. Please check for and clean up all spills and stains including inside of oven. (Burner tops and oven racks can go through dishwasher.)
- Sweep and mop kitchen floor (including underneath the floor mats). Drain and clean out the floor sink, and wring out mop
- Towels, rags, pot holders, etc., must be washed (bleached if white), dried, folded and put away.
- All sinks must be washed out and left debris-free. Run garbage disposal. (Do not use non-disposal sinks for any garbage). Clean up and put away scrubbers.
- Confirm that all appliances (ovens, dishwasher, lights, etc) are turned off.

**18 What if I break something while using the facility?**

Repair or replacements costs will be deducted from your rental deposit, and you will be charged for any amounts which exceed your rental deposit.

**19 What fees are charged if the building is not properly cleaned after use?**

Janitorial services are charged at \$40 per hour, and will be deducted from the rental deposit before a refund is calculated.

**20 May I move the portable wall in the PFC?**

**No.** When the wall is fully in place, there are two separate meeting areas linked by a doorway. When the wall is removed, the entire space is opened up for use. The wall may also be partially installed to create a visual barrier instead of two distinct spaces. Please determine before your date of use whether or not you want to have the wall in place or removed, and inform the church office accordingly at least two days before the event. Only trained church staff may move the wall. **Moving of the wall by unauthorized persons will result in forfeit of deposit.**

**21 Can alcohol be served at my event?**

Yes, as long as the alcohol is provided and served by a vendor with an Oregon Liquor Control Commission license. If alcohol is served, we require an additional \$300.00 damage deposit. Only wine, champagne, and beer may be served. Self-service or “bring your own” service of alcohol is not permitted.

**22 Can my reservation be canceled with no or short notice at any time?**

**Yes**, but it is highly unlikely that it will happen. First Presbyterian Church has a relationship with the American Red Cross to use the Presbyterian Friendship Center for emergency housing and emergency food distribution. Your use of the building may be cancelled by First Presbyterian Church without notice in the event that the American Red Cross calls on the

Updated January, 2017

use of the Presbyterian Friendship Center.