

**City of Millersburg  
4222 NE Old Salem Road  
Albany, OR 97321  
541-928-4523  
541-928-8945 (fax)**

**“Exhibit A”  
Millersburg City Hall  
Rules and Rental Policy**

**General Information:**

1. The hall shall be assigned on a first-come, first-serve basis.
2. Parking and noise problems must be controlled by the applicant.
3. Permission to use the city hall does not in any way construe city endorsement of a given groups policies or beliefs.
4. Gambling in any form is not permitted.
5. Applicants must be a least (21) twenty-one years of age.
6. **No Smoking** is allowed in the building.
7. **Red or Purple** punch or **Red** wine, are **NOT ALLOWED**.
8. **No Vehicles** are allowed on the lawn or sidewalks. **Automatic no refund if any are seen on such areas.**
9. **Please do not allow** children to crawl around on or try to ring the bell. It has no clapper and does not ring.

**Liability and Requirements:**

1. All persons and/or groups to whom usage of the city hall has been granted, agree by using the facility, to hold the city of Millersburg harmless from any and all liability for injury to persons or property as a result of their activities.
2. The use of nails, staples, screws, tacks, etc, on the walls and windows, **Are not allowed. If used, refund is automatically forfeited.** Decorating or changes to the facility must be discussed at the time of application.
3. The applicant shall be responsible for any damage to city property. If Additional janitorial maintenance is required other than the normal cleaning process, the applicant may be charged accordingly, and agrees to pay the same by using the facility.
4. Total rental fee will be paid in full six weeks (6) before date of function.
5. The city of Millersburg reserves the right to cancel any use of its facility upon two weeks advance notice.  
Should the applicant decide not to use the facility, notice of cancellation should be made at least three weeks in advance for a full refund. **No refund after three weeks.**

*(over)*

## **User Responsibilities:**

Secure the building immediately following each use by:

- A. Locking all doors. Any doors found unlocked or ajar will result in **NO REFUND.**
- B. Turn off all the lights.
- C. Leave the building as clean as you found it.
- D. Pick up all trash, cigarette butts, bird seed, etc. from outside: lawn, flowerbeds parking lot, etc.

## **Rental Fees:**

The following fees and deposits shall be submitted prior to reservation confirmation:

1. Weekend rates are \$1,000.00, **IF** the building is left clean with no damages, \$400 to residents and \$200 to non residents will be refunded.  
A \$500 alcohol permit is required for alcohol. It will be refunded if no damage to carpet, building, or outside.
2. Weekday rates on Monday-Thursday are \$25.00 per hour with a two hour minimum. For meetings, a \$100.00 deposit is required. The deposit will be refunded, if all is in order. For parties, receptions, or weddings, or when food is involved, a \$500.00 deposit is required. The deposit will be refunded, if all is in order.  
Alcohol will require a \$500.00 deposit, to be refunded if no damage to anything.