

Marion County Democratic Central Committee

Room Rental Policies



Food and Beverages

Alcohol is only permitted in the MCDCC at the discretion of the Executive Committee and in accordance with OLCC policies and regulations. If approved, event liability insurance will be required naming MCDCC as additional insured.

Refreshments are permitted in the meeting rooms. Rooms (including restrooms) must be left in the condition in which they were found. Facilities will be inspected after each meeting. All food and food containers shall be removed and placed in the waste receptacle provided in the alley behind the building marked "MCDCC". Groups are welcome to leave Oregon redeemable beverage containers (soda cans, water bottles, etc.) for MCDCC's benefit which we will return to a recycling center for redemption and retain the funds in support of our mission. **A fee of \$25.00 will be charged to users for any special cleaning as determined by the MCDCC Executive Committee.**

Use and Accessibility

All organizations and groups must agree to provide any special accommodations that are requested in accordance with the Americans with Disabilities Act.

The MCDCC reserves the right to review each prospective use and determine whether that falls within the MCDCC meeting room guidelines. Use of the meeting rooms may be prohibited or terminated at any time if the conduct of the group interferes with staff work, patron use of the MCDCC, or is abusive or dangerous to the building or other communities and their members, MCDCC materials, exhibits, furnishings or individuals in the building.

MCDCC leadership must be allowed access to the meeting rooms at any time.

Publicity and Advertising

Each group is responsible for its own publicity. Any printed publicity must include the statement: "This program is not sponsored or endorsed by the MCDCC." Publicity is not to include MCDCC's telephone number, nor may MCDCC's name and address be used as a mailing address. MCDCC's address may only be used when listing the location of the scheduled event.

Appropriate flyers and brochures promoting an event may be left for display in the lobby area. Brochures and flyers will be put out as space permits.

At no time should an organization attach materials to any wall, door or window inside or outside MCDCC. MCDCC leadership/volunteers will assist organizations in determining the most appropriate way to display information during the rental period. All materials must be removed and properly disposed of at the end of each meeting even if the meeting is part of a recurring schedule. Any materials displayed shall only use "painter's tape/blue tape" for attaching to walls, windows, doors, etc. **AT NO TIME SHALL NAILS OR TACS BE USED.**

Non-endorsement

Permission to use a MCDCC meeting room does not imply MCDCC's endorsement of the aims, policies, or activities of any group or organization.

Room Set-up

Room set-up options include Classroom (with tables and chairs), Auditorium (chairs only), Horseshoe (with tables and chairs), and Enclosed Square (with tables and chairs). Rooms shall be reset by the renter to the configuration already established in that room at time of entry.

Reservations

Reservations will be made by emailing scheduling@mariondemocrats.org. Please refer to our website www.mariondemocrats.org for more reservation information.

Reservations must be made at least 24 hours in advance. With the exception of official MCDCC-sponsored events, meeting rooms will not be reserved more than six months in advance.

Priority in reservations will be given to meetings or programs of the MCDCC and MCDCC sponsored and/or related meetings or programs. Should a scheduling conflict occur an organization will receive as much notice as possible in order to reschedule.

Time for meeting set-up and clean-up **must be included** in the reservation time scheduled. Access to the meeting rooms before or after scheduled time may not be permitted.

Meeting rooms must be vacated 15 minutes prior to MCDCC closing.

Renter must ensure that all meeting attendees are aware of the guidelines detailed in the MCDCC Meeting Room Policy.

Technical support is only provided for A/V or electronic equipment owned by the MCDCC.

Room Rental Fees

Room Name	Seating Capacity	Fee	
		Special Rate for 501c3 Nonprofits	PAC, Private, Political Government
3 Rooms for your group's needs	Main Room capacity is up to 60 people		
Main Meeting Room	up to 45	\$25/hr	\$35/hr
Main Meeting Room	46 or more*	\$35/hr	\$45/hr
Community Room	20	\$10/hr	\$15/hr
Campaign Room	25	\$10/hr	\$15/hr

Payments and Fees

Payment for meeting room is due before the end of the scheduled meeting. Payments can be made in person, or over the phone. The MCDCC accepts cash, check and credit cards as methods of payment.

Private events or for-profit organizations using meeting rooms for educational purposes such as seminars or informational meetings must pay the for-profit rental rate. The MCDCC reserves the right to request proof of nonprofit status.

MCDCC Executive Committee reserves the right to discount and/or waive fees for select programs and organizations based on criteria including, but not limited to, standing partnerships; collaborative/co-sponsored programs and events and; or organizations/events/programs that the Executive Committee determines alignment with MCDCC's values and stated goals. Discounts or waiving of fees for one meeting, event or program does not guarantee future discounts or waiving of fees. At no time will MCDCC waive fees for damages as stated above.

Cancellations

Cancellations must be reported at least 48 hours in advance, freeing rooms for other reservations. Refunds will be issued for cancellations made 48 hours or more in advance; refunds will not be issued for no-shows or cancellations received less than 48 hours in advance.

Damages

The organization and its representative will be held financially responsible for any damage to MCDCC property incurred while renting a meeting room. The renter shall hold harmless MCDCC, it's Executive Committee, Officers and members from indictment of injury or loss related to use of MCDCC facilities and equipment.

Animals

Only certified service animals are allowed inside the building.

Non-Discrimination

All users of MCDCC property must adhere to our non-discrimination policy that prohibits discrimination based on race, gender, age, creed, national origins, ethnic identity, sexual orientation, gender identity, economic status, religion, dis/abilities or marital status.

Please refer to the facility layout map for available room rental details.

~ END ~

Adopted June 2019

Revised, Adopted January 2020