

**Warrenton Community Center**  
**170 S. W. Third Street**  
**Warrenton, OR 97146**  
**(503) 861-2233**

## **General Rules and Guidelines**

1. If any food is consumed at or brought into the Center, the renter will be required to rent the facility at the meeting room and kitchen rate. Meeting room use without consumption of food is rented at the meeting room only rate and includes use of the kitchen for beverage consumption only.
2. Keys should be picked up at City Hall, 225 S. Main, Warrenton, Oregon the day before the rental date or the Friday preceding weekend use. City Hall hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. We are closed Holidays.
3. Keys must be returned to City Hall the next day after using the center. If after hours, you may put them in the drop box in the parking lot at City Hall.
4. **NO SMOKING** in the Community Center building.
5. The building is to be vacated by 12:00 midnight and all cleaning is to be completed within the time frame rented.
6. Pets, confetti, and birdseed are prohibited in the building and around exterior landscaping.
7. Dish towels are provided. Please leave in a pile on the kitchen counter. We will launder them.
8. The kitchen is equipped with dinner ware, flat ware, cups, and general cooking implements and utensils. There is a microwave, gas range, convection oven, two refrigerators, and a commercial dishwasher available with kitchen rental.
9. Turn out all lights and please make sure all doors are locked upon leaving the center.
10. Deposits will only be refunded if the center is left in the same condition in which it was found. Renters are responsible for cleaning. Cancellation of your event will result in a refund of your deposit under certain conditions. Please see fee schedule for cancellation policy and refund amounts.
11. Extra tables and chairs are available for you to place as needed in the meeting room. Please leave 9 tables and 8 chairs as in original placement when you are done.
12. Thank you for renting the Warrenton Community Center. The City hopes you enjoyed the use of the facility. Please take a moment and fill out the customer survey form attached to your application packet.