

# Cave Junction Building Use Policy

Use for County purposes shall have priority over the meeting requirements of community groups. The County reserves the right to displace any scheduled use of the facility if no other room is available for County use.

## APPLICATION / RESERVATIONS

1. An applicant must submit a *Cave Junction Building Use Application* for approval by Josephine County Building Operations & Maintenance (BOM) prior to use of the facility.
2. Any officer or official representative of the group or organization using the facility may make application.
3. Groups wishing to use the facility shall schedule date and time for use with Josephine County Building Operations office at 541.474.5464 at least 7 (*seven*) days prior to the date of intended use. Standing requests shall be accepted for up to 30 days in advance only for non-County organizations. The County reserves the right to contract for recurring events.
4. The use of County facilities and meeting rooms for profit making businesses, organizations, or purposes is prohibited per *Josephine County Administrative Policies & Procedures, Chapter E, Property/Buildings, Policy E-1, December 23, 1992*.
5. The facility may not be used by any organization that has as one of its objectives the overthrow of the government by force or other unlawful means.

## RENTAL FEES / DEPOSITS / KEYS

1. Payment must be made at the time of reservation.
2. A security deposit may be required for the use of the facility, dependent on the event and/or equipment used. The deposit will be returned to the individual who made the deposit following inspection of the facility and equipment by County staff and/or representatives.
3. A key for the facility may be picked up at Josephine County Building Operations & Maintenance, 705 NW Dimmick St, Grants Pass OR at a mutually agreed scheduled time.
4. After the function, the key must be placed in the key drop box located the dining room. Any organization that loses the assigned key shall pay for the cost of rekeying the building and for making new keys.

## BUILDING USE

1. No alcoholic beverages shall be served or consumed in the facility or on the premises.
2. No smoking is allowed inside the facility.
3. No firearms or dangerous weapons, whether legally permitted or not, except by law enforcement personnel, are permitted within the facility.
4. An adult sponsor must be present with groups of persons under 18 years of age.
5. Groups must leave by the time specified in the application to allow use of the room for other scheduled purposes.
6. Organizations are responsible for orderly conduct of their meetings and must comply with all conditions, rules and restrictions specified in the application.
7. At the conclusion of a meeting, the user is responsible for:
  - table and chair arrangement to original settings
  - clean-up and disposal of debris in appropriate receptacles
  - turning off all lights
  - locking all doors
  - placing key in key drop-off box in dining room or returning key to BOM immediately after function
  - reporting any damage to BOM office at 541.474.5464

## RESPONSIBILITIES

1. Costs for all cleanup, damage, exceptional maintenance, or theft losses will be billed to the individual scheduling or checking out the key.
2. Failure to clean up and arrange furniture to standard setup shall result in assessment of fees, to be determined by the County.
3. Applicant agrees to protect, defend, indemnify and hold Josephine County and its officers, employees and agents free and harmless from and against any and all losses, damages or liabilities of every kind and character arising out of or relating to Applicant's use of the facility. Applicant agrees to investigate, provide defense for and defend any such claims, at Applicant's sole expense, and agrees to bear all other costs and expenses related thereto.
4. Failure to follow any of the above guidelines or other policies associated with the use of the facility may be considered sufficient reason to discontinue future use of the facility to any and all responsible persons.
5. The County reserves the right to refuse use of the facility to any organization.



# Cave Junction Building Rental Application

102 S Redwood Highway, Cave Junction OR 97523

Use for County purposes shall have priority over the meeting requirements of community groups.

The County reserves the right to displace any scheduled use of the facility.

Building Operations and Maintenance Phone 541.474.5464 Fax 541.474.5389

Name of Function or Organization		Work Phone	Date(s) Requested
Authorized Representative	Home / Cell Phone	Email Address	Hours of Use
Street Address / City / State / Zip			
Purpose			

**FEES: Check the box that applies to your group**

- Josephine County Departments (No Charge)
- All Other Parties (\$12.50/hour with 2-hour minimum; additional hours at \$12.50/hour; full days at \$150.00/day)

Make checks payable to **Josephine County** at the time of reservation. If a deposit has been charged to your group, make a *separate* check out to **Josephine County**.

Amount included with your application: \$ \_\_\_\_\_

Event must be scheduled at least seven (7) days in advance. Application must be approved by the Building Operations and Maintenance.

*Available for Use: Chairs and tables    ■    Fire Capacity: 77 people*

I have read the *Cave Junction Building Use Policy* on the reverse of this form and agree to abide by the rules and policies set forth in said *Use Policy*. I will be responsible for assuring that the building is locked, the lights have been turned off, the facility is clean and the furniture and equipment are replaced in their original positions before I leave. I will deposit the building key into the key drop-off box in the Cave Junction Building or physically return it to the Building Operations office per the *Use Policy*. I understand that costs for all clean-up, damage, exceptional maintenance, or theft losses will be billed to the individual or group scheduling or checking out the key.

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return completed application to:  
Josephine County Building Operations and Maintenance, 705 NW Dimmick St, Grants Pass OR 97526**

— This section to be filled out by Josephine County Building Operations & Maintenance —

\_\_\_\_\_  
Approved – Building Operations and Maintenance

\_\_\_\_\_  
Date

**DENIED** Reason for denial \_\_\_\_\_

**APPROVAL CONFIRMATION** - Date Notified \_\_\_\_\_ Date Key Returned \_\_\_\_\_