

Alcouffe Center Rental Information and Fees

Updated December, 2022

- A) A rental application is required with fees paid in full and insurance to reserve a date and time.
- B) The center has a maximum capacity of 240
- C) Reservations can be scheduled up to 12 months in advance and are first come first served. Applications including full payment, insurance document and copy of photo I.D. can be mailed to: DOHIF P.O. Box 302 Oregon House CA 95962 or delivered in person to a site coordinator (Contact Curtis Canfield 530-415-8061 for appointment.)
- D) A full refund of fees will be made for events cancelled 60 days prior to scheduled date.
- E) Rental use hours are from as early as 7:00am, until no later than 11:00pm when the facility shall be vacated and restoration complete.
- F) Alcouffe is a non-smoking facility. Smoking is permitted in designated outside areas only.
- G) No Charge and reduced cost rentals will be considered by the Board for qualifying groups (See Reduced Fee Rental Policy) on a case-by-case basis.
- H) Liquor/Beer is permissible with DOHIF approval. Renter is responsible for providing additional insurance, and an approved ABC license from California Department of Alcoholic Beverage Control for sales.
- I) Renter must be at least 21 years of age and in possession of a valid California driver's license, DMV ID or Military ID.
- J) Renter must provide liability insurance coverage in the amount of \$1,000,000.00 naming DOHIF as the certificate holder.
- K) Renter is fully responsible for any damages to real or personal property of the facility.
- L) Tables and chairs are provided as part of the rental charge. Renter is responsible for set up, cleaning and returning them to their storage racks.
- M) DOHIF practices a good neighbor policy with residential properties surrounding the facility. Use is NOT permitted for any event that creates noise or provides for activities that would be an annoyance for our neighbors

- N) The DOHIF grounds and buildings are designated as an emergency relief site and emergency use facility for natural disasters and evacuations. Emergency services preclude all other use. In such event, scheduled events may be canceled with little or no notice (a full refund of fees paid will be made, any other cost incurred by the renter will not be reimbursed)

FEE SCHEDULE

Local applies to renters residing within the boundaries of the Dobbins-Oregon House Fire Protection District.

Facility Description	Local	Non-Local
Main Hall (1/2 Day)	\$125	\$225
Main Hall	\$225	\$375
Kitchen (1/2 Day)	\$75	\$150
Kitchen	\$150	\$225
Board Room (1/2 Day)	\$75	\$150
Board Room	\$125	\$225
Lounge (1/2 Day)	\$75	\$150
Lounge	\$125	\$225
Audio (1)	\$40	\$40
Visual (1)	\$40	\$40
Both A/V (1)	\$75	\$75
Cleaning Fee (2)	\$150	\$150
Damage Deposit (3)	\$250	\$250
Tableware (4)	\$75	\$75

- (1) A/V equipment requires coordination with staff **prior** to an event and must be included on the rental form.
- (2) Cleaning Fee is nonrefundable and required of all private use renters, the fee may be higher based on spaces used and current cleaning costs.
- (3) Damage Deposit of \$250 (\$350 if alcohol is to be served at event) is refundable if no damage is found after the event and is required from all private renters.
- (4) Tableware includes dishes and utensils

Rental Fees for use of the grounds, baseball field and/or Snack Shack will be on a negotiated basis depending on type of event, benefit to community, area needed, etc. Use of the outdoor restrooms or Snack Shack bathrooms use may require additional cost.

Emergency Use. The fee for emergency use (e.g. evacuations, PSPS, cooling, warming, etc) by public and private entities will be determined individually by the Board of Directors.