

**CLUB OR GROUP  
FACILITY USAGE  
FORM – Page 1 of 2  
EVENT YEAR: 20\_\_\_\_\_**

Reserved for date stamp

**All Clubs or Groups must submit an annual application to use Clubhouse facilities.**

The general rule is annual events, approved by the board and Board functions take priority.  
Three (3) scheduled dates not attended will cancel **ALL** remaining scheduled dates if office not notified. Exception allowed due to Covid-19 restrictions if office notified.  
Please notify club or group members about any cancellations or changes.

**Activity or Event** \_\_\_\_\_, **Event Dates:** \_\_\_\_\_

**Club or Group Name** \_\_\_\_\_ **New Club? No**  **Yes**

**Regular Events / Meetings are on the:**  1<sup>st</sup>,  2<sup>nd</sup>,  3<sup>rd</sup>,  4<sup>th</sup>,  Last,  Every  
 Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday,  Sunday  
 All Months or:  January,  February,  March,  April,  May,  June,  July  
 August,  September,  October,  November,  December

Scheduled dates that you will not use reserve area - example a holiday: \_\_\_\_\_

**STORAGE CABINET:** Do you need a storage unit/closet? No  Yes

**OFFICE** - Yes - (Location) Room \_\_\_\_\_ Key ID: \_\_\_\_\_

Key assigned to: \_\_\_\_\_

**Coffee:** Check out 50 or 100 cup coffee maker cabinet key during Office Hours, 9am - 4pm, M-F.

**Set-Up Time:** \_\_\_\_\_ **Event Hours from:** \_\_\_\_\_ **to:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_

**Clean-up & equipment stowing must be completed by 9:00 pm, unless prior arrangements made with office.**

**Facility Area Requested:** \_\_\_\_\_

Auditorium,  AUD Lobby,  Dining Hall,  DH Lobby,  Kitchen,  Blue Room,  Card Room,  
 Craft Room,  Conference #1,  Conference #2,  Billiard Room,  Swimming Pool,  N&V office,  
 Gazebo,  Parking Lot East,  Parking Lot West,  Other: \_\_\_\_\_

**Club Contact(s):**

Name: \_\_\_\_\_ Member# \_\_\_\_\_ Phone: \_\_\_\_\_

Alt. Name: \_\_\_\_\_ Member# \_\_\_\_\_ Phone: \_\_\_\_\_

**MUST READ, COMPLETE and SIGN Page 2 of this Form before approval.**

**Approved** or  **Disapproved** Date: \_\_\_\_\_ by: \_\_\_\_\_

**Note:**

- Approval allows posting of approved events on the hall bulletin board in west Clubhouse and in News & Views, unless noted.
- Rules and Regulations states organized clubs and groups shall have Bylaws or a set of Rules.
- Please attach a copy of your current Bylaws or Rules, with amendments only after first year.

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**PLEASE READ Additional Information Below Before Signing This Agreement.**

Will Alcohol be served on the premises as part of event? No , Yes , Maybe (Add Explanation)   
If alcoholic beverages are served, or consumed, the host will comply with all applicable laws and regulations.

**ALCOHOL RULES: MEMBER GROUPS and Committees**

Senior Estates Golf and Country Club has a limited-on-premises alcohol license. (ORS 471.178).  
Senior Estates Golf and Country Club will uphold the rules from OLCC (Oregon Liquor & Cannabis Commission) that applies to our license.

Alcohol Server Name: \_\_\_\_\_ Member# \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Server Name: \_\_\_\_\_ Member# \_\_\_\_\_ Phone: \_\_\_\_\_

- a. Wine may be brought to club and organized events but must be *corked* (opened) by Oregon State Certified servers.
- b. Beer must be purchased and opened on site through Country Cottage or the Golf Pro Shop, or as part of an Association event.
- c. Clubs, and event organizers, will determine procedures to comply with the corking requirement.
- d. No hard liquor allowed on the premises.
- e. At least two (2) substantial food items must be served.

**OUTSIDE Servers - Must comply with all rules above and 1, 2, and 3 below.**

Events that bring in outside servers MUST provide the following to the office BEFORE THE EVENT.

- 1. Names of Servers and proof of a valid server(s) permit.
- 2. Temporary Sales License signed by the City of Woodburn.

**SMOKING:**

Smoking of any kind, including vaping or any form of electronic smoking, is not allowed within Senior Estates Golf and Country Club buildings, or within ten (10) feet of entrance.

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ -20\_\_\_\_

Alternate  
Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ -20\_\_\_\_