



Building use procedures

The purpose of Providence Willamette Falls Community Center is to provide a location for the hospital's health education classes and employee trainings. The building is also available for use by non-hospital community organizations on an individual basis.

Business hours are Monday and Friday, 8 a.m. to 5 p.m., Tuesday through Thursday 7 a.m. to 8 p.m. For events outside of the normal business hours, an additional fee will be charged.

Providence Willamette Falls Community Center is a **tobacco free facility**.

All decorations must be pre-approved. No candles permitted in building.

The meeting leader and their guests are expected to follow all building procedures and to leave the building and its properties in the same condition as found or additional fees will be assessed, as well as exclusion from future use of the facility. The meeting leader is expected to communicate building policies to their guests.

All meetings are subject to approval. Space is not guaranteed until you receive confirmation either by phone or email.

Standard room set-ups are used at all times. Room assignments are decided by staff, based on group size, class function, and audio-visual requirements.

No Shows or cancellations of **72 hours** or less notice will be charged the full room rate.

Providence Willamette Falls Community Center charges for the use of audio-visual equipment. You are required to arrive 20 minutes prior to your event to learn how to use the equipment. Charges will be assessed for damage and/or improper use of equipment.

Please refer to the "Food service guidelines" for catering information.

Parking is limited. There are 90 spaces available; carpooling is strongly encouraged.

In case of bad weather, call Regional Mtg Svc at 503-216-3280 option 1 to verify if the building is open.

Providence Willamette Falls Community Center

519 15th St., Oregon City, OR 97045
 Phone: 503-216-3280 #1
 Email: ORPSAMeetingServices@providence.org

Building use fee schedule

Room Fees

Room	Per hour	4hrs	8hrs	Standard room set-up	Max capacity
Auditorium	\$85	\$300	\$550	Seats 150 – Food is not allowed	150
Room B	\$35	\$120	\$200	tables can be moved around for different set-ups	40
Room C	\$60	\$200	\$350	u-shaped or tables can be moved around to seat more	60
Room D	\$60	\$200	\$350	classroom style	60
Rooms C & D	\$120	\$400	\$600	Seats 110 classroom style	120

Audio visual equipment	Fee
Flip chart paper and markers	\$10 per day
TV/VCR on a cart	\$10 per day
LCD data projector for use with a computer or with the DVD/VCR player	\$25 per day
Computer and projector	\$50 per day

Additional Fees

Room set-up and/or service	Fee
Any portion of the building outside of business hours	Call for price
AV support during your entire event	Call for price

Thank you and to your organization for your continued support of the Providence Willamette Falls Community Center.

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Food Service Guidelines

Coffee, decaf coffee, tea, and ice water are available for \$12.00 per pot with advance notice.

Approved caterers who have met specific criteria have been trained to use our kitchen and facilities. You must directly contact the approved caterers to make arrangement for food service.

We encourage you to use Providence Willamette Falls Medical Center catering service for your event. Our chefs offer a full-service catering department for your guests to enjoy.

The kitchen area of the Community Center is not available for use by customers.

Drinks with lids are allowed in the auditorium, **food is not allowed**. The meeting leader is responsible to ensure their guests comply.

The meeting leader or their food service provider is responsible to ensure that all food/serving ware is disposed of. Spills should be attended to and reported.

Approved caterers

**Providence Willamette Falls Medical
Center Catering Dept. Greg Streng 1500
Division St.
Oregon City, OR 97045
503-650-6801 or 503-656-1631, ext. 3722**

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