



riverfront

COMMUNITY CENTER

Rental Information



489 Water Ave NW Albany, OR 97321
(541) 917-7760

cityofalbany.net/parks/community-center





General Rental Information

Rental Time Availability

- ▶ Building access available at contracted rental time.
- ▶ Monday 8:30 A.M. – Friday 4:30 P.M.
- ▶ Friday 4:30 P.M. – Sunday 11 P.M.
- ▶ Other times with Director approval and availability

Riverview Room (40' X 72')

OCCUPANCY

- ▶ 411 Theatre Set-up
- ▶ 192 Banquet Set-up (24 tables)

Riverview Room can be divided into three sections. Each is (40'x24')

Kitchen (only available with Riverview Room rental)

- ▶ Food prep/staging area
- ▶ Steam table (1 with 4 slots)
- ▶ Commercial dishwasher (detergent included)
- ▶ Freezer and refrigerator space (limited)



Parkview Room (20' X 20')

OCCUPANCY

- ▶ 49 Theatre Set-up
- ▶ 32 Banquet Set-up (4 tables)
- ▶ 18 Classroom Set-up (6 tech tables)

- ▶ Carpeted
- ▶ North, West, and East facing windows

Willamette Room (13' X 19)

OCCUPANCY

- ▶ 15 Meeting Set-up (conference table)

- ▶ Carpeted, with small sink and white erasable board.



Rails Room (36' x 18')

OCCUPANCY

- ▶ 49 Theatre Set-up
- ▶ 32 Banquet Set-up (4 tables)
- ▶ 18 Classroom Set-up (6 tech tables)

- ▶ Separate entrance



Fees and Refund Policy

Fees are determined by the Facilities Rental Rate chart located on page five. A refundable deposit of \$100 is required upon submitting a rental application. Rental fees are due thirty days prior to rental date. Deposits are refundable if no damages or cleaning costs apply. Deposits may take up to three weeks to be returned depending on original form of payment. Since the Center has reserved this time for the renter, no refunds will be given if renter decides to leave earlier than the time specified on the rental application. Only the specific room(s) rented, and restroom facilities are to be used. Availability is dependent on class schedule and staffing.



General Rental Information

Equipment available at Riverfront Community Center

– REQUEST PRIOR TO RENTAL TO ENSURE AVAILABILITY

- ▶ 8 foot rectangular tables (22)
- ▶ 6 foot rectangular tables (4)
- ▶ 6 foot tech tables (6)
- ▶ 5 foot round tables (25)
- ▶ Folding chairs (230)

Food

- ▶ The City of Albany is not responsible for health issues related to any foods consumed at the event.
- ▶ Renter must obtain any necessary permits if food is provided for a public event.
- ▶ Rental fees apply whenever anyone is in the building, including caterers.

Decorations

- ▶ Painters tape (blue) and Command strips permitted.
- ▶ No tacks, staples, scotch tape, or duct tape permitted on walls, floor or woodwork.
- ▶ Helium balloons must be securely anchored.
- ▶ Absolutely no bird seed, confetti, or rice.
- ▶ Tables and chairs must remain inside at all times (unless prior approval with Riverview Terrace rental)

Clean Up Process

- ▶ Renter items and decorations must be removed by the end of the contracted time.
- ▶ Chairs must be folded and put on racks.
- ▶ Tables must be wiped, folded, and put away into storage closet.
- ▶ Floors left clean.
- ▶ Kitchen counters and sinks must be cleaned.
- ▶ Ovens and stove tops free of food and wiped down.
- ▶ All debris must be picked up, garbage bags placed in dumpster.
- ▶ Plan enough clean up time to be out of the building by end of contracted time.
- ▶ Fulfill all requirements on Clean-Up Check List and verify with Building Attendant satisfactory completion.

Other

- ▶ Linens, table coverings, serving items, and utensils are not provided.
- ▶ Building attendant is on site to assist as needed.





Riverfront Community Center Rental Rates

MONDAY – FRIDAY 8:30 A.M. – 4:30 P.M.	RESIDENT	NON-RESIDENT
RATES ARE LISTED PER HOUR		
Riverview I, II, III (1 Section)	\$55	\$70
Riverview I, II, III (2 Sections)	\$70	\$90
Riverview I, II, III (3 Sections)	\$80	\$105
Parkview Room	\$50	\$65
Willamette Room	\$35	\$45
Rails Room	\$55	\$80

FRIDAY – SUNDAY (SEE HOURS BELOW)	RESIDENT	NON-RESIDENT
RATES REFLECT 4 HOUR MINIMUM RENTAL		
Riverview I, II, III Rooms*	\$600 <i>(each additional hour \$150)</i>	\$780 <i>(each additional hour \$195)</i>
Parkview Room	\$320 <i>(each additional hour \$80)</i>	\$420 <i>(each additional hour \$105)</i>
Rails Room	\$340 <i>(each additional hour \$85)</i>	\$440 <i>(each additional hour \$110)</i>
Sole Use of Facility	\$1300 <i>(each additional hour \$325)</i>	\$1720 <i>(each additional hour \$430)</i>

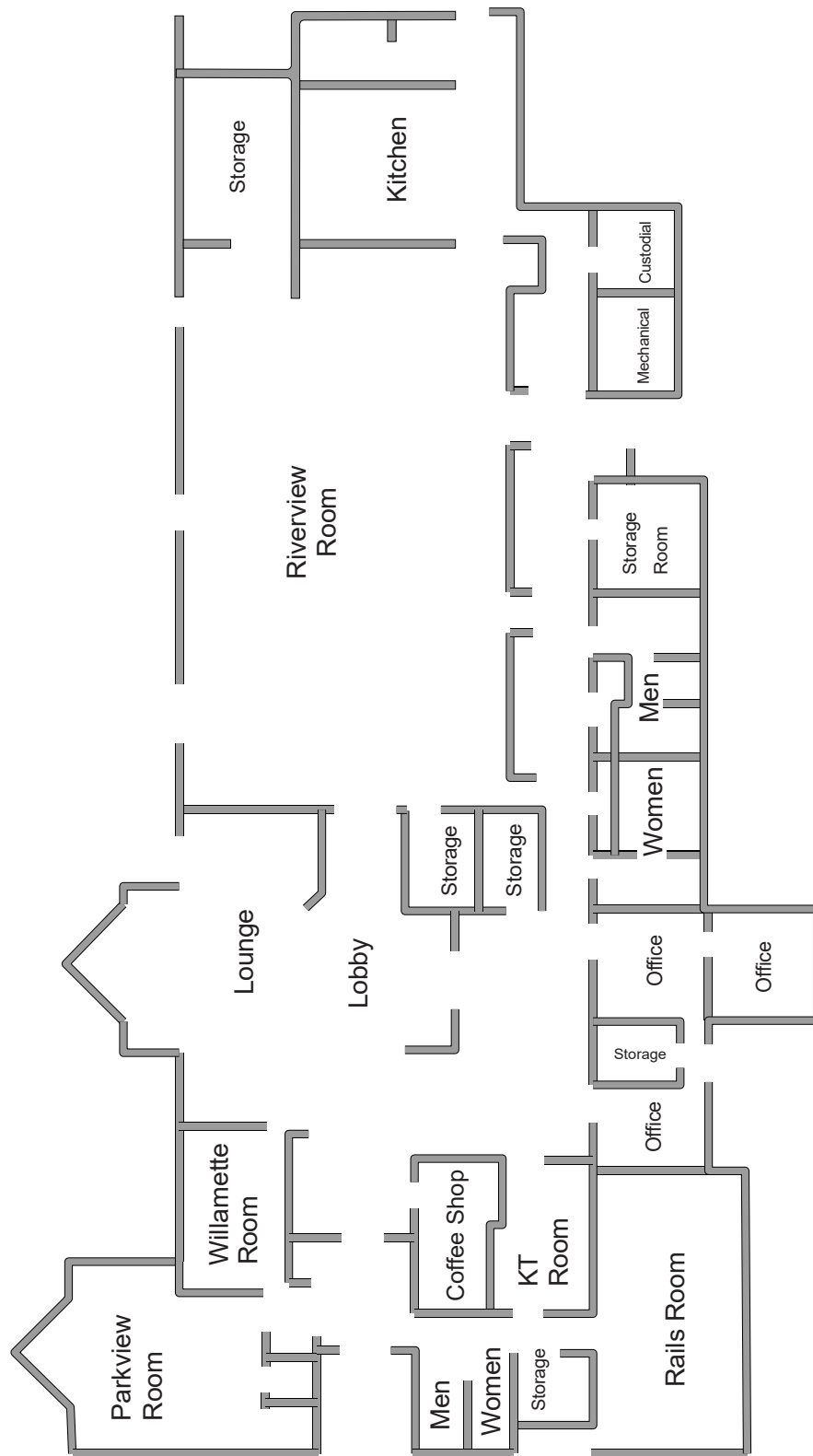
WEEKEND HOURS: FRIDAY 4:30 P.M. - 11P.M. / SAT & SUN 8 A.M. -11 P.M.

*Additional rental space available only with Riverview Room rental

- ▶ Riverview Terrace \$50 add-on fee (per rental)
- ▶ Kitchen \$150 add-on fee (per rental)



Riverfront Community Center Layout





Directions to the Riverfront Community Center

From the North; Portland, Salem areas on I-5

Take I-5 south to exit #234B (Albany, 99E, Historic Districts), go west on 99E (Pacific Blvd.)
Pass through several traffic lights to the overpass (the only one in town), take the City Center exit (Downtown, Hwy 20, Corvallis)
At First Avenue (just before the bridge) turn left (west).
At Washington Street turn right
Washington feeds into our parking lot.

From the South: Eugene on I-5

Take I-5 north to exit # 233 (Albany, Lebanon) Turn right on US20 West
Pass through several traffic lights to the overpass (the only one in town), take the City Center exit (Downtown, Hwy 20, Corvallis)
At First Avenue (just before the bridge) turn left (west)
At Washington Street turn right
Washington feeds into our parking lot.

From Corvallis and the West

Take Highway 20 to Albany
At the foot of the Willamette River bridge turn right on First Avenue.
At Washington Street turn right on Washington which feeds into our parking lot.



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