

BUILDING USE GUIDELINES (No Signature Version)

Barbara Bennett Community Center (BBCC)

Cape Meares Community Association (CMCA)

(Version: June 26, 2026)

1. The BBCC (“Community Center”) is available for *community events* and *private rentals*.
 - a. A *community event* must have a single individual who acts as Community Event Host and Point of Contact (POC). This person must be a property owner in Cape Meares or full-time resident within the Cape Meares community. The Host must be aware of these Building Use Guidelines and must ensure compliance with these guidelines by all who support and/or attend the event. A community event must be open to everyone in Cape Meares. These events do not require a rental fee, rental agreement, or signed Building Use Guidelines (“Guidelines”).
 - b. A *private rental* occurs when property owners rent the community center for events that are not open to the Cape Meares community. In this case, the property owner is the Event Host and Point of Contact. This person must sign the attached rental agreement (“Agreement”) and these Guidelines. The Host is responsible for ensuring compliance with the requirements found in both the Agreement and in these Guidelines.
2. Use of the Community Center does not include use of the red shed located behind the Community Center building unless prior approval has been obtained from the Building Management and/or the CMCA Board.
3. CMCA reserves the right to refuse rental or use of the building.
4. Maximum building occupancy is 49 people as determined by the Fire Marshal.
5. No overnight use is permitted.
6. The following are **NOT allowed** in the building or on the property: (a) smoking, vaping, tobacco use, (b) open flames (e.g., , candles), (c) toxic or flammable liquids, (d) open fires. Gas or charcoal grills may be used outside at a safe distance from the community center.

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7. No pets or animals, other than service animals as defined by the *Americans with Disabilities Act* (ADA), are allowed in the building.
8. Only blue painter's tape, existing hooks or the existing picture rail may be used to attach objects to the walls or woodwork. Use of nails, tacks or similar objects will result in additional charges for repairs.
9. Do not drag furniture across floor. Use dollies to stack and move chairs.
10. No furniture may be removed from the building without permission of building management. Padded chairs are for indoor use only. A limited amount of outdoor seating may be available upon request. All request should be made prior to the day of the event.
11. Please be respectful of neighbors by controlling noise and ending all activities by 10:00 p.m.
12. Do not park in or block the roadway (Fourth Street). Likewise, do not park in or block neighbors' driveways.
13. Responsible and legal use of alcohol is permitted. Sale of alcoholic beverages is not permitted. If alcoholic beverages are used, they shall only be consumed by people 21 years of age or older.
14. The kitchen shall be left in a clean condition. No food or beverages from the event can be left in the building (including the refrigerator). Any community center kitchenware used must be washed, dried and put back in its proper place. It is okay to leave the dishwasher running when the Host is ready to leave (CMCA will empty the dishwasher). Kitchen surfaces, such as stove and counter tops, must be clear and clean. All garbage and recycling resulting from the event must be removed from the building. Building floors must be swept or otherwise cleaned as appropriate. Please refer to the attached building use checklist before departing.

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15. Any added inside or outside decorations shall be removed and the entire area returned to the original state/condition.
16. The Host agrees to pay for all damages to the premises that result from building use. This includes, but is not limited to, the building, furniture, grounds, appliances and equipment.
17. The Host shall contact the Building Manager prior to the event or as soon as practicable if they have concerns or questions about the building or these Guidelines. The Building Manager's contact information will be provided to the host by the Events Coordinator.

Any violation of these guidelines may result in the cancellation of the rental agreement and termination of the event by the CMCA building management, any CMCA Board Member, or by law enforcement or local fire district representatives. Failure to follow these guidelines will jeopardize the ability of the host to use the building in the future.