



Outdoors In Private Rental Information

Rental Times

Friday 5:30 – 8:30 pm Saturday 4:30 – 7:30 pm Sunday 9:30 am – 12:30 pm Sunday 4:30 – 7:30 pm

*** There is a required 2 hour rental minimum ***

Fees and Cancellations

Resident: \$50.00/hour

Non-Resident: \$75.00/hour

(The following defines Non-Resident: not within City of Hillsboro city limits including unincorporated Washington County; does not pay City of Hillsboro property taxes)

- Rentals may either be booked in person or via phone at least 7 days prior to rental date at the following locations:
 - Outdoors In 503.681.5244 (124 E Main St)
 - Parks Admin Office 503.681.6120 (4400 NW 229th Ave)
- Rentals are required to be booked at least 7 days prior to your rental date
- We accept Visa, Master Card, Discover, cash, or check
- All fees must be paid in full when booking your rental
- A cancellation should be made at the earliest possible date
 - No refunds are given if a cancellation is made within 72 hours of your rental time
 - A full refund is given (minus \$5.00 for processing) if a cancellation is made more than 72 hours before your rental time
 - Refunds may take up to 10 - 15 working days to process
 - We are unable to give cash refunds
- Due to unforeseen circumstances, the City reserves the right to reschedule or cancel the building reservation

Facility Supervision

A Facility Supervisor (FS) will be scheduled for your rental. The FS will set up for your rental, monitor your event, be available to assist in the case of an emergency, and will be the person checking the clean-up of your rental.

Rental Guidelines

- A maximum of 50 people are allowed at any Outdoors In rental
- The adult signing the rental contract is required to stay on the premises during the contracted time
- For safety purposes, we encourage more than one adult to stay onsite during your rental
- You will be admitted entrance into Outdoors In at the time your rental begins
 - Please consider your set up time when booking your rental as we are unable to allow entrance prior to your scheduled/contracted time
- You will be required to exit the space at the time your rental ends
 - Please be sure to consider your clean up time when booking your rental as we are unable to accommodate additional time past your scheduled/contracted time
- On the day of your rental, we will be unable to accommodate additional time before/after your contracted time. If you need additional time, please call at least one day before your rental to inquire if this is possible (applicable fees will apply).

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Rental Guidelines cont.

- You are welcome to bring your own food, cake, cupcakes, ice cream, and drinks
- We are unable to provide any of the following: microwave; dishware, silverware, cups (all must be paper or plastic); serving utensils; batteries; tablecloths; candles; lighters (no matches); cameras.
- You may utilize the following at your rental:
 - Fridge/freezer
 - 55" flat screen TV (no cable access)
 - Blu-Ray DVD player with USB capabilities
 - 8 six foot long rectangle tables
 - 40 adult size colorful chairs
- Special equipment (electrical equipment, lighting, musical instruments, platforms, etc) requires prior approval
- No commercial or "for profit" use of the facility is permitted
- Due to unforeseen circumstances, Hillsboro Parks and Recreation reserves the right to reschedule or cancel your facility rental

Rules

- Food is allowed in the classroom only
- Beverages are not allowed on the playground equipment
- Alcoholic beverages and tobacco products are not permitted on the premises
- Tables, chairs, and toys are not allowed out of the classroom space
- Glass containers (ex: plates, bottles, toys, etc) are not permitted on the premises
- To preserve the integrity of our facility, we do not permit wall/ceiling decorations, confetti, streamers, silly string, or piñatas
 - All decorations must be free-standing
 - Use of such items will be considered damage to the building
- Balloons must be secured at all times and are restricted only to the classroom area (if they float away, they are likely to set off the alarms at night)

Set up/Clean up

- We will set up the appropriate number of tables and chairs for your rental, put away tables and chairs, take out the garbage, and put in new garbage bags
- Rental clean up must begin at least 30 minutes prior to your rental end time
- You will be responsible for the following clean up:
 - Wiping off the tables and chairs with soap and water
 - Sweeping the entire classroom area
 - Spot clean the classroom floor (spills, sticky spots, etc) with a mop
 - Putting all the toys in their proper totes
 - Cleaning any other messes created during your rental
 - Removing all décor and other items brought in for your rental

*** Any information listed on here is subject to change without prior notice ***

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