



Outdoors In park @ the plaza

Facility Rental Application

Client Name: _____ E-Mail Address: _____

Cell: _____ Home Phone: _____ Work (Optional): _____

Address: _____
Street City State Zip

Date of Use: _____ Type of Event: _____

Circle one of three time slots: Friday 5:30 - 8:30 pm Saturday 4:30 - 7:30 pm Sunday 4:30 - 7:30 pm

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

List Specific Time of Event: _____ Number of people attending: _____ (Max 50 people)
If additional time is requested, arrangements must be made prior to the event.

Doors Open: _____ Clean Up Begins: _____ Exit Facility: _____

Standard Fee
\$75 per hour

Resident Fee
\$50 per hour

Outdoors In park @ the plaza
124 E Main St
Hillsboro, OR 97123
503-681-5244

Parks and Rec Admin Office
4400 NW 229th Ave
Hillsboro, OR 97124
503-681-6120 (Office) 503-681-6124 (Fax)

Please list any special equipment you plan to bring, taking into consideration it must receive prior approval.

Facility Supervision

A Facility Supervisor will be scheduled for your rental. The Supervisor is available to assist in case of an emergency, they will set up the classroom for your rental, monitor your event, and check the clean-up of your rental.

The applicant and the applicant's group, shall indemnify, defend and hold City, its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of a Hillsboro City Park and adherence to all park regulations. I have read and agree to abide by the park regulations established for use of a Hillsboro City Facility. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

Client Signature: _____ Date: _____

Outdoors In Rental Guidelines

- Rentals may either be booked in person or via phone at Outdoors In 503.681.5244 or at the 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
- All fees must be paid in full when booking your rental
- You may pay with Visa, Master Card, Discover, cash, or check
- If you cancel within 72 hours of your rental time, you will not be given a refund
- If you cancel 72 hours or more before your rental time, you will receive a full refund minus a \$5.00 fee
- Refunds may take up to 10 - 15 working days to process
- We do not give cash refunds

Rental Guidelines

- Maximum of 50 people are allowed at your 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 for 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 you to come in 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). Please know we will do our best to accommodate additional time for you.
- You are welcome to bring your own food, cake, cupcakes, ice cream, and drinks
- We are unable to provide any of the following: 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:
 - 8 - 6' rectangle tables
 - 50 adult size colorful chairs
 - Fridge/freezer
 - 55" flat screen TV (no cable access)
 - Blu-Ray DVD player with USB capabilities
 - Indoor Playground
 - Neos: Interactive whole-body gaming system
 - 16' Bouldering Wall
- 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.
- 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
- 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
- We will put away/set up the tables and chairs
- We will take out the garbage and put in new liners

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