



Facilities Rental Application

River House, Community Center, Tyson Recreation Center

Name of organization or individual: _____

Person supervising activity: _____

Home Phone: _____ Work: _____ Cell: _____

Address: _____
Street City State Zipcode

E-Mail Address: _____

Resident Group: Yes _____ No _____

Type of Event: _____

Date of Use: _____ Maximum Attendance: _____

Arrive at Facility: _____ Event Start Time: _____ Event End Time: _____ Clean-up Ends: _____

If additional time is necessary, arrangements must be made with the office in advance.

Please circle location, group size, fees, & amenities:

<u>River House</u>	<u>Maximum Capacity</u>	<u>Standard Fee</u>	<u>Resident Fee</u>	<u>Non-Profit Fee</u>
Great Room	75	\$125 per hour	\$85 per hour	\$70 per hour
Optional Clean-Up Fee	1 - 50 Guests \$150	50 - 100 Guests \$250		

<u>Community Center</u>	<u>Maximum Capacity</u>	<u>Standard Fee</u>	<u>Resident Fee</u>	<u>Non-Profit Fee</u>
Dining Hall	200	\$125 per hour	\$85 per hour	\$70 per hour
Kitchen	—	\$30 per hour	\$30 per hour	\$30 per hour
East Room (Full)	50	\$75 per hour	\$55 per hour	\$45 per hour
East Room (1/2)	25	\$50 per hour	\$35 per hour	\$25 per hour
Optional Clean-Up Fee	1 - 50 Guests \$150	50 - 100 Guests \$250	100 - 200 Guests \$375	

<u>Tyson Recreation Center</u>	<u>Maximum Capacity</u>	<u>Standard Fee</u>	<u>Resident Fee</u>
Indoor Playground & Party Room	20 Children/15 Adults	\$50 per hour	\$35 per hour

Rental is for rooms only.
Parents provide food & supervision.

Please circle any that apply:

Caterer Rented Tables & Chairs Tents/Canopies Large Rented Games Serving Alcohol DJ or Live Music

Please list equipment or specialty items you will bring. You must have prior approval. _____

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: _____

Rental Procedure

- Reservations for the use of the **River House** and **Community Center** are made at the Hillsboro Parks & Recreation Office at 4400 NW 229th Avenue, Hillsboro, OR 97124 at least seven (7) days in advance of requested use date. Call 503-681-6120 to inquire about dates.
- Reservations for the use of the **Tyson Recreation Center** are made at the **Tyson Center** at 1880 NE Griffin Oaks Street, Hillsboro, OR 97124 at least seven (7) days in advance of requested use date. Call 503-615-6552 to inquire about dates.
- Checks should be made payable to "**City of Hillsboro.**" Visa and Master Cards are accepted.
- The cleaning/damage deposit will be refunded if condition of building & equipment is found in satisfactory condition. The deposit will be refunded the following Wednesday if paid by credit card or within three weeks if paid by check or cash.

Cancellation Policy

- Cancellations should be made at the earliest possible date. The deposit will be forfeited if a rental is cancelled within 48 hours of the event start time.
- Due to unforeseen circumstances, the City reserves the right to reschedule and/or cancel the building reservation.

Decorations (Please ask if you have decorating questions.)

- Only freestanding decorations are permitted. Do not affix anything to ceiling, walls, doors, windows, or floor. **Tacks, nails, staples, putty, and tape are prohibited; use of such items will be considered damage to the building.**
- **The use of rice, birdseed, glitter, silly string, dance wax or real rose petals is not permitted inside the facility or on the grounds.** Suction cups may be used on windows.
- Decorations such as balloons, ribbons, or crepe paper must be picked up and removed by the renter at the conclusion of your event.
- The use of candles must be approved by the building coordinator and the Fire Marshall prior to the rental.

River House Guidelines

- Reservations should be made at the Parks & Recreation office at 4400 NW 229th Ave.
- A \$200 refundable cleaning/damage deposit is required with the Rental Application. The full rental fee is due 30 days prior to the event. The deposit will be refunded if the building and equipment are left in satisfactory condition. The deposit will be refunded the following week if paid by credit card or within three weeks if paid by check or cash.
- Rental hours: 7:00 a.m. - 11:00 p.m. 7 days a week (if available) including cleanup.
- The Great Room has a maximum capacity of 75 persons, depending on the layout of tables and chairs. Note: if you skirt the rectangular tables, two different size clips are required. The depth of the lip of the tables are different.
- **Inside Furniture:** 10 - 5' round tables 8 - 69½" x 27½" rectangle/green top tables 4 - 72" x 30" rectangle/tan utility tables
- 75 - vinyl padded chairs
- **Outside Furniture (available upon request):** 32 - green chairs 4 - 48" tan resin tables
- In summer months, when the covered porch is also used, the building capacity is 100. Please discuss your plans with staff.
- Alcoholic beverages may be served in the River House **only** with approval of an Alcohol Usage Application and a Certificate of Insurance. Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). Inquire with staff or call OLCC at 503-872-5070 to determine if you need an OLCC Special Events License. Users must comply with all rules stated in the City of Hillsboro "Alcohol Use Rules" if alcohol is to be served.
- Alcoholic beverages are not permitted in parking lot or park.
- Beginning 11/20/09 use of all tobacco products will be prohibited on Parks & Recreation property.
- Freestanding decorations only.
- No amplified music is permitted outside the building without Parks & Recreation Commission approval.
- No commercial or "for profit" use of the building is permitted.
- The person supervising the activity must be present at the River House throughout the duration of the rental use.
- No special equipment may be brought in without prior approval. Examples include electrical equipment or lighting, musical instruments, platforms, barbecues, props, etc.
- Rental groups are responsible to set up/return tables and chairs to original location. **To protect the wood floor, please do not drag chairs or tables across the floor. Do not take tables or chairs outside of the building.**
- Renters are responsible to pay for all property damage to the facility resulting directly or indirectly from the conduct of any group member or invitees. **Children must be supervised at all times.**

Clean Up

There is a clean-up option available for an additional fee (see above).

Otherwise you are responsible for cleaning the facility before leaving and clean-up time is to be calculated in your total time of use.

- Remove all decorations and everything brought to the facility for your event.
- Leave kitchen area clean, remove all food from refrigerator, wipe off all counters, appliances, and turn off all equipment.
- Clean utensils/dishes and return to proper location. (If using dishwasher, allow for 1 hour run time).
- Sweep and clean all floors; clean up any spills and mop if necessary.
- All garbage should be bagged and placed in the dumpster located near the tennis courts. This includes garbage cans in restrooms. Replace garbage cans with clean liner bags.
- Clean-up includes the covered porch areas, if used by your group.
- Cleaning equipment is located in the kitchen and storage room.
- Please immediately report any damage or non-functioning items to the Facility Supervisor.
- Return tables and chairs to original location.
- The Facility Supervisor will inspect the facility (with renter) at the conclusion of event.

Parking

- Parking at the River House and Rood Bridge Park is limited. The park is open to the public during daytime hours and may be busy during the summer months. Absolutely no parking on grassy areas and designated no parking areas.

Facility Supervision

- A Facility Supervisor will be scheduled at the River House for your event. The Supervisor will be responsible for monitoring the event, inspection of facility following the event, and securing the facility.

Community Center Guidelines

- Reservations should be made at the Parks & Recreation Administration office at 4400 NW 229th Ave.
- A \$200 deposit for the Dining Hall is required with the Rental Application. The full rental fee is due 30 days prior to the event.
- A \$100 deposit for the East Room or half of the East Room is required with the Rental Application. The full rental fee is due 30 days prior to the event.
- The cleaning/damage deposit will be refunded if building and equipment are left in satisfactory condition. The deposit will be refunded the following week if paid by credit card or within three weeks if paid by check or cash.
- Rental hours: 5:00 p.m. - 11:00 p.m. Monday - Friday and 7:00 a.m. - 11:00 p.m. Saturday & Sunday (if available)
- The **Dining Room** has a maximum capacity of 200 persons, depending on the layout of tables and chairs.
- **Furniture:** 15 - 72" x 30" rectangle/tan utility tables 17 - 5' - round tables 10 - dark brown rectangle tables
200 - vinyl padded chairs
- The **East Room** has a maximum capacity of 50 persons, depending on the layout of tables and chairs.
- Half the **East Room** has a maximum capacity of 25 persons, depending on the layout of tables and chairs.
- Alcoholic beverages may be served inside the Community Center **only** with approval of an Alcohol Usage Application and a Certificate of Insurance. Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). Inquire with staff or call OLCC at 503-872-5070 to determine if you need an OLCC Special Events License. Users must comply with all rules stated in the City of Hillsboro "Alcohol Use Rules" if alcohol is to be served.
- Alcoholic beverages are not permitted in the parking lot or park.
- Beginning 11/20/09 use of all tobacco products will be prohibited on Parks & Recreation property.
- Only freestanding decorations.
- No amplified music is permitted outside the building.
- No commercial or "for profit" use of the building is permitted.
- The person supervising the activity must be present at the Community Center throughout the duration of the rental use.
- No special equipment may be brought in without prior approval. Examples include electrical equipment or lighting, musical instruments, platforms, barbecues, props, etc.
- Rental groups are responsible to set up/return tables and chairs to original location. Do not take tables or chairs outside of the building.
- Renters are responsible to pay for all property damage to the facility resulting directly or indirectly from the conduct of any group member or invitees. **Children must be supervised at all times.**

Clean Up

There is a clean-up option available for an additional fee (see above).

Otherwise you are responsible for cleaning the facility before leaving and clean-up time is to be calculated in your total time of use.

- Remove all decorations and everything brought to the facility for your event.
- Leave kitchen area clean, wipe off all counters and appliances, and turn off all equipment.
- Clean utensils/dishes and return to proper location.
- Sweep and clean all floors; clean up any spills and mop if necessary.
- All garbage should be bagged and placed in the dumpster outside. This includes garbage cans in restrooms. Replace garbage cans with clean liner bags.
- Cleaning equipment is located in the storage room.
- Please immediately report any damage or non-functioning items to the Facility Supervisor.
- Return tables and chairs to original location.
- The Facility Supervisor will inspect the facility (with renter) at the conclusion of event.

Facility Supervision

- A Facility Supervisor will be scheduled at the Community Center for your event. The Supervisor will be responsible for monitoring the event, inspection of facility following the event, and securing the facility.

Tyson Recreation Center Rental Guidelines

- Rentals can be made in person or via phone at least 7 days prior to rental date at
- Tyson Recreation Center 503.615.6552 (1880 NE Griffin Oaks St) or
Parks Admin 503.681.5397 (4400 NW 229th Ave)
- We accept Visa, Master Card, Discover, cash, or check
- Rentals may only be made during the current program term
- A cancellation should be made at the earliest possible date. A \$25.00 fee will be assessed if you cancel within 7 days of the reservation date. A \$5.00 processing fee is charged when a refund is requested.
- Due to unforeseen circumstances, the City reserves the right to reschedule or cancel the building reservation.
- Only freestanding decorations are permitted. Do not affix anything using tacks, nails, staples, or tape to the ceiling, walls, doors, or windows. Use of such items will be considered damage to the building.

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 multi-purpose room for your rental, monitor your event, and inspect the clean up of your rental.

Clean - Up

- You are encouraged to begin the clean up process early to ensure you exit the facility with everything clean by the end of your rental time. The facility supervisor will begin their clean up at the time you indicated as your event end time so everything is complete by your indicated clean up end time.
- You are responsible for the following clean up:
 - Clean classroom and multi-purpose room
 - Sweep and/or vacuum floors
 - Mop floor if necessary
 - Wipe off tables and chairs
 - Please return tables and chairs to their original location.
 - Place all garbage in the outside garbage can located on the west side of the building
- The Facility Supervisor will inspect the facility with you at the conclusion of your rental. All clean up requirements need to be checked off by the Facility Supervisor before you exit the building.

General Rules

- Rental is for the Indoor Playground (Multi-Purpose Room) and the East Party Room
- Birthday parties for children 5 years old and younger
- Parents/Adults may bring food and drinks (Alcohol is not permitted on the premises)
- Parents/Adults must provide supervision at all times
- You may have up to 35 people
- Alcoholic beverages and tobacco products are not permitted on the premises, including the park
- Special equipment (electrical equipment, lighting, musical instruments, platforms, etc) requires prior approval before bringing in
- You are responsible for any property damage to the building or equipment during your rental