

# Tyson Recreation Center

## Facility Rental Application

Renter's Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work (Optional): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zipcode

Date of Use: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Circle one time slots: Saturday 9:30am - 12:30 pm    Saturday 1:00 - 4:00 pm    Saturday 4:30 - 7:30 pm  
 Sunday 9:30am - 12:30 pm    Sunday 1:00 - 4:00 pm    Sunday 4:30 - 7:30 pm

~ We have the ability to accommodate rentals for other days if available. Please contact us if interested. ~

List Specific Time of Event: \_\_\_\_\_ Number of people attending: \_\_\_\_\_ (Max 35 people)  
*If additional time is requested, arrangements must be made prior to the event.*

Doors Open: \_\_\_\_\_ Clean Up Begins: \_\_\_\_\_ Exit Facility: \_\_\_\_\_

Tyson Recreation Center 1880 NE Griffin Oaks St Hillsboro, OR 97124 503-615-6552 Office    503-615-6550 Fax	<u>Standard Fee</u> \$50 per hour	<u>Resident Fee</u> \$35 per hour
	503-615-6557 After Hours	

### General Information

- Rentals are for the Multi-Purpose Room (Indoor Playground) and the East Room
- Rental space is designed for children 5 years old and under but we can accommodate other age groups
- Food and drinks are permitted (Alcohol is not permitted on the premises)
- Adults must provide supervision at all times
- Rentals may accommodate a maximum of 35 people

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

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### Facility Supervision

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

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: \_\_\_\_\_

## **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 (FS) will be scheduled for your rental. The FS will set up for your rental, will monitor your event, available to assist in the case of an emergency, and will be the person checking you out after your rental clean-up.

### **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 FS 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 FS will inspect the facility with you at the conclusion of your rental. All clean up requirements need to be checked off by the FS before you exit the building.

### **General Rules**

- Rentals are for the Multi-Purpose Room (Indoor Playground) and the East Room
- Rental space is designed for children 5 years old and under but we can accommodate other age groups
- Food and drinks are permitted (Alcohol is not permitted on the premises)
- Adults must provide supervision at all times
- Rentals may accommodate a maximum of 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

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