

Rental Procedure

- **River House** reservations are made at **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.
- **Community Senior Center** reservations are made at **Hillsboro Community Senior Center** at 750 SE 8th Avenue, Hillsboro, OR 97123 at least seven (7) days in advance of requested use date. Call 503-615-1090 to inquire about dates.
- **Jackson Bottom Wetlands Preserve** reservations are made at **Jackson Bottom** at 2600 SW Hillsboro Hwy, Hillsboro, OR 97123 at least seven (7) days in advance of requested use date. Call 503-681-6206 to inquire about dates.
- Checks should be made payable to **"City of Hillsboro."** Visa, Discover 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 72 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 or any open flame needs prior approval by the building coordinator and/or Fire Marshall.

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. Each rental must be 2 hours minimum and 8 hours maximum in length.
- 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):** (25) - 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 after complying with the Alcohol Usage Policy (see policy). Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). Inquire with OLCC at 503-872-5070 to determine if you need an OLCC Special Events License.
- The service and consumption of alcoholic beverages is restricted to the approved rented areas of all City of Hillsboro facilities. All service and consumption must meet OLCC requirements.
- The use of all tobacco products is prohibited on Parks & Recreation property.
- Freestanding decorations only.
- No amplified music is permitted outside the building without Parks & Recreation Commission approval.
- There is a projection screen, but no projector, laptop, or WiFi access.
- Renter 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, 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.**
- Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items.
- 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.
- Sweep and mop all floors.
- All garbage should be bagged and placed in the cart. 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.
- 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 Senior Center Guidelines

- Reservations should be made at the Hillsboro Community Senior Center at 750 SE 8th 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). Each rental must be 2 hours minimum and 8 hours maximum in length.
- The **Dining Room** has a maximum capacity of 200 persons, depending on the layout of tables and chairs.
- **Furniture:** (12) - 72" x 30" rectangle/tan utility tables (10) - 54" round tables (18) - 72" x 36" rectangle/tan utility tables
(200) - vinyl padded chairs (5) - 48" round tables
- The full **East Room** has a maximum capacity of 50 persons, depending on the layout of tables and chairs. Half the room can accommodate 25 persons, depending on the layout. (There is no phone access in this room.)
- Alcoholic beverages may be served inside the Community Center **only** with approval after complying with the Alcohol Usage Policy. Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). Inquire with OLCC at 503-872-5070 to determine if you need an OLCC Special Events License.
- The service and consumption of alcoholic beverages is restricted to the approved rented areas of all City of Hillsboro facilities. All service and consumption must meet OLCC requirements.
- The use of all tobacco products is prohibited on Parks & Recreation property.
- Only freestanding decorations.
- No amplified music is permitted outside the building.
- There is a projection screen, but no projector or laptop. There is free WiFi access.
- Renter 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.
- Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items.
- 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 mop all floors.
- 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.
- Facility Supervisor will inspect the facility (with renter) at the conclusion of event.

Facility Supervisor

- 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.

Jackson Bottom Wetlands Preserve Guidelines

- Reservations should be made at Jackson Bottom at 2600 SW Hillsboro Hwy or by calling 503-681-6206.
- 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 **classroom** has a maximum capacity of 60 persons, depending on the layout of tables and chairs. The **covered deck** has a maximum of 100 persons. Together the maximum capacity cannot exceed 160 persons. Please discuss your plans with staff.
- **Furniture:** (20) - 72" x 30" rectangle/tan utility tables (100) - vinyl padded chairs
- Event is confined to the Education Center. Food and beverages cannot be taken onto the trails.
- Alcoholic beverages may be served at Jackson Bottom Wetlands **only** with approval after complying with the Alcohol Usage Policy. Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). Inquire with OLCC at 503-872-5070 to determine if you need an OLCC Special Events License.
- The service and consumption of alcoholic beverages is restricted to the approved rented areas of all City of Hillsboro facilities. All service and consumption must meet OLCC requirements.
- The use of all tobacco products is prohibited on Parks & Recreation property.
- Freestanding decorations only.
- No amplified music is permitted outside the building without Parks & Recreation Commission approval.
- There is a projection screen, InFocus projector and laptop for your use. There is no WiFi access.
- Renter supervising the activity must be present at Jackson Bottom Wetlands throughout the duration of the rental use.
- No special equipment may be brought in without prior approval. Examples include electrical equipment, lighting, musical instruments, platforms, barbecues, props, etc.
- Rental groups are responsible to set up/return tables and chairs to original location.
- Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items.
- 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

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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.
- Sweep and mop all floors.
- All garbage should be bagged and placed in the dumpster outside. 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 janitorial closet (see Facility Supervisor for access).
- Please immediately report any damage or non-functioning items to the Facility Supervisor.
- Return tables and chairs to original location.
- Facility Supervisor will inspect the facility (with renter) at the conclusion of event.

Parking

- Parking at Jackson Bottom Wetlands is limited. There are 34 spots in the parking lots. Jackson Bottom is open to the public during daytime hours and may be busy during the summer. If a large number of vehicles is expected for your event, prior arrangements must be made a minimum of three weeks with staff. Additional parking at Clean Water Services parking area and next to the Wetlands Education Center may be reserved during evenings and weekends.

Facility Supervision

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