



4400 NE Century Boulevard, Hillsboro, OR 97124

503-681-6120 office | 503-681-6124 FAX | Hillsboro-Oregon.gov/ParksRec

## Facilities Rental Application

---

Organization or individual renting facility: \_\_\_\_\_

Contact person day-of event: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Maximum Attendance: \_\_\_\_\_

Arrival/Set-up Begins: \_\_\_\_\_ 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, and amenities:**

<b><u>River House</u></b>	<b><u>Maximum Capacity</u></b>	<b><u>Standard Fee</u></b>	<b><u>Resident Fee</u></b>	<b><u>Non-Profit Fee</u></b>
Great Room	75	\$125 per hour	\$85 per hour	\$70 per hour
Optional Clean-Up Fee		1 – 50 Guests \$150	50 – 100 Guests \$250	
Serving alcohol? Yes _____ No _____				

<b><u>Jackson Bottom Wetlands</u></b>	<b><u>Maximum Capacity</u></b>	<b><u>Standard Fee</u></b>	<b><u>Resident Fee</u></b>	<b><u>Non-Profit Fee</u></b>
Classroom and covered Deck	100 total (50 classroom/100 deck)	\$125 per hour	\$85 per hour	\$70 per hour
Optional Clean-Up Fee	1 – 50 Guests \$150	50 – 100 Guests \$250		
Serving alcohol? Yes _____ No _____				

Please list ALL equipment or specialty items you will bring. You must have prior approval and liability insurance may be required.

---

---

---

---

---

---

---

---

## **Rental Procedure**

- **River House** reservations are made at the **Hillsboro Parks & Recreation Office** at 4400 NE Century Boulevard, Hillsboro, OR 97124 at least seven (7) days in advance of requested use date. Call 503-681-6120 to inquire about dates.
- **Jackson Bottom Wetlands Preserve** reservations are made at **Jackson Bottom**, 2600 SW Hillsboro Highway, 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 MasterCard are accepted.
- The cleaning/damage 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.

## **Cancellation Policy**

- Cancellations should be made at the earliest possible date. The deposit will be forfeited if a rental is canceled 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.**
- 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 NE Century boulevard.
- 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 am – 11 pm, seven (7) days a week (if available) including cleanup. Each rental must be two (2) hours minimum and eight (8) hours maximum in length.
- The Great Room has 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 on the tables are different.
- **Inside Furniture:** (10) – 5' round tables (8) – 69 ½" x 27 ½" 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, condiment 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.

## **Jackson Bottom Wetlands Preserve Guidelines**

- Reservations may be made at Jackson Bottom Wetlands Preserve, 2600 SW Hillsboro Highway, Hillsboro, OR 97123.
- 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 am – 11 pm, seven (7) days a week (if available) including cleanup.
- The **classroom** has a maximum capacity of 50 persons, depending on the layout of tables and chairs. The **covered deck** has a maximum of 50 persons. Together the maximum capacity cannot exceed 100 persons. Please discuss your plans with staff.
- **Furniture:** (13) – 72" x 30" grey/rectangle utility tables      (76) – grey vinyl chairs      (33) – white vinyl 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.
- Free standing decorations only.
- No amplified music is permitted outside the building without Parks & Recreation Commission approval.
- There is a projection screen available 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, tec.
- 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**

- There is a clean-up option available for an additional fee (See Facilities Rental Application).  
**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.
- Remove all food from refrigerator, wipe off all counters and appliances and turn off all equipment.
- Sweep and mop classroom floor. Sweep deck—hose off any spills.
- 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 lot. Jackson Bottom is open to the public during daytime hours and may be busy during the summer. If a large number of vehicles are expected for your event, arrangements must be made with Jackson Bottom staff a minimum of three weeks prior to your event.

## **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 the facility following the event, and securing the facility.