



750 SE 8th Ave, Hillsboro, Oregon 97123
503-615-1090 Phone | 503-615-1095 Fax | Hillsboro-Oregon.gov/ParksRec

Reservations are made at the Hillsboro Community Senior Center at least seven (7) days in advance of requested date of use. Individuals may call to inquire about available dates. Reservations must be made in person; rental consultation hours are Monday – Friday, 8:30 am – 4:30 pm.

Community Senior Center Facility Rental Application

Organization or Individual Renting Facility: _____

Main Contact: _____

Phone Number: _____ Email Address: _____

Address: _____
Street City State Zip code

Date of Use: _____ Maximum Attendance: _____

Arrival/Set Up Begins: _____ Event Start Time: _____ Event End Time: _____ Clean Up Time: _____

Please select the desired space

Dining Hall: This is a great space for large groups. The dining room can accommodate up to **200 people**. Renters have access to a variety of different tables and stacking chairs, and are free to arrange them however they wish. Space includes access to AV equipment. **Must book for a minimum of 4 hours.**
Standard fee \$200 per hour Resident fee \$160 per hour Non-Profit fee \$145 per hour

Dining Hall & Kitchen: In addition to using the Dining Hall (up to **200 people**), the full commercial kitchen may be added. Renter must provide cooking utensils and table settings. **Must book for a minimum of 4 hours.**
Standard fee \$250 per hour Resident fee \$210 per hour Non-Profit fee \$195 per hour

East Room: The East Room can accommodate up to **50 people**. Access to sink and counter space. Rental includes the use of padded folding chairs and rectangular and square tables which can be rearranged to fit the needs of the renter. **No AV equipment is available. Must book for a minimum of 2 hours.**
Standard fee \$85 per hour Resident fee \$60 per hour Non-Profit fee \$50 per hour

East Room (Half): When the room is divided, the East Room can accommodate up to **25 people. Must book for a minimum of 2 hours.**
Standard fee \$55 per hour Resident fee \$40 per hour Non-Profit fee \$30 per hour

An additional cleaning fee may be purchased any time prior to final payment (due 30 days before event).
Please circle one: Dining Hall \$350 Dining Hall & Kitchen \$450 East Room \$150

Please circle all that apply

Rented Tables & Chairs

Alcohol

DJ or Live Music

Use of AV Equipment

Please list ALL equipment or specialty items you will bring.

Alcohol Usage Policy

Alcoholic beverages may be served inside the Center **only** with approval after complying with the Alcohol Usage Policy. Some situations may require a Special Event License from the Oregon Liquor Control Commission (OLCC). Inquire with OLCC at 503-872-5070 to determine if you need an OLCC Special Event License. The service and consumption of alcoholic beverages is restricted to the approved rented areas of all City of Hillsboro facilities. **Insurance is mandatory if you are serving alcohol during your event and have 50 or more guests.** All service and consumption must meet OLCC requirements. See attached Alcohol Usage Policy for more details. The use of tobacco products are prohibited on Parks & Recreation property.

Rental Procedure

Transactions can be made in the form of cash, cards, or checks. Visa, MasterCard, and Discover cards are accepted. Checks should be made payable to **“City of Hillsboro”**. Security deposit is due at the time of renting and the full rental amount is due 30 days prior to reservation date. Dining Hall with or without kitchen is \$250 and the East Room is \$55. The damage deposit will be refunded if the building and equipment are left in satisfactory condition and the rented space is properly cleaned. **For renters using kitchen or AV equipment, one complimentary walk through must be scheduled a minimum of five (5) business days prior to the event.** All walk-throughs must be scheduled with the Center Administrator. Rental hours are available Monday – Friday, 5 – 11 pm and Saturday and Sunday, 7 am – 11 pm (if available). All rentals are a maximum of 8 hours.

Decorations (Please ask if you have questions about your decorations)

Only freestanding decorations are permitted. Do not affix anything to ceiling, walls, doors, window, or floors. **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 requires approval by the building coordinator prior to your event.

Furniture

Dining Hall:

(18) - 60” round tables

(195) - vinyl padded chairs

(6) - 30” round bistro tables

(3) - 72” X 30” rectangle, tan utility tables

(2) - 72” X 36” rectangle, tan utility tables

(12) - 72” X 30” rectangle wood tables

East Room:

(8) - 72” X 30” rectangle, tan utility tables

(11) - 36” X 36” card tables

(56) - tan folding chairs

Facility Guidelines

Renter/main contact must be onsite at the Community Senior Center throughout the duration of the event. Do not take furniture outside. 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.*** Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments, and other event related items.

Kitchen Rental

Renters are allowed to use the steamer, grill, flat top grill, stove, and convection oven inside the kitchen. The serving area is allowed to be used as well as the dishwasher.

AV Equipment

The facility is equipped with free public WiFi. There is a projection screen and projector in the Dining Hall. HDMI outlets are available for laptop connection. No amplified music is permitted outside the building. A TV screen, DVD/CD player, and 2 wireless microphones are also available. A piano is present in each the Dining Hall and East Room. If you are planning to use the AV equipment, we require you to schedule one complimentary walkthrough with the Center Administrator prior to your event to ensure compatibility with our plug and go system. Personal AV equipment operations such as laptops, tablets, or music devices are the responsibility of the renter.

Cancellation Policy

Cancellations should be made at the earliest possible date. 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, and will attempt to give renters as much notice possible if a cancellation becomes necessary.

Clean Up

Renters are responsible for the facility cleaning before leaving. Clean up time is calculated as part of your total rental time and is dependent on the size of event booked and space used. Please note there is a one (1) hour minimum clean up time for the Dining Hall. Renters are responsible for removing all decorations and items brought to the facility for your event. Renters are responsible to return tables and chairs to original location. If the kitchen is rented, all surfaces and appliances must be thoroughly cleaned and equipment turned off. Sweep and mop all floors. All garbage must be bagged and placed in the dumpster outside, including garbage inside restrooms. Replace garbage cans with clean liner bags. Facility Supervisors will provide the cleaning supplies during clean up time. Please immediately report any damage or non-functioning items to the Facility Supervisor. When cleaning is finished, the Facility Supervisor and renter will complete a checklist and walkthrough together. **Cleaning checklist (attached here) must be completed and signed by the Facility Supervisor before the renter leaves the facility.**

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.

Alcohol Usage Policy

Alcoholic beverages may be served at the Hillsboro Community Senior Center. The following conditions apply:

City of Hillsboro Alcohol Usage Policy

- If you are **serving alcohol and you either require payment or purchase, or accept donations of money (including a tip jar)**, please contact **OLCC at 503-872-5198 immediately** for further information. OLCC can take 10-30 days to process a license. The OLCC license must be visible in the area where alcoholic beverages are being served.
- If you are serving alcohol and attendance is **50 (or more) people**, general liability insurance *and* a licensed OLCC server are required (OLCC license must be shown to facility supervisor/manager at the start of the rental). If attendance is **49 (or fewer) people**, then no insurance is needed and no licensed server is required.
- If you are serving alcohol and attendance is **50 (or more) people** you will be required to maintain in full force and effect for the term of this agreement, at user's expense, general liability to include bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. User shall provide certificate of insurance and additional insured policy endorsement to City prior to commencement of this agreement. Insurance should be endorsed to name the City as additional insured and include the following language on the endorsement; included as Additional Insured, City of Hillsboro, its elected and appointed officials, officers, employees and agents. User shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance used to satisfy these requirements.
- Alcohol service must stop **60 minutes** prior to the conclusion of the rental. 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.
- A facility supervisor or manager will be present at all functions where alcohol is served. The supervisor or manager has the authority to call police if he/she feels it is necessary. He/she has the right to check IDs of any participant and has the authority to end the event at any time.
- The Parks & Recreation Department is entitled to exercise its sole discretion in determining to deny the use of the facility to any group whose proposed activity is illegal or poses a significant threat of damage to the facility or to participants at the function. Any group that fails to establish responsible supervision for a proposed function will not be permitted.
- Violation of these rules or any laws or ordinances while using the facility will be grounds for cancellation of the remainder of your rental period without refund of rental fee. Forfeiture of your security deposit and any applicable cleaning fees, denial of future use of City facilities, or criminal charges may also result. Further, the City may take any other action that it deems necessary under the circumstances as a result of a violation of these rules or other laws and ordinances.

OLCC Information

- An OLCC Special Events License is required at all events where alcohol is available and you either require payment or purchase, or accept donations of money (including a tip jar), for: alcohol, entry or admission, and any other product or service.
- In general, no OLCC Special Events License is required when: Alcohol is available, but there is no payment or purchase required, and no donations of money (including a tip jar) are accepted for alcohol, for entry/admission, or for any other product or service. Private events that typically do not require an OLCC Special Events License are wedding receptions, anniversary celebrations, birthday parties, bar mitzvahs, etc. Please confirm the requirements for your event with **OLCC by calling 503-872-5198**.