

outdoors park @ the plaza

Rental Application & Guidelines

Renter's Name: _____ Email Address: _____

Cell Phone: _____ Secondary Phone (if necessary): _____

Address: _____
Street City State Zip

Date of Use: _____ Type of Event: _____

List Specific Time of Event: _____ Number of people attending: _____ (Max 70 people)
If additional time is requested, call days before your rental to inquire if this is possible (availability of employee and applicable fees apply).

Doors Open: _____ *Clean Up Begins: _____ Exit Facility: _____
*(*Must begin 30 minutes prior to rental end time)*

Rentals must be booked in person at least 7 days prior to rental date at any of the following locations:

Outdoors In	Parks & Recreation Admin Office	Tyson Recreation Center
124 E Main St	4400 NE Century Blvd	1880 NE Griffin Oaks St
Hillsboro OR 97123	Hillsboro OR 97124	Hillsboro OR 97124
503-681-5244	503-681-6120	503-615-6552

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

<p>September - May (Fall, Winter, Spring) <i>Closed New Year's Eve/Day, Easter, Thanksgiving, Christmas Eve/Day</i></p> <p>Friday 6:30 - 9:30 pm Saturday 4:30 - 7:30 pm Sunday 9:30 am - 12:30 pm Sunday 4:30 - 7:30 pm</p> <p>Rentals are subject to a 2 hour minimum</p>	<p>June - August (Summer) <i>Closed 4th of July</i></p> <p>Monday - Friday 2 - 5 pm 5:30 - 8:30 pm Saturday 1 - 4 pm 4:30 - 7:30 pm Sunday 9:30 am - 12:30 pm 1 - 4 pm 4:30 - 7:30 pm</p>	<p style="text-align: center;">Fees</p> <p>Resident \$75/hour Non-Resident \$90/hour Optional Cleaning Fee \$50</p>
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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 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: _____

Outdoors In Rental Guidelines

- We accept Visa, Master Card, Discover, American Express, cash, or check
- All fees must be paid in full when booking your rental
- Your rental contract must be signed when booking your rental
- Please familiarize yourself with the rental guidelines
- Any cancellations should be made at the earliest possible date
- No refunds or credits are given if a cancellation or change is made within 72 hours of your rental time
- A refund is given if a cancellation or change of date is made more than 72 hours before your rental time
- Check refunds may take up to 10 - 15 working days to process (no cash refunds available)
- Due to unforeseen circumstances, HP&R reserves the right to reschedule/cancel your facility rental

Facility Supervision

A Facility Supervisor (FS) will be scheduled for your rental. The FS will set up for your rental, open the doors at the time your signed contract states, monitor your event, be available to assist in the case of an emergency, and will check the clean-up of your rental.

Rental Guidelines

- A maximum of 70 people are allowed at any Outdoors In rental.
- The adult signing the rental contract is required to stay on the premises during the contracted time.
- For safety purposes, we encourage more than one adult to stay on site during your rental.
- The doors will open to the person(s) who signed the contract at the time the contract states (no early entry allowed).
- We require up to 30 minutes of set-up.
- Unless you have paid the optional \$50 cleaning fee, we require up to 30 minutes of clean-up time for your rental.
- You will be required to exit the space at the time your rental is contracted to end.
- On the day of your rental, we are unable to accommodate additional time before/after what your contract states. If you are in need of additional time, call days before your rental to inquire if this is possible (availability of FS and applicable fees apply).
- You are welcome to bring your own food and drinks (don't forget a lighter for birthday candles and a knife to cut your cake).
- We are unable to provide the following: microwave; dishware, silverware, cups (all must be paper or plastic); serving utensils; batteries; tablecloths; candles; cameras.
- Special equipment (electrical equipment, lighting, instruments, platforms, etc) requires prior approval.
- No commercial or "for profit" use of the facility is permitted.
- Due to unforeseen circumstances, HP&R reserves the right to reschedule or cancel your facility rental.

Rules

- Food, drinks for children, tables, and chairs are only allowed in the hard surfaced areas
- Alcohol, tobacco products, and vaping are not permitted on the premises
- Toys are not allowed on the play structure
- Glass (ex: plates, bottles, etc) is not allowed on the premises
- Balloons must be secured at all times and are restricted to the hard surfaced area
- To preserve the integrity of our facility, we do not allow confetti, streamers, silly string, piñatas, or décor to be adhered to walls/ceiling
 - We have a 4' x 5' fabric covered corkboard for you to adhere decorations to. Any other décor must be free-standing.

Set-Up/Clean-Up

- The FS will set up the appropriate number of tables/chairs for your rental, will put away tables/chairs, will take out the garbage, and will put in new garbage bags
- Rental clean-up must begin at least 30 minutes prior to your rental end time. The FS will inspect the facility with you at the conclusion of your rental and will need to be checked off by the FS before exiting the building.
- You may utilize the following at your rental:
 - 8 six foot long tables
 - 40 adult size colorful chairs and 2 high chairs
 - 3 four foot child size tables
 - 15 child size chairs
 - Refrigerator/freezer
 - 4' x 5' fabric covered corkboard for decorations
 - 55" flat screen TV
 - Blu-Ray DVD player with USB capabilities
 - Indoor Playground
 - Neos: Interactive whole-body gaming system
 - 16' Bouldering Wall
- You will be responsible for the following clean up:
 - Wipe off tables and chairs with disinfectant wipes
 - Sweep classroom floor
 - Mop classroom floor
 - Put all the toys in their proper totes
 - Clean any other messes created during your rental
 - Remove all other items you brought in