



Walters Cultural Arts Center Rental Guidelines

It is the goal of the staff of the Walters Cultural Arts Center to help you to have an enjoyable and successful event in our facility. Please read the following guidelines to help insure that you understand and can comply with the rules and procedures applicable to the rental of our facility. Please make sure that the person you have designated on your Facilities Rental Form to supervise your event has a copy of these Guidelines.

General Information

- The Walters Cultural Arts Center (WCAC) is available for rentals Monday-Saturday. We are closed on Sunday and not available for rentals. Evening rentals must end by 11pm to allow for an hour clean-up. The building closes at midnight.
- The WCAC policy for the use of alcohol is outlined in the Hillsboro Parks & Recreation **Alcohol Usage Policy**. Refer to the **Alcohol Usage Policy** to determine whether you are required to purchase insurance for your event and whether you are required to have a licensed OLCC server.
- A Facility Supervisor provided by The WCAC will be assigned to monitor your event, inspect the facility at the conclusion of the event and insure that the rental complies with all WCAC rules and guidelines.
- The WCAC theater seats 200 theater-style (chairs in rows with one or two aisles) or 150 banquet style (rounds with chairs).
- The WCAC does not provide linens, tableware or coffee service equipment.
- Use of all tobacco products is prohibited on Parks & Recreation property, including the WCAC, the terrace, patio, lawn and parking lot.
- No amplified music is permitted outside the WCAC without Parks & Recreation Commission approval.
- The person listed on the Facility Rental Application as supervising the activity must be present at the WCAC throughout the duration of the rental.
- Children must be supervised at all times.

Rental Procedure

- Reservations for the use of the Cultural Arts Center are made at the WCAC at 527 E Main St, Hillsboro OR 97123 up to one year in advance of the requested use date.
- Call 503-615-3485 for additional information
- Checks should be made out to "City of Hillsboro." Cash, Visa, MasterCard and Discover Card are also accepted.
- The damage deposit will be refunded if building and equipment are left in satisfactory condition after the rental. Refunds can take between 3 days (credit card payments) and 3 weeks (cash or check payments).

Cancellation Policy

- Once the 10% non-refundable deposit has been paid to confirm a rental, it is not refundable. If a rental is cancelled within **48 hours** of the rental date, the entire payment will be forfeited.
- Due to unforeseen circumstances, the City of Hillsboro reserves the right to reschedule and/or cancel the facility reservation.

Parking

- The WCAC parking lot is available for the use of renters and their guests. Evening (after 5pm) and Saturday rentals may also use the Hillsboro Eye Clinic parking lot across Main Street. There is ample street parking in the neighborhood, as well.

Decorations

- Only freestanding decorations are permitted. Do not affix anything to ceiling, walls, 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, helium balloons, real rose petals, sparklers or other similar items is not permitted inside the facility or on the grounds.
- Decorations such as ribbons or crepe paper must be picked up and removed by the renter at the conclusion of the event.
- The use of candles must be approved by the facility manager. Candles will only be approved if they are set in a base that does not permit wax to escape onto furniture or flooring.

Clean-Up

- You are responsible for cleaning the facility before leaving. Clean-up time must be calculated in the total time of use on your Facility Rental Application.
- Remove all decorations and everything brought to the facility for your event.
- Leave kitchen area clean, remove all food and beverages from the refrigerator, wipe off the counters, appliances, and turn off all equipment.
- Clear tables of crumbs and other items and damp-wipe, if needed.
- Sweep and clean all floors, clean up any spills and mop if necessary.
- Vacuum carpeted areas, if necessary.
- All garbage should be bagged and placed in the dumpster located at the back of the building in the parking lot. Place new liners in garbage cans.
- The WCAC recycles clean paper, aluminum cans and glass bottles. You may take your recycling with you or place it in the appropriate recycling container provided in the kitchen and lobby areas.
- Cleaning equipment is located in the kitchen.
- Please immediately report any damage to the Facility Supervisor.
- The Facility Supervisor will inspect the facility with the renter or renter's designated supervisor at the conclusion of the event and both the Facility Supervisor and the renter or renter's designated supervisor will sign, date and indicate the time on the Facility Settlement.
- The WCAC reserves the right to deduct from the damage deposit any amount necessary up to the full \$200.00 deposit to compensate for the use of inappropriate decorations or candles; for the use of tables and chairs not included in the Rental Contract and paid for prior to the rental; and for exceeding the time of the rental beyond the time paid for in advance, including early arrival and/or late departure.