



### TUALATIN HILLS NATURE CENTER

15655 SW Millikan Way, Beaverton, OR 97003

### COOPER MOUNTAIN NATURE HOUSE

18892 SW Kemmer Road, Beaverton, OR 97007

503/629-6350 FAX: 503/629-6351

## FACILITY USE AGREEMENT - 2015

**Event Contact:** \_\_\_\_\_

(Applicant must be 21 years of age)

**Organization (if applicable):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DAY:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

## REQUEST

**Tualatin Hills Nature Center:** Beaver Den Courtyard Robin's Nest || **Cooper Mountain Nature House**

**Event Description:** \_\_\_\_\_

**Estimated # of participants:** ADULTS \_\_\_\_\_ CHILDREN (12 and under) \_\_\_\_\_

**Is event open to the public?** No Yes **Will there be a participant charge/dues?** No  Yes

**Will there be alcohol served?** No Yes → If yes, a "THPRD Special Use Permit For Alcoholic Beverages" needs to be completed and all conditions of the permit met. Permit needs to be submitted two weeks in advance of the rental date for approval.

## AGREEMENT

- The security deposit and facility use agreement are due upon reservation confirmation. Balances will be due 30 days prior to event.
- Request for cancellation of facility use agreement permits must be received in writing to qualify for a refund. Full refunds will be given with 30 days' notice. The security deposit will be forfeited with less than 30 days' notice. No refunds will be given with less than 48 hours' notice of cancellation. Please allow (2) week processing for refunds.
- Use of facility: If the rental group leaves before designated time, they will forfeit the rental fee paid for the remaining time. If the activity runs over the designated time, additional charges will be assessed. Only facilities requested and restrooms are to be used.
- Controlled substances and smoking are prohibited in any indoor Park District facilities. Alcoholic beverages may be allowed at some facilities in your designated area only with a pre-approved THPRD "Special Use Permit For Alcoholic Beverages."
- Any damages or losses resulting from the applicant's use of the facility will be deducted from the security deposit or billed to the applicant. The supervisor on duty will determine if the cleaning requirements have been sufficiently met.
- THPRD reserves the right to monitor the event at any time.
- The applicant reserving the facility, on his or her behalf and behalf of the using group, does hereby agree as follows:
  - To be solely and completely responsible for the condition of the facility and to leave the building and grounds used in a neat and clean condition, without damage, and with all personal affects removed.
  - To release, indemnify and hold THPRD, its staff and agents, harmless for any and all losses, costs, claims and damages resulting from the use of THPRD facilities.
  - To promptly reimburse the District for all damages. Failure to do so may result in termination of all future rights to use the facilities and prompt legal action.
  - To be responsible for the supervision of any minors involved with their organization while in the facility/park. And further agree that the property will be used in accordance with the rules and regulations of the THPRD.
- Due to unforeseen circumstances, THPRD reserves the right to reschedule/cancel this facility use agreement.
- Applicant agrees to provide liability insurance for this event/tournament, where applicable, naming District as an additional insured. Attach copy to this form.
- Report all accidents and/or incidents that occur on THPRD facilities to the THPRD staff immediately.

## RENTAL DETAILS

- Set up:** The room will be set up according to one of the chosen room layouts. The rental does not include linens or utensils.
- Decorations:** Decorations are allowed on the tack boards and windows. Decorations are not allowed on the painted walls – no pins, tape, "3M strips", etc. Helium balloons are not allowed inside facilities or within the boundaries of the Nature Parks.
- Clean up:** Applicant is responsible for removing decorations, bagging garbage, sorting recyclables into designated containers, wiping off tables, counter surfaces and washing used appliances. THPRD will take down the tables and chairs, and remove trash.

*With my signature below, I acknowledge that I am authorized, on behalf of myself and the entity identified in this facility use application, to agree to THPRD terms and conditions, rules and procedures.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Signature of THPRD Rental Coordinator

\_\_\_\_\_  
Today's date

**PAYMENT INFORMATION**

Non-profit Tax ID # (where applicable) \_\_\_\_\_

Room Name: \_\_\_\_\_, # Hours \_\_\_\_\_ x Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Room Name: \_\_\_\_\_, # Hours \_\_\_\_\_ x Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Before and After Hours Fee: \_\_\_\_\_ # Hours \_\_\_\_\_ x Rate \$ 20 = \$ \_\_\_\_\_

Additional Fees: \_\_\_\_\_ = \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

**Date Deposit Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Date Payment Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Date Invoiced:** \_\_\_\_\_ **Invoiced By:** \_\_\_\_\_

**Refund Request Sent:** \_\_\_\_\_ **Requested By:** \_\_\_\_\_

**OFFICIAL USE**

**Will Alcohol be served?**  Yes  No

If yes, a “**THPRD Special Use Permit For Alcoholic Beverages**” needs to be completed and all conditions of the permit met. Permit needs to be submitted two weeks in advance of the rental date for approval.

**THPRD - Special Use Permit For Alcoholic Beverages Permit Approved?**  Yes  No

Date Special Use Permit Approved: \_\_\_\_\_ (attach copy of permit to rental form)

Scheduling: Facility (GroupWise Calendar) \_\_\_\_\_ Staff (if after hours) \_\_\_\_\_

Set-up notes: \_\_\_\_\_

