



# Room Rental Contract

**Staff Use Only:**

Date of Use: \_\_\_\_\_

Room: \_\_\_\_\_

Fee + Dep: \_\_\_\_\_ + \_\_\_\_\_

AV: Yes \_\_\_\_\_ No \_\_\_\_\_

Name of organization or individual: \_\_\_\_\_

Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_ Hillsboro Resident:  Yes  No

Coordinator or co-applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_ Hillsboro Resident:  Yes  No

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

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

Set-up Starts: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Clean-up Ends: \_\_\_\_\_

Serving Food?  Yes  No If yes, will you have a caterer?  Yes  No Serving Alcohol?  Yes  No

Will you use Library audio visual equipment (AV)?  Yes  No Do you need AV support? (Fees apply)  Yes  No

Check any that you will use:  Screen & Digital LCD Projector  Sound  Microphone  DVD/CD Player

Other information: \_\_\_\_\_

By submitting this contract, the applicant agrees that s/he has read and understands [Public Use of Library Meeting and Study Rooms](#) and [Library Administrative Rules: Patron Code of Conduct](#). The applicant agrees to be responsible for the group to abide by the rules. The applicant certifies that the information in this permit application is correct and complete. The permit may be revoked if the information is incorrect or incomplete; the event fails to comply with Public Use of Library Meeting and Study Rooms or any conditions placed on the use; or if the proposed activity no longer complies because of a change in circumstance. The applicant will provide any additional information requested by the Library. The applicant may need additional permits, licenses and insurance for the activity.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

<input type="checkbox"/> <b>Community Room (1<sup>st</sup> Floor)</b>	<b>Maximum Capacity: 180 standing or 84 seated.</b>		<input type="checkbox"/> <b>Shute Park Library Meeting Room</b>	<b>Maximum Capacity: 80 standing or 57 seated.</b>		
	<b>Room Deposit</b>	<b>During Library Hours</b>	<b>Outside Library Hours</b>	<b>Optional:</b>		
<input type="checkbox"/> <b>Standard Rate</b>	\$50	\$45/hour	\$100/hour	<b>AV Support</b>	<b>Set-up</b>	<b>Take-Down</b>
<input type="checkbox"/> <b>Resident Rate</b>	\$50	\$30/hour	\$85/hour			
<input type="checkbox"/> <b>Non-Profit Rate</b>	\$0	\$0	\$40/hour			

<input type="checkbox"/> <b>Event Room</b>	<b>Maximum Capacity: 240 seated. Event room can be rented with the adjoining Multipurpose Room for additional capacity of 40 standing or 18 seated.</b>						
	<b>Room Deposit</b>	<b>During Library Hours</b>	<b>Outside Library Hours</b>	<b>Multipurpose Room</b>	<b>Optional:</b>		
<input type="checkbox"/> <b>Standard Rate</b>	\$250	\$150/hour	\$280/hour	\$120/event	<b>AV Support</b>	<b>Set-up</b>	<b>Take-down</b>
<input type="checkbox"/> <b>Resident Rate</b>	\$250	\$120/hour	\$260/hour	\$120/event			
<input type="checkbox"/> <b>Non-Profit Rate</b>	\$250	\$90/hour	\$130/hour	\$60/event			

<input type="checkbox"/> <b>Board Room</b>	<b>Maximum Capacity: 48 standing or 28 seated.</b>		<input type="checkbox"/> <b>Multipurpose Room</b>	<b>Maximum Capacity: 40 standing or 18 seated.</b>		
	<b>Room Deposit</b>	<b>During Library Hours</b>	<b>Outside Library Hours</b>	<b>Optional: AV Support (Board Room Only)</b>		
<input type="checkbox"/> <b>Standard Rate</b>	\$100	\$60/hour	\$110/hour			
<input type="checkbox"/> <b>Resident Rate</b>	\$100	\$50/hour	\$100/hour			
<input type="checkbox"/> <b>Non-Profit Rate</b>	\$50	\$20/hour	\$60/hour			

_____ hours during Library open hours x \$_____/hour =	\$
_____ hours outside Library hours x \$_____/hour =	\$
AV Support fee (\$30):	\$
Room Set-up fee:	\$
Room Take-down fee:	\$
Multipurpose Room fee (as addition to Event Room reservation):	\$
<b>Subtotal Room Fee:</b>	<b>\$</b>
Add refundable room deposit:	\$
<b>TOTAL:</b>	<b>\$</b>

Checks should be made payable to **City of Hillsboro** and mailed to the Hillsboro Public Library (address below). Visa, Discover and MasterCard are accepted in person or by phone. Please check here if this request is being made for a government agency:

**Complete and return pages 1 and 2 of the Room Rental Contract to Library Administration by mail, fax, or email at [Library.MeetingRooms@hillsboro-oregon.gov](mailto:Library.MeetingRooms@hillsboro-oregon.gov).**

## **Rental Procedure**

- Reservations for the use of Library meeting rooms and facilities are made online at [www.hillsboro-oregon.gov/library](http://www.hillsboro-oregon.gov/library). Reservations must be made no less than 72 hours in advance, and are limited to 3 reservations every 30 days.
- By applying online, the applicant agrees that s/he has read and understands [Public Use of Library Meeting and Study Rooms](#) and [Library Administrative Rules: Patron Code of Conduct](#). The applicant agrees to be responsible for the group to abide by the rules.
- The applicants will be the first to arrive and the last to leave the event. S/He will remain on the premises and maintain supervision during the entire reservation. *Children must be supervised at all times.*
- Renters are responsible to report and pay for all property damage to the facility resulting directly or indirectly from the conduct of any group member or invitee.
- Most meeting room reservations require the applicant to place a room deposit. The deposit will be refunded in full when building and equipment are left in satisfactory condition, but part or all of the deposit will be retained (1) if the room requires cleaning after use; (2) if the use exceeds the hours reserved; or (3) to repair damages.
- The full rental fee is due within one week of the date the reservation is made, and no later than 72 hours prior to the event. Any refund due from the cleaning deposit will be returned the week following the event if paid by credit card, or within three weeks after the event if paid by check or cash.
- All meeting activities must take place within the reserved room and may not extend to the hallway or foyer area without written permission from the Library Director or his/her designee. Meetings must not spill into the spaces outside the Library. Use of the exterior stairway and landing on the east side of the Brookwood Library is not permitted. Use of the Dawson Creek Park for events is not permitted.

## **Reservation Time:**

- If additional time is necessary, arrangements must be made with the Library in advance. The group must exit the room by the reservation end time.
- Unless the additional set-up or take-down fee is/are selected, the applicant is responsible for the set-up/take-down of tables, chairs, and equipment and should allow time needed for this in the reservation.

## **Cancellation Policy**

- Applicants must notify the Library at least 48 hours in advance of a scheduled event if s/he intends to cancel. Failure to notify the Library and confirm cancellation may result in surrender of the entire cleaning deposit.
- The Library reserves the right to reschedule or cancel confirmed reservations to accommodate Library sponsored programs and events, if necessary.

## **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 Library or on the grounds. Suction cups may be used on windows. The use of lit candles or any fire-lighted materials is not allowed.
- Decorations such as balloons, ribbons, or crepe paper must be picked up and removed by the applicant at the conclusion of your event.
- Advance written permission by the Library Director is required to bring in furniture or sound equipment. Music may be permitted if it is not disruptive to Library users; please consult with library staff if you plan on having music at your event.

## **AV Equipment**

Wi-Fi is available throughout the Library. Audio visual (AV) equipment can be reserved in conjunction with the room reservation. AV support is available for a fee.

- The Event Room has a digital projector, screen, sound system, DVD, CD, and BluRay player, and 5 microphones.
- The Community Room has a digital projector, screen, DVD and CD player, and sound system and 1 corded microphone.
- The Board Room and the Shute Park Meeting Room each have a digital projector, screen, and sound system.
- Upon request, Assistive Listening Devices (ALD) can be scheduled at no charge for room reservations. To obtain these services, you **must** notify the Library at least 72 hours prior to the meeting.

## **Food and Beverages**

- Renters may bring in food for meetings and events.
- The use of all tobacco products is prohibited on Library property.
  - Alcoholic beverages may be served in the Library facilities at private meetings or events but only when the Library is not open to the public and only with the approval of an [Alcohol Use Application](#) and a Certificate of Insurance. Insurance may be obtained through the eventhelper.com event insurance service: <https://www.theeventhelper.com>; see library staff for instruction. Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). All renters who want to serve alcohol at events must call OLCC at 503-872-5070 to determine whether they will need an OLCC Special Event License. Users must comply with all rules stated in the Library policies and in the [Alcohol Use Policy](#).
- The service and consumption of alcoholic beverages is **restricted** to the rented Library meeting room. All service and consumption must meet OLCC requirements and served only after library hours.
- Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items.

## **Room Set-up**

There is a set-up option available for an additional fee. Staff can set up tables and chairs for lecture-style or banquet style seating, subject to safety requirements. For example, the Event Room has a maximum occupancy of 240 persons; 240 chairs can comfortably be arranged in lecture style or 128 seated at 16 tables in banquet style. Please ask if you have set-up questions.

## **Room Take-down**

Rooms must be left in 'ready to occupy' condition. A take-down option is available for an additional fee. If not selected, **applicants** are responsible for cleaning the facility before leaving. Take-down time is to be calculated in your total time of use. Cleaning supplies are provided; see an Event Supervisor for supplies. Take-down consists of the following:

- Return tables and chairs to original location.
- Remove all decorations and everything you brought to the facility for your event.
- Leave the kitchen area clean; remove all food and clean refrigerator; wipe off all counters and appliances; and turn off all equipment.
- Sweep, mop, or vacuum all floors.
- All garbage that exceeds the capacity of meeting room trash containers must be bagged.
- Contact the Event Supervisor prior to leaving to complete a room inspection. Failure to notify the Event Supervisor or other library staff for room inspection prior to exiting may result in additional room use fees.

## **Event Supervision**

- An Event Supervisor will be scheduled for your event. The Supervisor will be on-call for assistance, and is responsible for monitoring the event and securing the facility. Please request the Event Supervisor upon arrival.
- Please immediately report any damage or non-functioning items to the Event Supervisor.