

## **CIVIC CENTER PLAZA ACTIVITY PERMIT ADMINISTRATIVE POLICY**

1. It is unlawful to conduct or participate in an activity in the Civic Center Plaza for which a Civic Center Plaza Activity Permit (CCPAP) is required unless the manager has previously issued a CCPAP for the activity and the permittee is able to immediately produce a CCPAP upon the request of an authorized person or said activity is programmed or sponsored by the city. A CCPAP is required for:
  - A. An activity intended, or reasonably likely, to involve 50 or more persons at any one time as participants and spectators;
  - B. An activity that includes the placement of a temporary or permanent object, including but not limited to, any table, bench, stage, fence, tent or other facility, unless placed in an area of the Civic Center Plaza designated by the manager for such use without a CCPAP;
  - C. An activity that requires, or is reasonably likely to require, city services additional to those already provided to the public in the Civic Center Plaza as a matter of course, including but not limited to, increased police or fire protection, the turning on or off of water, provision of utilities, placing, removing, opening or closing bollards, gates or fences, or the special preparation of other facilities;
  - D. An activity for which the organizers will seek to exclude, or to have the right to exclude, any member of the public from any portion of the Civic Center Plaza; or
  - E. An activity that will include conduct that is otherwise prohibited in the Civic Center Plaza including, but not limited to, engaging in a commercial pursuit, charging admission or otherwise receiving payment for goods or services related to the activity, possessing, serving or consuming alcoholic beverages, or using sound amplification equipment.
2. All CCPAP and the persons involved in conducting the authorized events are subject to city ordinances and the rules of the manager.
3. A CCPAP permittee must obtain all other applicable permits or licenses for an activity which requires them, such as a special event license or a street closure permit.
4. A CCPAP permittee is liable to a person who suffers any loss, damage, or injury because of the negligence or breach of city rules or ordinances by an authorized event or persons involved in conducting the authorized event, and shall indemnify and hold harmless the city and its agents from any and all claims and actions, including all attorney's fees and costs, that arise.
5. A CCPAP will be personal to the CCPAP permittee and will be void if transferred or assigned in any manner unless approved in writing by the manager.



## CIVIC CENTER PLAZA ACTIVITY PERMIT

<b>Section 1 – Applicant Information</b>			
Applicant (Name/Organization):			
Organization Status: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit			
Registered in the State of:		County:	
Address:			
Phone Number:		Cell Phone Number:	
Fax Number:		Email Address:	
Web address:			
Onsite Event Contact Person Name:			
Contact Phone Number:		Email Address:	
<b>Section 2 – Event Information</b>			
Name of event:		Event date(s):	
Describe event and area of use in detail:			
Begin set up time:	Event start time:	Event end time:	Clean up completion time:
Email and Website address for public info		Previous permits issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, define:	
Estimated number of participants and spectators:	Will any fees be charged to participants or spectators? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, define:	
Will food, beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will goods or services be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be served or sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Cooking on site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Propane use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will any temporary structure be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, define:
Will electrical power be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, define:		
Will sound amplification be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours of sound amplification use From:                      To:	Type:	
Will there be an elevated stage or podium? <input type="checkbox"/> Yes <input type="checkbox"/> No   Size:	Will the event be using private security? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will medical staff be onsite? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will any streets be blocked? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, define:		

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 the attached Civic Center Plaza Activity Permit Administrative Policy or with any condition set out on Exhibit A; or if the proposed activity no longer complies with the approval criteria because of a change in circumstance. The applicant will provide any additional information requested by the City. The applicant may need additional permits, licenses and insurance for the activity. The applicant may appeal an undesired condition of approval under HMC 9.40.070 G. The person signing this application represents the applicant.

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

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

**Exhibit A**

**CIVIC CENTER PLAZA ACTIVITY PERMIT  
SPECIAL CONDITIONS**

This permit may be subject to special conditions, and the permittee shall be responsible to comply with all special conditions as set forth below. Failure to comply with any special condition may result in the immediate revocation of the permit. If a box below is checked, the following special conditions shall apply to this permit (if no boxes are checked there are no Special Conditions applicable to the Event):

Special Event License: Permittee must enter into a Special Event License Agreement for the activity. Contact the Special Events & Outreach Supervisor at 503-615-3410.

Pubic Safety Permit: Permittee shall provide an approved Public Safety Permit as necessary prior to occupancy. Contact the Hillsboro Fire Department at 503-615-6746 for information and forms.

Health Department Permit: Permittee shall provide an approved Health Department Permit as necessary prior to occupancy. Contact the Washington County Health Department at 503-846-8722 for information and forms.

Street/Sidewalk Closure: Permittee shall provide an approved an Engineering Special Event Permit for prior to occupancy. Contact COH Engineering at 503-681-6219 for information and forms.

Insurance: Permittee shall provide a certificate of insurance naming the City of Hillsboro, its elected and appointed officials, officers, agents, employees and volunteers as additional insured with endorsement that meets the city's insurance requirements. For specific insurance requirements contact COH Risk Management at 503-615-6108.

Load in/Load out: Permittee may access the facility beginning at \_\_\_\_\_ on, \_\_\_\_\_ for commencement of load in. Vehicular traffic of any kind is prohibited on the plaza unless supervised by City staff. Load out must be completed by \_\_\_\_\_ on, \_\_\_\_\_.

Clean up/Damage: Permittee shall be responsible to maintain and protect the premises for the duration of the activity and shall return the premises to the pre-event condition. Should the permittee fail to do so, permittee shall be responsible for the cost of all required labor and materials to restore the premises to the pre-event condition.

In addition, the following Special Conditions shall apply to the permitted activity:

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# **Hillsboro Civic Center Block and Complex Policies, Rules and Regulations**

## **1. Scope of Regulations**

- a. The policies, rules and regulations below apply to the Hillsboro Civic Center Block and the Hillsboro Civic Center Complex as defined within Hillsboro Municipal Code Chapter 12.36.
- b. The purpose of the Civic Center Complex is to serve the administration of the City of Hillsboro and to create cultural, educational and recreational opportunities which benefit the community at large.
- c. The Civic Center Complex will be operated in a financially sustainable way that seeks to recover incurred costs of its use.
- d. These meeting rooms/spaces are available to educational, civic, cultural groups and other persons and entities for the purposes of meetings, training sessions, seminars, conferences and special events when not in conflict with City or City sponsored activities. With the exception of governmental agencies, not-for-profit organizations requesting use of within the Civic Center Complex must be able to provide documentation of their non-profit status.
- e. A person desiring to use Civic Center Complex facilities shall obtain authorization through a meeting room reservation or a special event license.

## **2. Facilities Management**

- a. The City of Hillsboro is the governing body of the Civic Center Complex. The City reserves the right to change policies, rules and regulations of the Civic Center as necessary.
- b. The City Manager or designee will assign, authorize and oversee staff to act for and on behalf of the City in management, supervision and control of the facilities, and issue permits, licenses and approvals for the use of those facilities.
- c. Authorized staff shall be responsible to ensure that the Civic Center Complex facilities are used appropriately and that all users of the facility abide by all Civic Center Complex policies, rules and regulations.
- d. In the event of a dispute as to the meaning or interpretation of City policies or the operation of the Civic Center Complex, the decision of the City shall be final and binding on the parties.

## **3. Priority of Use**

- a. The first priority of use of the Civic Center Complex shall be the daily operation of City government business. No use shall be allowed that interferes with the City's use of the facilities.
- b. The second priority of use shall be City-sponsored meetings, functions and events.
- c. Remaining uses may be allowed with priority given to earlier reservations and applications.

#### **4. Civic Center Complex Meeting Room Use Reservations**

- a. Entities other than the City desiring to use the Civic Center Complex auditorium and meeting rooms shall complete an application which is subject to City approval.
- b. The application must be completed by a responsible representative over the age of 18. Identification is required.
- c. Full disclosure and completion of the application does not guarantee use of the facilities, and the City may or may not grant approval of the application.
- d. Meeting room use is not permitted where the sole purpose of the event is for direct commercial sales for the profit of a business or individual.
- e. Meeting room applications will be reviewed by authorized staff.
- f. Approval is subject to availability.
- g. An application may not be approved if activities are not appropriate as a concurrent event with other booked activities or City use.
- h. The City reserves the right to make changes to application forms as necessary.
- i. The primary purpose of the facility is to conduct government business. The City reserves the right to cancel or reschedule activities due to unforeseen circumstances without liability.
- j. Approval of a meeting room application does not constitute City endorsement of the event.

#### **5. Civic Center Complex Special Event License Applications**

- a. Entities other than the City desiring to use the Civic Center Complex facilities for special events shall complete a license application which is subject to City approval. A special event license is required for any event that (1) requires use of more than one meeting room space, (2) is not a meeting, training session, seminar or conference, (3) when alcohol is served, or (4) uses any of the outdoor event space within the Civic Center Block. In addition, when an activity involves more than 50 persons and occurs on the Civic Center Plaza, a Civic Center Plaza activity permit or license is required. A special event license may not be required for lawful protesting, picketing or other constitutionally protected expressive activity.
- b. The application must be completed by a responsible representative over the age of 18. Identification is required.
- c. Full disclosure and completion of the application does not guarantee use of the facilities, and the City may or may not grant approval of the application.
- d. Events are not permitted where the sole purpose of the event is direct commercial sales for the profit of a business or individual.
- e. The City reserves the right to make changes to application forms as necessary.
- f. Authorized staff will review applications. Staff will receive oversight from the City Manager or designee. The City Manager or designee will determine the final approval of applications and may authorize staff to issue a special event license for the activity.

- g. Approval is subject to availability.
- h. An application may not be approved if activities are not appropriate as a concurrent event with other booked activities or City use.
- i. Approval of an application may require that additional special conditions are met in order to license the event. Such special conditions shall be enumerated in the license document issued by the City.
- j. Approval of an application does not eliminate the need to obtain additional permits and licenses, such as, but not limited to, Civic Center Plaza Activity Permit, Street Closure Permits, OLCC Permits and Licenses, Electrical Permits, Fire Department Special Event Permits, Health Department Permits, and Business Licenses.
- k. Approval of a special event application does not constitute City endorsement of the event.

## **6. Civic Center Complex Special Event Licenses**

- a. A special event shall not be confirmed until a license agreement has been fully executed. If the event will take place on the Plaza, a Civic Center Activity Permit may be required.
- b. All agreements shall be in writing on forms approved by the City's attorney, furnished by the City, and executed for and on behalf of the City by staff duly authorized by the City.
- c. Any costs associated with the performance of the event are the sole responsibility of the licensee.
- d. The licensee shall expressly assume full responsibility for all persons connected with licensee's use of the Facility, including all its employees, agents, members, volunteers, invitees and contractors.
- e. In providing space to licensee, City retains the right to control the management of the Civic Center Complex, and to enforce all necessary and proper rules for the management and operation of the Civic Center Complex. Except as provided in a Lease Agreement, authorized staff may enter all the premises at any time and on any occasion.
- f. The licensee shall be solely responsible to comply with all special conditions listed in the license agreement. Failure to do so shall constitute an immediate breach of the agreement.
- g. The primary purpose of the Facility is to conduct government business. The City reserves the right to cancel or reschedule activities due to unforeseen circumstances without liability.

## **7. Civic Center Plaza Activity Permit**

- a. Under the Hillsboro Municipal Code, it is unlawful to conduct or participate in any activity involving 50 or more persons or creating certain conditions in the Civic Center Plaza without obtaining a Civic Center Plaza Activity Permit.
- b. Approval is subject to the criteria stated in the Hillsboro Municipal Code Chapter 12.36. Examples of such criteria include but are not limited to: availability; size and capacity of the plaza in relation to the proposed activity; adverse impact from litter, noise and traffic on the plaza or surrounding areas; unreasonable risk to public health or safety or the physical integrity of the plaza; and the lawful nature of the proposed use. Failure to comply with conditions of a previously issued Civic Center Plaza Permit, or the ability of

the City to provide necessary police and fire protection services are also taken into consideration.

- c. Issuance of a permit may require additional special conditions; which shall be enumerated on the permit issued by the City.
- d. In determining approval, no consideration shall be given to the content of constitutionally protected expression connected with the activity, nor shall any condition be imposed that would violate rights protected by the Constitution of the United States or by the Constitution of the state of Oregon.
- e. Issuance of a permit does not constitute City endorsement of an event.

## **8. Frequency of Use**

- a. The City will limit regularly scheduled requests for use of the meeting facilities as follows:

- 1) Regular use such as monthly meetings or requests to use facilities more than twice during a three month period:

Requests may be made on a quarterly basis. Applications for each quarter will be taken beginning the first business day of the month preceding each quarter.

December 1 – for January, February and March

March 1 – for April, May and June

June 1 – for July, August and September

September 1 – for October, November, and December

- 2) Infrequent requests for use of the facilities may be scheduled up to one year in advance.

## **9. Booking Policy**

- a. Auditorium and Meeting Rooms

- 1) Upon approval of a Civic Center Complex Meeting Room Application and payment of fees, the meeting room space will be booked on first come, first served basis.
- 2) Cleaning deposits held for damages or cleaning in addition to facility rental fees are refundable after the event if the facilities are returned in the same condition as prior to the use.

- b. Special Events

- 1) Upon approval of a Civic Center Complex Special Event License Application, a booking hold for the event will be placed until a license agreement is signed. This booking hold will become the first hold for the date if the date is available.
- 2) A booking hold will not be confirmed and moved to the schedule as an event until a deposit has been received and a license agreement has been executed. The amount of deposit shall be sufficient to cover projected expense to the City.
- 3) Should a booking hold be challenged by a second applicant requesting the same date, the City will contact the first hold for first opportunity to confirm the event or reschedule. Should the first hold fail to confirm the event, the hold will be released

and offered to the second hold. Any subsequent requests for the same date will follow the same process.

- 4) Deposits received as partial payment of the minimum rental fee are non-refundable. 50% of the deposit will be returned for confirmed events that are cancelled 30 days or more in advance of the scheduled date.
- 5) At least thirty (30) days before the first day of the event, Licensee shall provide the City with all other pertinent information required by the City for the event such as set-ups, staging, technical requirements, and food and beverage requirements. Failure to provide necessary information may result in the cancellation of the event.
- 6) The City shall retain the right to schedule events in other areas of the facility.
- 7) Bookings will not be taken more than one year in advance.

c. Constitutionally Protected Expressive Activity on Plaza

- 1) When organizers of a lawful protesting, picketing, or other constitutionally protected expressive activity involving more than 50 persons have been issued a Civic Center Plaza Activity Permit, the event shall be immediately scheduled on a first come, first serve basis.
- 2) If the date and time of the requested use of the Plaza has a booking hold, the City will contact the owner of the hold and provide an opportunity to execute the license agreement for the event within 48 hours of notification or release the booking hold.
- 3) If the date and time of the requested use of the plaza is already scheduled with a confirmed event, the City will provide the organizer with an alternate date or location subject to availability.

## 10. Insurance Requirements

- a. When required for use of the facilities, the Licensee shall, at its sole cost and expense, procure and maintain insurance through the term of the license agreement. The City reserves the right to change insurance requirements as necessary in relation to the risk involved in hosting an event.
- b. The City requires Comprehensive General Liability with the Broad Form Comprehensive General Liability written on an occurrence form. Endorsements shall be provided for coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the use of facilities licensed hereunder. Such insurance shall offer immediate protection of at least one million dollars (\$1,000,000.00) per occurrence. If alcohol is served insurance shall include liquor liability. Such insurance shall include Blanket Contractual Liability coverage, which insures contractual liability under the indemnification of the City by the licensee as set forth below.
- c. A Certificate of Insurance in a form acceptable to the City from a carrier with an A.M. Best rating of "A -" or better is required. The Certificate of Insurance shall name as additional insured: the City of Hillsboro, its elected and appointed officials, officers, agents, employees and volunteers.
- d. The licensee must provide all required certificates of insurance to the City at least thirty (30) days prior to the time of occupancy, unless otherwise approved in writing.



- e. The specified coverage or limits of insurance in no way limit the liability of the licensee. Licensee shall obtain the written agreement on the part of each insurance company to notify City at least thirty (30) days prior to cancellation or non-renewal of any such insurance.
- f. Should insurance requirements for pre-planned lawful protest, picketing or other constitutionally protected expressive activity be so financially burdensome that insurance requirements would preclude issuance of a Special Event License or Civic Center Plaza Activity Permit for the proposed activity, the applicant may request a waiver of insurance requirements from the City Manager or designee. Applicant shall request waiver of insurance requirements in writing and shall provide sufficient financial information about the applicant to enable the City Manager or designee to determine if insurance requirements would preclude the proposed activity.

#### **11. Civic Center Complex Alcohol Policy**

- a. Alcohol is not permitted without specific written approval.
- b. When alcohol service is requested as part of a facility rental, Civic Center Complex Insurance requirements are applicable and a special event license is required.
- c. Facility users must obtain the services of a qualified caterer or contractor licensed by the Oregon Liquor Control Commission to provide alcohol service.
- d. The selected caterer or contractor shall provide a certificate of insurance in a form acceptable to the City that is compliant with Civic Center Complex insurance requirements to include liquor liability and copies of all necessary licenses and permits.
- e. Additional cleaning deposits and staffing may be required.

#### **12. General Rules of Conduct Within Civic Center Complex**

In addition to the requirements of Chapter 12.36 of the Hillsboro Municipal Code, the following policies and rules apply to use of the Civic Center Complex:

- a. The City retains the right to control the management of the Civic Center Complex and to enforce all necessary and proper rules for the management and operation of the facility at all times. This provision does not apply to operators of leased space within the Civic Center Complex, in which case these and similar issues are addressed within the Lease Agreement.
- b. Authorized staff may enter any part of the facility at any time including those areas that are licensed or subject to reservation.
- c. The City has discretion to cancel, terminate, or interrupt any event, cause the facility users to be dismissed, and revoke any license or permit for any reason.
- d. The sale or distribution of merchandise, concessions or food and beverage items is solely the exclusive right of the City. Sales or distribution of these items requires written approval from the City.
- e. The facilities shall be used in a dignified and orderly manner, with full regard for public safety, and consistent with all requirements of these and other rules or policies of the City.

- f. No material, substance, equipment, or object is permitted in the facility without written approval of the City if it is likely to constitute a hazard or otherwise endanger the facility, endanger the life of any person, or to cause bodily injury to any person in the facility.
- g. No portion of the sidewalks, ramps, entry doors, corridors, vestibules, hallways, lobbies, stairways, elevators, aisles or driveways shall be impeded or used for any purpose other than ingress or egress from the facility, or uses allowed by permit or license. Access shall be maintained to public utilities and fire suppression equipment. Heating and air conditioning vents may not be covered or obstructed at any time.
- h. Persons will not be permitted inside any area of the facility in excess of the established capacity.
- i. Written approval of the City is required for storage of materials within the facility. Facility users are expected to make all arrangements for storage and delivery unless otherwise approved in writing. City staff persons are not authorized to sign for and accept event deliveries.
- j. No animal may enter or remain in the Civic Center Complex building unless approved by the City in writing except for a police dog or a service animal accompanying a disabled person. An animal within the Civic Center Complex building must remain on a leash, within a pen, or under similar control.
- k. Facility users shall be responsible to comply with all requirements of the Americans with Disabilities Act.
- l. Smoking is not permitted in the facility except in outdoor designated areas.
- m. No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without specific written approval.
- n. To protect finishes in the facility users may not tape or fasten materials to facility surfaces without specific written approval.
- o. Except as provided below, any sign, placard, poster and similar advertisement or announcement is prohibited within the Civic Center Complex:
  - 1. Any sign constructed or placed within the Civic Center by the City, by a governmental agency with permission from the City, or a person who leases property from the City within the Civic Center;
  - 2. Any sign required by law, administrative order or judicial order and erected by public employees performing official duties;
  - 3. A sign constructed or placed by a public utility on or adjacent to a pole, pipe, or distribution facility of the utility;
  - 4. A hand carried sign of six square feet or less in area, worn or carried by a person when being displayed;
  - 5. The distribution of leaflets, fliers, notices, or handbills by hand; or,
  - 6. A sign allowed by a sign permit issued by the City under the Hillsboro Sign Code.

### 13. Civic Center Block Rules

The following requirements are imposed by Hillsboro Municipal Code 12.36. and apply within the Civic Center Block in general or within the Civic Center Complex in particular:

- a. Except when approved as part of an authorized activity, the following acts are prohibited within the Civic Center Block:
  1. Interfering with an authorized activity.
  2. Impeding access to the Civic Center Plaza or to any public or private building adjacent to the Civic Center Plaza, including, but not limited to impeding passage through or access to emergency exits, entry or exit doors or driveways. This prohibition does not apply to any activity otherwise made lawful including, but not limited to, lawful protesting activity and lawful picketing activity where impeding access is specifically authorized or constitutionally protected.
  3. Placing a newspaper or other written material dispenser:
    - a). Within ten feet of a street corner;
    - b). Within one foot of a street curb;
    - c). Within one foot of, or connected or affixed by any means to, a public fixture, such as a light pole, bicycle rack, planter, bench or art work;
    - d). Except with the permission of the person in charge of the building, between the central traveled portion of the adjacent sidewalk and any window abutting the sidewalk; or,
    - e). Within the central traveled portion of a sidewalk or in any other location likely to impede pedestrian traffic.
  4. Except when contained within a motorized vehicle, a privately-owned structure or a carrier or other container, leaving a dog or other animal unattended or permitting a dog or other animal to be at large.
  5. Creating or continuing a noise disturbance.
  6. Entering into a landscaped planting area or acting in a manner harmful to any plant life, including lying, sitting, walking in, or riding through a landscaped planting area.
  7. Picking or cutting flowers or other vegetation from landscaped planting areas.
  8. Blocking or interfering with, or attempting to block or interfere with, any person along a public pedestrian area by any means, including, but not limited to, standing, sitting, kneeling or creating a trip hazard on that part of the public pedestrian area used for pedestrian travel or placing any object or vehicle in that area, with intent to interfere with free passage. This prohibition does not apply to any activity otherwise made lawful including, but not limited to, lawful protesting activity and lawful picketing activity.
  9. Blocking or interfering with, or attempting to block or interfere with, pedestrian or vehicular entrances to public or private property abutting a public pedestrian area with the intent to interfere with free ingress to or egress from that property. This prohibition does not apply to any activity otherwise made lawful including, but not limited to, lawful protesting activity and lawful picketing activity.

10. Camping in or upon any public sidewalk, street, alley, lane, public right-of-way, Civic Center Plaza, or any other public place unless specifically authorized by this code or by declaration of the mayor in emergency circumstances.
  11. Applying graffiti to any natural or manmade surfaces to property without authorization by the owner of the property or the person in charge of the property.
- b. In addition to the acts prohibited under subsection a. of this section, except when approved as part of an authorized activity, the following acts are prohibited in the Civic Center Complex, except where a more specific area of application is stated in the prohibition:
1. Engaging in a commercial pursuit, soliciting for or conducting any business, including selling or attempting to sell any merchandise or services, or soliciting for a charitable contribution, except for personal solicitation, or street entertainment. This provision does not apply to the lawful receipt or delivery of goods or services to public or private entities or persons that occupy buildings abutting the Civic Center Plaza, or the provision of utility services.
  2. Occupying or being in the Civic Center Plaza between the hours of 12:00 a.m. and 6:00 a.m., unless authorized to be in the Civic Center Plaza by the city manager or traveling to or from a place of employment or a public meeting at the City Hall building.
  3. Placing a display or posting written material anywhere within the Civic Center Complex, including upon the exterior of a public building or on any tree, shrub, fence, fountain, wall, post, statue, monument or other structure in the Civic Center Plaza. Any written material posted in violation of this provision will be removed. Nothing in this section prevents the distribution of leaflets or handbills or the display of hand-carried signs, or the display of signs authorized by a rule adopted by the city council or the city manager.
  4. Using sound amplification equipment or sound producing equipment other than personal listening devices audible only to the person using the device.
  5. Except for a peace officer, carrying concealed upon the person an electrical stun gun, blow gun, pepper spray, tear gas or any knife having a blade that projects or swings into position by force of a spring or centrifugal force and commonly known as a switchblade knife, any dirk, dagger, ice pick, sling shot, metal knuckles, nunchaku, shirika, butterfly knife, blackjack, billy club, sap, sap gloves, straight razor, bolo knife, or bayonet, or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person. For purposes of this section, a dagger shall include, but is not limited to, any knife sharpened on both edges.
  6. Carrying any firearm concealed upon the person without having a license to carry the firearm as provided in state law, currently ORS 166.291 and ORS 166.292. This prohibition does not apply to or affect sheriffs, constables, marshals, police officers or other duly appointed peace officers or members of the Army, Navy or Marine Corps of the United States, or the National Guard, when on duty.
  7. Except for a peace officer in the line of duty, discharging a firearm.
  8. Selling, drinking or consuming alcoholic liquor or possessing an alcoholic beverage container where container has been opened or a seal broken or the contents have been partially removed, unless authorized by the Commission in a place licensed, in advance, for that purpose by the Commission, and authorized by a permit or license issued by the city.
  9. Smoking or carrying any lighted smoking instrument, except in areas designated by the city manager.

10. Willfully cutting, removing, defacing, injuring, damaging or destroying any property in the Civic Center Complex or any fence, gate or other enclosure around the Civic Center Complex.
11. Erecting, installing, leaving or setting up a temporary or permanent fixture, structure or enclosure within the Civic Center Plaza, including but not limited to canopies, tents, tables or chairs.
12. Placing any straw, dirt, chips, paper, shavings, shells, ashes, swill, garbage, refuse, rubbish or debris in or upon the Civic Center Plaza. This prohibition does not apply to the disposal of garbage or refuse resulting from the normal use of the Civic Center Plaza.
13. Injuring, defacing or destroying any notice of the rules and regulations for the use of the Civic Center Plaza or Complex that has been posted or permanently fixed by order or permission of the city manager.
14. Removing, defacing or in any way injuring or damaging any work of art, statue, monument, memorial tablet, ornamental fountain, or any other ornamental structure.
15. Operating a motor vehicle, except for motor vehicles owned or used by the city.
16. Riding a bicycle, except by a peace officer.
17. Locking or chaining a bicycle to any object other than a bike rack.
18. Riding or operating a skateboard, scooter, roller blades, or roller skates upon any surface.
19. Climbing any tree.
20. Climbing upon any structure in such a manner as to create a danger of personal injury or property damage.
21. Depositing any material of any kind into an ornamental or water fountain, or altering the flow of water in such a fountain in a way that injures or endangers the welfare, health or safety of others.
22. Permitting an animal to enter any ornamental fountain.
23. Allowing a dog or other animal to defecate without immediately removing the fecal matter.
24. Engaging in cooking activities or building fires.
25. Possessing any hazardous substance or destructive device that may cause personal injury or property damage including, but not limited to, fireworks.
26. Possessing graffiti implements.
27. Engaging in any other activity that creates a danger of personal injury or property damage.

#### **14. Fee Schedule**

- a. Subject to Finance Committee review and approval, the City Manager or designee will adopt a schedule of rental rates and charges. Fees and commissions not defined in the fee schedule shall be negotiated by authorized staff subject to the approval of the City Manager or designee.

- b. The fee schedule includes a schedule of labor charges for additional labor services provided by the City. Such charges shall be in addition to rental charges unless otherwise approved in writing. The City reserves the right to determine necessary staffing levels for the management of the facility during an event and will provide an estimate upon request.
- c. The fee schedule includes a schedule of extra charges for equipment services provided by the City. Such charges shall be in addition to rental charges unless otherwise approved in writing.
- d. The City reserves the right to makes changes to all fee schedules, labor rates, and equipment charges as necessary. Such changes shall be subject to Finance Committee review and approval.
- e. Requests for fee waivers or fee reductions must be reviewed and authorized by the City Manager or designee.
- f. Rental fees shall not apply to uses by other governmental agencies when the use is three (3) hours or less in duration and fees are not charged to participants or attendees.

HILLSBORO CIVIC CENTER  
Hillsboro, Oregon

SCHEDULE OF LABOR CHARGES

Hillsboro Civic Center determines crew calls and scheduled staff based on the nature of the event and the projected attendance. These hourly rates are informational only and are applicable when such services are required for the performance of the event. If you would like an estimate of labor charges for your event, please contact the Special Events & Outreach Supervisor at 505-615-3410. A deposit to cover estimated labor costs of the event may be required.

**Hillsboro Police Services**

Police ..... \$60/hr.  
Police Reserves ..... suggested donation

**Hillsboro Fire Services**

Fire Marshall Standby ..... \$60/hr.

**Event Services**

Facility Supervisor ..... \$25/hr.  
A/V Technician ..... \$40/hr.

**Facility Maintenance Services**

Facility Electrician ..... \$45/hr.  
Facility Technician ..... \$35/hr.  
Janitorial..... \$20/hr.

HILLSBORO CIVIC CENTER  
Hillsboro, Oregon

SCHEDULE OF EQUIPMENT CHARGES

Hillsboro Civic Center may provide equipment and services when requested as listed below. Equipment is subject to availability. To request equipment please contact the Senior Facilities Manager at 503-615-6530. A deposit may be required in advance of the event.

C113B - Conference Room

Ceiling Mount Projector & Screen ..... \$50/hr.  
Microphone & Sound system ..... \$25/day  
Projection DVD/VCR (in addition to projector).....\$25/day

C117C - Auditorium

Rear Projection Screen & Projector ..... \$50/hr.  
Microphone & Sound system ..... \$25/day  
Projection DVD/VCR (in addition to projector).....\$25/day

Overhead Projector.....\$25/day  
Screen.....no charge