

Facilities Rental Guidelines - Jackson Bottom Wetlands Preserve

2600 SW Hillsboro Hwy, Hillsboro OR 97123 | 503-681-6206 | JacksonBottomRentals@Hillsboro-Oregon.gov

The goal of Jackson Bottom Wetlands Preserve staff is to help you have an enjoyable and successful event in our facility. Please read the following guidelines to help ensure you understand and can comply with the rules and procedures applicable to the rental of our facility. **If you have any questions, contact our Rental Coordinator at 503-681-6206.**

Rental Hours

- Jackson Bottom Wetlands Nature Center is available for rentals Fridays 5 – 11 pm, Saturdays 2 – 11 pm and Sundays 7 am – 11 pm. If other days and times are needed, please contact the Rental Coordinator.
- Evening rentals must end by 10 pm to allow an hour for clean-up. The building closes at 11 pm.

Rental Procedures

- Reservations can be made one year in advance of the requested use date.
- To book a rental date, you must first complete our Facilities Rental Application and submit to **JacksonBottomRentals@Hillsboro-Oregon.gov**. Applications are processed in the order they are received.
- To finalize your rental booking, you must sign the contract via DocuSign and pay the \$200 security deposit within 24 hours.
- After you have signed your rental contract, you may increase your rental time, if time is available.
- All details must be finalized 30 days prior to your event.

Payment Policy

- Upon booking your rental, a refundable security deposit (*contingent upon rental space condition*) of \$200 is required. The remaining rental fees are due 30 days prior to your event date.
- **If you are booking your event less than 30 days prior to the event date**, full payment is required at the time of booking.
- We accept cash, check, and credit card payments. Checks should be made payable to “City of Hillsboro.”

Security Deposit

- A security deposit of \$200 is required for every rental. This covers the possibility of damages during your event. It may also be used to compensate for the use of unauthorized decorations and for exceeding the time of the rental beyond the time paid for in advance, including late departure.
- Regarding damage to the building itself, its equipment, and anything housed inside the building, the renter may be responsible for expenses beyond the standard security deposit if the damage incurs expenses or fees greater than the initial deposit.
- If the building and equipment are left in satisfactory condition after your rental and there are no additional charges for your rental (as listed above), your security deposit will be refunded to you.

Cancelation Policy

- Cancelations should be made at the earliest possible date. The deposit will be forfeited if a rental is canceled within 72 hours of the event start time.
- Due to unforeseen circumstances, the City of Hillsboro reserves the right to reschedule and/or cancel the facility reservation. In the rare event that should occur, your rental fees will be fully refunded.
- If Jackson Bottom Wetlands Nature Center is closed due to inclement weather, your rental date will be rescheduled at no cost to you. If a suitable date cannot be identified, you will be fully refunded.

Contacting Jackson Bottom Wetlands Staff on Day of Rental

- Our facility is closed prior to 10 am and after 4 pm daily. Our staff will arrive in time to open the building for your rental time and will not be on-site prior to that time. In the rare occurrence a staff person is not on-site to greet you, **please call the Shute Park Aquatic and Recreation Center (SHARC) at 503-681-6127**. The SHARC reception desk will contact our on-call weekend staff on your behalf.
- **If you have an emergency on the day of your weekend rental and need to contact Jackson Bottom staff before your event, please call the Shute Park Aquatic and Recreation Center (SHARC) at 503-681-6127**. The SHARC reception desk will contact our on-call weekend staff on your behalf.

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Important Deadlines

At Time of Initial Booking:

- Rental contract signed via DocuSign
- Payment of security deposit

Thirty Days Prior to Event:

- Proof of renter's general liability insurance for alcohol service, if applicable
- Proof of general liability insurance from event vendors (caterers, equipment rentals, bartender, etc.)
- Final payment of your rental fees
- Final details confirmed

Staffing for Your Event

- Facility supervision will be assigned by the City of Hillsboro to monitor your event, inspect the facility at the beginning and conclusion of the event, and ensure the rental complies with all rules and guidelines.
- **Our staff will not provide cleaning services for your event.** Please review our clean-up procedures for more information about your responsibilities.

Day-of Supervisor

- There must be one person designated by the renter as the Day-of Supervisor for your rental. This person does not need to be the same person as the renter.
- The Day-of Supervisor will be the main point-of-contact for Jackson Bottom staff and will be asked to handle any issues that may arise during your rental time.
- The Day-of Supervisor **must be present for the entire duration of the rental** as they will be responsible for ensuring our rental policies are being followed during your rental and must be on site to supervise clean-up and check out with staff at the end of the rental.

Rental Space

- The classroom has a maximum capacity of 50 persons, depending on the layout of tables and chairs. The covered deck has a capacity of 50 persons. Together the maximum capacity cannot exceed 100 persons.
- Furniture: (20) – 72" x 30" grey/rectangle utility tables (76) – grey vinyl chairs (33) – white vinyl chairs

Scheduling Set-up and Clean-up Time

- Your set-up and clean-up time must be included in your rental booking. Please book the appropriate amount of time necessary for your event — **1 hour is required for cleaning.**
- You will not be able to start setting up for your event before your rental time, and clean-up must be complete by the end of your rental time.
- The Facility Attendant will unlock the door for the renter at the contracted start time, early entry is not permitted.
- Additional fees will incur if your rental time is extended to accommodate clean-up.

Audiovisual

- No amplified music is permitted outside the building without prior approval.
- **Music must end by your event end time** (*not to be confused with your departure time at the end of your rental*).
- If you are bringing in a DJ for your event, please keep the Rental Coordinator informed about who will provide this service. DJs must follow our amplified music guidelines.
- If using the television screen and soundbar, you are required to bring your own laptop/device, along with all accompanying adapters and cords, including an HDMI cable. **AV support is not included in your rental.**
- **This facility offers WiFi access. Network Name: COH-Guest. There is no password.**

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Alcohol Service and Insurance

- If you plan to serve alcohol during your event, you must follow the City of Hillsboro Alcohol Usage Policy. Please read the policy carefully as it provides important guidelines you must follow.
- If you are serving alcohol and have 50 or more guests including children, insurance is required. You are also required to have an Oregon Liquor and Cannabis Commission (OLCC) permitted server for your rental. This person will be dedicated to serving during the entire event and is not allowed to consume alcohol.
- The OLCC server is required to present their service permit to the Facility Attendant prior to pouring.
- Businesses or organizations may provide insurance through their provider, but please consult with our Rental Coordinator on the details required.
- Private individuals need to purchase insurance through our vendor, The Event Helper (www.theeventhelper.com#mPF8D7).
- **Alcohol is not allowed outside rental area(s).**
- **Alcohol service must end 1 hour prior to your event end time** (not to be confused with your departure time at the close of your rental).
- If you are serving alcohol and you either require payment or purchase or accept donations of money (including a tip jar or ticket for the event), please contact **OLCC at 503-872-5000** immediately for further information before you proceed. You may be required to have special permits.

Caterers and Bartenders

- You are allowed to use any service provider you would like for catering and bartending services. Please keep our Rental Coordinator informed about who will be providing these services.
- Caterers and bartenders, if serving on-site, must provide a copy of their insurance listing the City of Hillsboro's coverage requirements 30 days prior to your event.
- Bartenders are expected to follow the **Alcohol Usage Policy** as well as OLCC laws. Ask our Rental Coordinator for a copy of this policy as needed.
- Bartenders are required to present their alcohol service permit before they begin pouring at your event.

Decoration Guidelines

- Only freestanding decorations are permitted. Do not affix anything to the ceiling, doors, walls, windows, wood sliding doors, tables, chairs, or floors. Tacks, nails, staples, putty, and tape are prohibited. Use of such items will be considered damage to the building and may affect the return of your security deposit.
- If you plan to wrap lights, garlands, or other decorations, you will need to provide all equipment (including your own ladder) and labor, as well as request sufficient time in your rental booking for set-up and take-down.
- **The following items are not permitted inside the facility or on the grounds:** Fireworks, sparklers, rice, glitter, confetti (**including inside balloons**), silly string, paint, sidewalk chalk, dance wax, or artificial flower petals (outside).
- **Use of live candles or any open flame must be pre-approved.** Battery-operated candles are approved for use.
- Decorations must be picked up and removed by the renter at the conclusion of your event. Decorations left behind may incur a disposal fee.

Equipment Guidelines

- **Jackson Bottom does not provide linens, tableware, serving utensils, serving dishes, or coffee service equipment.** These items must be provided by the renter, caterer, or another outside vendor.
- Use of a barbecue, food trucks, or other outdoor cooking sources is prohibited.
- Heating equipment for warming food (such as a crock pot or use of fuel cans) is permitted. Fuel cans may only be used for their intended purpose and not for novelty usage, such as a s'mores bar.
- Use of tents, canopies, bounce houses, or other inflatables is prohibited.
- Electrical equipment, lighting, musical instruments, platforms, and props must be approved by the Rental Coordinator. If approved, general liability insurance must be received 30 days prior to your event.
- Equipment rental vendors must provide a copy of their general liability insurance 30 days prior to your event.

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Equipment, Decoration, and Flower Deliveries

- If you are having equipment, decorations, or flowers delivered to the Jackson Bottom Wetlands Nature Center by an outside vendor, delivery must take place during your rental time.
- All equipment and decorations must be picked up by outside vendors or taken with the renter at the end of the rental time. If equipment and decorations are left behind after your event, additional fees will be incurred for disposal.
- If you anticipate flower deliveries from guests, please make them aware of our delivery policy.
- The City of Hillsboro will not be held responsible for missing items or damage to equipment left behind after your rental time.

Parking

- The Jackson Bottom Wetlands parking lot is available for use by wetland visitors, renters, and their guests. We have 41 parking spots along with 2 reserved parking spots for individuals with disabilities.
- Weekday evening rentals after 5 pm and weekend rentals may also use the adjacent Clean Water Services parking lot for overflow parking.

Exhibit Hall, Nature Store, and Lobby

- Access to the Exhibit Hall is only allowed during Nature Center open hours (10 am to 4 pm, daily) and is not a part of the rental area(s).
- The Nature Store is open 10 am to 4 pm, daily and may not be accessed before or after open hours.
- The lobby area is not part of the rental area(s). All guests should remain in rental area(s) except to use restroom facilities.

Smoking and Tobacco

- Smoking, vaping, and tobacco use is prohibited on all Jackson Bottom Wetlands Preserve property (ORS 12.28.210) and must **only** take place in parking lot area (no sidewalks).

Children

- Children are welcome to attend private rentals in our facility but must be supervised at all times.
- If any guest (child or otherwise) causes damage to the facility during your rental, fees will be deducted from your security deposit, regardless of their relation to the renter.

Service Animals and Pets

- Service animals specifically trained to aid a person with a disability are welcome.
- Pets are not allowed in our facility, in parked cars in our parking lot, or on any trail or pathway.

Weapons and Firearms

- Jackson Bottom Wetlands Preserve strictly prohibits entry to persons possessing firearms or other dangerous weapons (ORS 166.370).

Clean-up Procedures

- You are responsible for cleaning the rental area(s) and clean-up time must be calculated into your total rental time.
- **A maximum of 6 people** should be designated as your cleaning crew. All other attendees must exit the facility at the conclusion of your event.
- **See Clean-up Checklist for cleaning requirements.**
- Cleaning equipment will be provided by the Facility Attendant.
- The building should be returned to pre-event condition.
- All recyclable materials (clean paper, aluminum cans, glass bottles, etc.) must be taken with you.
- Please immediately report any damage or non-functioning items to the Facility Attendant.

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End of Rental

- The facility must be inspected by the Facility Attendant while accompanied by the renter or Day-of Supervisor.
- Once guests have vacated the building, both the Facility Attendant and the renter or Day-of Supervisor will sign, date, and indicate the time vacated on the Clean-up Checklist form.
- Any additional expenses incurred on the day of your rental, as well as any potential damages, will be noted on the Clean-up Checklist and will be reviewed by the Rental Coordinator.
- **In the week following your rental**, your Clean-up Checklist will be reviewed. You will be contacted by the Rental Coordinator if damages were incurred or if rental time was exceeded.
- If there are no outstanding expenses or damages to consider, your security deposit will be processed in the week following your rental.