

## Facilities Rental Guidelines - River House

503-681-6120 | [RiverHouse@Hillsboro-Oregon.gov](mailto:RiverHouse@Hillsboro-Oregon.gov)

The goal of River House 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 during regular business hours at 503-681-6120, Option 9.**

### Rental Hours

- The River House is available for rentals 7 am to 11 pm, 7 days a week (if available).
- Each rental must be **2 hours minimum** and **8 hours maximum** in length.
- 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, you must first complete our Facilities Rental Application and submit to [RiverHouse@Hillsboro-Oregon.gov](mailto:RiverHouse@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.
- In regards to 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.

### Cancellation Policy

- Cancellations 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 the River House 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 River House Staff on Day of Rental

- The Rental Coordinator does not have scheduled office hours on the weekends. In the rare occurrence that you were to arrive at the River House for your weekend rental time, and a staff person is not there 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 River House 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

- A Facility Attendant 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 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 River House 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.

### 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 or Day-of Supervisor 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 guidelines for amplified music.
- If you are using our projector, television, or soundbar you will need to bring your own laptop/device along with all accompanying adapters and cords, including 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](http://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, walls, windows, or floor. 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.
- Decorations such as string lights or fabric can be draped over beams—no stapling, tacking, nailing, taping, etc. Balloons **must be** weighted. If you plan to hang lights, garlands, or other decorations, you will need to include 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:** rice, birdseed, glitter, silly string, dance wax, paint, sidewalk chalk, real flower petals, fog machines, fireworks, sparklers, confetti (including in balloons) or other similar items.
- **The use of live candles is prohibited.** 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 that will be deducted from your security deposit.

### Equipment Guidelines

- **The River House 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.
- Any dishware, linens, utensils and serving equipment found in the kitchen cabinets and drawers **are not** available for your use.

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### Equipment Guidelines, Continued

- The facility includes tables and chairs for all private rentals. **Inside Furniture:** (10) 5' round tables, (8) 60" x 30" rectangle tables, and (75) black chairs. **Outside Furniture (available mid-April – mid-October):** (25) chairs and (4) 48" resin tables.
- Heating equipment for warming food (such as a crock pot or use of fuel cans) is permitted. Fuel cans may only be used for its intended use and not for novelty usage, such as a s'mores bar.
- **Use of barbecues or propane cooking sources are prohibited.**
- Use of tents, canopies or other specialty equipment in our outdoor spaces is subject to prior approval. Bounce houses and other inflatables are not permitted.
- The River House comes equipped with window blinds. These blinds can be closed or opened and raised during your rental. Blinds must be raised and windows closed before leaving the facility.

### Equipment, Decoration, and Flower Deliveries

- If you are having equipment, decorations, or flowers delivered to the River House by an outside vendor, please make arrangements for delivery to take place during your rental time.
- All equipment and decorations must be picked up by outside vendors or be 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 River House parking lot is available for the use of renters and their guests on a **first come, first serve basis**. There are 121 parking spots at Rood Bridge Park along with reserved parking for individuals with disabilities.
- Parking at the River House and Rood Bridge Park is limited; carpooling is encouraged. The park is open to the public during daytime hours and may be busy during the summer months.
- Absolutely no parking on grassy areas and designated no parking areas.

### Smoking and Tobacco

- Smoking, vaping, and tobacco use is prohibited on City of Hillsboro property, including the covered patio, lawn, and parking lot.
- If there are smokers at your event, they will need to go out to the sidewalk outside of the park and gate.

### 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 along the adjoining street, or tied to a tree unsupervised.

### Weapons and Firearms

- The River House strictly prohibits entry to persons possessing firearms or other dangerous weapons (ORS 166.370).

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### Clean-up Procedures

- The renter is 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 list of cleaning requirements.**
- Cleaning equipment will be provided by the Facility Attendant.
- The Facility Attendant must inspect the facility with the renter or the Day-of Supervisor during clean-up time.
- The building should be returned to pre-event condition.
- The River House recycles clean aluminum cans. You may take your recycling with you or place it in the appropriate recycling container provided in the hallway.
- Please immediately report any damage or non-functioning items to the Facility Attendant.

### End of Rental

- Facility must be inspected by the Facility Attendant while accompanied by the renter or the Day-of Supervisor.
- Once all of the guests have vacated the building, both the Facility Attendant and the renter or the Day-of Supervisor will sign, date, and indicate the time vacated on the Clean-up Checklist Form.
- Any additional expenses incurred the day of your rental, as well as any potential damages, will be noted on the Clean-up Checklist Form and will be reviewed by the Rental Coordinator.
- **In the week following your rental**, your Clean-up Checklist Form 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.
- The City of Hillsboro is not responsible for items lost, stolen, or left behind.