



## KALAPUYA HALL RENTAL GUIDELINES – HIDDEN CREEK COMMUNITY CENTER

5100 NE Hidden Creek Drive, Hillsboro OR 97124 | 503.693.5900 | [Hillsboro-Oregon.gov/Hidden Creek](https://Hillsboro-Oregon.gov/Hidden-Creek)

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### Rental Hours

- The Hidden Creek Community Center is available for rental 7 days a week. Our operating hours are Monday through Thursday 5:30 am – 9 pm, Friday 5:30 am – 6 pm, Saturday 8 am – 4 pm, and Sunday 10 am – 4 pm. Renters will have access to the facility after the building is closed to the public. **Rentals must end by 10 pm.**
- Please refer to our rental application for information about rental rates and rental hour minimums.

### 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. 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.
- Our staff is responsible for setting up and taking down all tables, chairs, and AV equipment. You are responsible for all other clean-ups. Please discuss your floor plan setup with the Facility Coordinator.

### Rental Procedure

- Reservations must be made at least 45 days in advance of the requested use date and up to one year in advance of the requested use date.
- To book a rental date, you must first fill out our Facilities Rental Application. **Once submitted, please allow 5-7 days for your application to be processed.** Incomplete applications will not be considered.
- To finalize your rental booking, you must pay a non-refundable reservation fee (equal to 10% of your rental fees) and return your signed contract. Payment is due upon receipt of approved application.
- After you have signed your rental contract, you can increase your rental time (by the hour) and add on rental spaces, if available. Final changes must be made by 7 days prior to your event. You will not be able to add additional time or rental spaces on the day of your event.

### Payment Policy

- Upon booking your rental, a non-refundable reservation fee, equal to 10% of the total rental fees, is required.
- Full payment for your rental is due 30 days prior to the event date.
- We accept check and credit card payments. Checks should be made out to “City of Hillsboro.”

### Cancellation Policy

- Once you’ve paid the initial 10% reservation fee, it will not be refunded if your rental is cancelled.
- If your rental is cancelled within 30 days of the rental date, your entire rental fee will be forfeited.
- If your event is cancelled before 30 days from the rental date, your rental fees will be returned, less your 10% reservation fee.
- 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 refunded in full.
- If the Hidden Creek Community 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 refunded in full.

### Moving the Date of Your Event

- If you would like to change the date of your rental after your contract has been signed, a \$50 transfer fee will be applicable. Changing the date of your rental will be subject to availability of the space and is not guaranteed.
- Date changes cannot be made within 7 days of your event.

Updated 2.1.2023

### Damage Deposit

- We require a damage deposit of \$250 for every Kalapuya Hall rental. Funds may be withheld for any guidelines not followed, including but not limited to: incomplete cleanup, exceeding contracted rental hours, and damage to the building, art displays, or Hidden Creek equipment.
- The renter will be responsible for any incurred fees or expenses that exceed the \$250 damage deposit
- If the building and equipment are left in satisfactory condition and there are no other additional charges for your rental, your deposit will be refunded within 14 business days.

### Late Departure Fee

- Any final changes to your contracted rental time must be made by 7 days prior to your event.
- If your event exceeds the time stated in the contract, a \$50 late departure fee will be charged. In addition to the late departure fee, you will be charged the hourly rate for the extra time you stayed in the facility. To prevent this from happening, we ask that you please book the appropriate amount of time necessary for your event.

### Staffing for Your Event

- Facility Supervision will be assigned to monitor your event, inspect the facility prior to and at the conclusion of the event, and ensure that 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. All necessary cleaning supplies will be provided for a standard cleanup.

### Day-of Contact

- There must be one person designated as your Day-of Contact for your rental. This person does not need to be the same person as the renter.
- The Day-of Contact will be the main point-of-contact for Hidden Creek staff.
- **The Day-of Contact must be present for the entire duration of the rental.** They will be responsible for ensuring that all rental policies are being followed, be on site to supervise clean-up, and check-out with staff at the end of the rental.

### Audiovisual Support

- The basic audiovisual needs for your event must be confirmed 7 days prior to your event.
- Amplified music in the building and on the terrace must be kept below 90 dB. **Amplified music is not permitted on the terrace after 9 pm.**
- Music must end by your event end time or 9PM, whichever occurs first.
- If you are using our projector & screen, you will need to bring your own laptop. Our staff will assist with connecting your laptop to our system, but you will be responsible for operating your own device.

### Alcohol Service & Insurance

- If you plan to serve alcohol at your event, you must follow our Alcohol Usage Policy. Read the policy carefully as it specifies whether you are required to purchase insurance for your event and whether you are required to have a licensed OLCC.
- No hard alcohol can be served – only beer, wine and champagne are allowed.
- **Alcohol service must end 1 hour before the end of your event time.**

### Caterers/Bartenders

- You are allowed to use any service provider you would like for catering and bartending services. Please keep our Facility Coordinator informed about who will be providing these services.
- A certificate of liability insurance meeting the City's requirements is required for a caterer.
- Bartenders are expected to follow the City of Hillsboro Alcohol Usage Policy, as well as OLCC laws. Ask our Facility Coordinator for a copy of this policy as needed. Bartenders need to show a copy of their server license and a physical valid photo ID to the Facility Attendant on staff before they start serving alcohol.

### 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 damage deposit.
- The following items are not permitted inside the facility or on the grounds: rice, birdseed, glitter, silly string, dance wax, real flower petals, fog machines, fireworks, sparklers, or other similar items.
- The use of live candles or any other fire source is prohibited. Battery-operated candles are approved for use.

### Equipment Guidelines

- Refer to the Hidden Creek Rental Equipment List for details about the tables, chairs, kitchen, and sound equipment available during your rental.
- The Hidden Creek Community Center 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.
- Heating equipment for warming food is permitted upon approval.
- Propane can only be used with approval by the Hidden Creek Manager. If approved, it can only be onsite during your rental time, can only be used outside, must be locked up when unattended, and must leave with you at the end of your rental.
- Use of rented tables, chairs, tents, canopies, or other specialty equipment in our outdoor spaces is subject to approval by the Hidden Creek Manager and will require a Public Safety Permit and a certificate of liability insurance. Please allow 30 days for permit approval. **Bounce houses and other inflatables are not permitted.**

### Equipment, Decoration and Flower Deliveries

- If you are having equipment, decorations, or flowers delivered to Hidden Creek by an outside vendor, please arrange for the delivery to take place during your rental time. We cannot take deliveries ahead of your rental time. **No exceptions.**
- All equipment and decorations must be picked up by outside vendors or be taken with the renter at the end of the rental time. Funds will be retained from the damage deposit if items are delivered too early or left beyond the rental contract time.
- The Hidden Creek Community Center will not be held responsible for any damage to any equipment left behind after your rental time or if any items are missing.

### Parking

- The Hidden Creek Community Center parking lot is available for the use of renters and their guests. We have 95 parking spots along with reserved parking for individuals experiencing disability and electric vehicle charging stations.
- Overflow parking is available across the street at Hidden Creek Park East (formerly 53<sup>rd</sup> Avenue Park).

### **Smoking**

- Smoking, vaping, and tobacco use is prohibited on City property, including the terraces, lawn, and parking lot.

### **Children**

- Children are welcome to attend private rentals in our facility but must be supervised. **Children under 13 are not allowed in the kitchen.**
- If any guest (child or otherwise) causes damage in our facility during your rental, fees will be deducted from your damage deposit, regardless of their relation to the renter.

### **Service Animal & Pets**

- Pets are not allowed in our facility. Service animals specifically trained to aid a person with a disability are welcome.

### **Weapons and Firearms**

- The Hidden Creek Community Center strictly prohibits entry to persons possessing firearms or other dangerous weapons (ORS 166.370).

### **Clean-Up Procedures**

- You are responsible for cleaning your rental space before leaving. Clean-up time must be calculated in the total rental time. Ask our Facility Coordinator for the cleaning list.
- The Hidden Creek Community Center recycles clean paper, aluminum cans and glass bottles. You may take your recycling with you or place it in the appropriate recycling containers.
- Please immediately report any damage to the Facility Attendant.

### **At the End of Your Rental**

- At the end of your rental, the Facility Supervisor will inspect the facility with your appointed Day-of Contact, noting any damages or incurred expenses (if applicable).
- The refund of your damage deposit will be processed within 14 business days following your rental.

*Hidden Creek reserves the right to make changes to guidelines, schedules, or fees at any time.*