

**City of Tualatin
Community Services Department**

Located at:
8515 SW Tualatin Road
Tualatin, OR 97062-7092
Phone 503.691.3061
Fax 503.691.9786
www.ci.tualatin.or.us

Community Services Mailing Address:

18880 SW Martinazzi Avenue
Tualatin, OR 97062-7092

Heritage Center

8700 SW Sweek Drive
Tualatin, OR 97062-7092
503-885-1926

Policies and Procedures for Reserving the Tualatin Heritage Center

ARRANGEMENTS CAN BE MADE TO PROVIDE THESE MATERIALS IN ALTERNATIVE FORMATS, SUCH AS
LARGE TYPE OR AUDIO CASSETTE.

Please contact the Community Services Department at 503.691.3061, and allow as much lead time as possible.

Welcome to the Tualatin Heritage Center. We are glad you have chosen our facility to hold your special event. This brochure provides you with information about the rental of the Heritage Center. If you have further questions or need additional information, please call the Community Services Department.

Reservable Area

The reservable area at the Heritage Center is on the first floor:

- **Main Hall.** Accommodates up to 75-100 people, depending on usage.
- **Meeting Room.** Accommodates up to 8 people, depending on usage.

Parking

There are four regular and one disabled parking spaces adjacent to the building. There are 70 additional (regular and disabled) parking spaces shared with the nearby Police Services Building. No parking is allowed on Sweek Drive or nearby private property.

Making a Reservation

- All reservations require a City of Tualatin Facility Use Permit application.
- Fees are payable at the time of application.
- Cleaning/security deposits are due at time of application.
- Applicants must be 21 years of age or older and present at event.
- Applications must be submitted at least seven (7) days prior to the desired reservation date.
- No telephone reservations will be taken, since payment must accompany application.

Alcohol Use

An alcohol permit is required to consume alcohol, to possess an open container holding alcohol, or to open a container holding alcohol in Tualatin parks. A permit can be obtained from the Community Services Department.

Furnishings & Equipment

- Audio/Visual equipment is not available for rent.
- Tables: 4 rectangle, which seat 6 each and 1 round which seats 6, totaling 30.
- Chairs: 60 deluxe upholstery chairs and 8 folding chairs.

Rental Periods

The Tualatin Heritage Center is available for reservation for general public use during the following days and hours:

- Sunday through Thursday – 8:00 am to 10:00 pm
- Friday and Saturday – 8:00 am to 11:00 pm

The minimum reservation period is two (2) hours. *Please include time for setup, decorating, deliveries, and clean up.*

The Tualatin Heritage Center is not available for rental on New Year's Day, Easter, Thanksgiving, Christmas Eve, or Christmas Day.

Building Monitor

A Building Monitor will be present for all rentals by the public. The Building Monitor will open and close the facility and is available to provide information and assistance. Renters, not the Building Monitor, are responsible for clean up of the facility. At the time the building is opened, a checklist of the items which will need to be cleaned or restored to original condition at the end of the reservation period will be provided by the Building Monitor.

Cancellations/Reschedules

- The City reserves the right to cancel any facility use reservation. A full refund will be given if the Community Services Department has cancelled a reservation and a reschedule date cannot be accommodated.
- When a reserving group cancels or reschedules fourteen (14) days or more before a rental date, the full rental fee and any deposit will be refunded, less a \$10.00 handling fee.
- When a reserving group cancels or reschedules less than fourteen (14) days before a rental date, no refund of the rental fee will be given.
- No refunds or credits will be issued for unused reservations, except as provided above.

Group Classification

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the Tualatin Heritage Center, Tualatin Historical Society, or the City of Tualatin.

Advance Reservation Period: One (1) year.

Class 2: Activities co-sponsored by the City of Tualatin.

Advance Reservation Period: One (1) year.

Class 3: Non-profit organizations and public agencies serving the youth and general public of Tualatin.

Advance Reservation Period: Three (3) months. The reserving group must schedule at least three (3) uses over a three (3)-month period.

Class 4: All other groups (including religious and political, organizations and individuals are categorized by resident/non-resident for the purpose of determining fees.

Advance Reservation Period: Three (3) months. Wedding receptions, anniversary celebrations, and reunions may be reserved up to six (6) months in advance.

A resident is defined as:

- A person who resides within the city limits of Tualatin. For wedding receptions, a resident is defined as the bride, groom, or parents thereof.
- A business whose office is located within the city limits of Tualatin.
- An employee of the City of Tualatin.
- Non-profit organizations of which 50% or more of the members reside in the City of Tualatin.

Final determination of a group's classification will be made by the Community Services Director.

Other Building Use Policies

- Candles may be used during wedding ceremonies on the platform only.
- No birdseed, confetti, rice (inside or outside of building), consider using bubbles.
- Flower and other deliveries, setup and breakdown, must occur during rental period.
- Smoking is not allowed inside or outside within 10 feet of building doors.

Cleaning/Security Deposit

A cleaning/security deposit is required at time of the time of reservation. The amount of the cleaning/security deposit is based on whether food and/or beverage will be served, the size of the group, and the facilities reserved as follows:

- Building Rental without Food Service: **\$100 Deposit**
- Building Rental with Food Service: **\$200 Deposit**

The cleaning/security deposit may be returned under the following conditions:

- a. The facility is left in a clean and good condition and the following has been done:
 - 1) Floors clean with no stains or scratches
 - 2) Floors do not require reapplication of a finish coat
 - 3) Carpeted areas vacuumed and not stained
 - 4) Sinks and countertops cleaned
 - 5) All waste emptied into outside garbage containers
 - 6) Tables and chairs cleaned and returned to original setup
 - 7) Restroom free of litter

The Building Monitor will provide a detailed checklist of items to be cleaned at the time of the reservation. The Building Monitor is the judge of whether the cleaning requirements have been satisfied.

- b. The facility is left undamaged.
- c. The facility is vacated at the scheduled time.

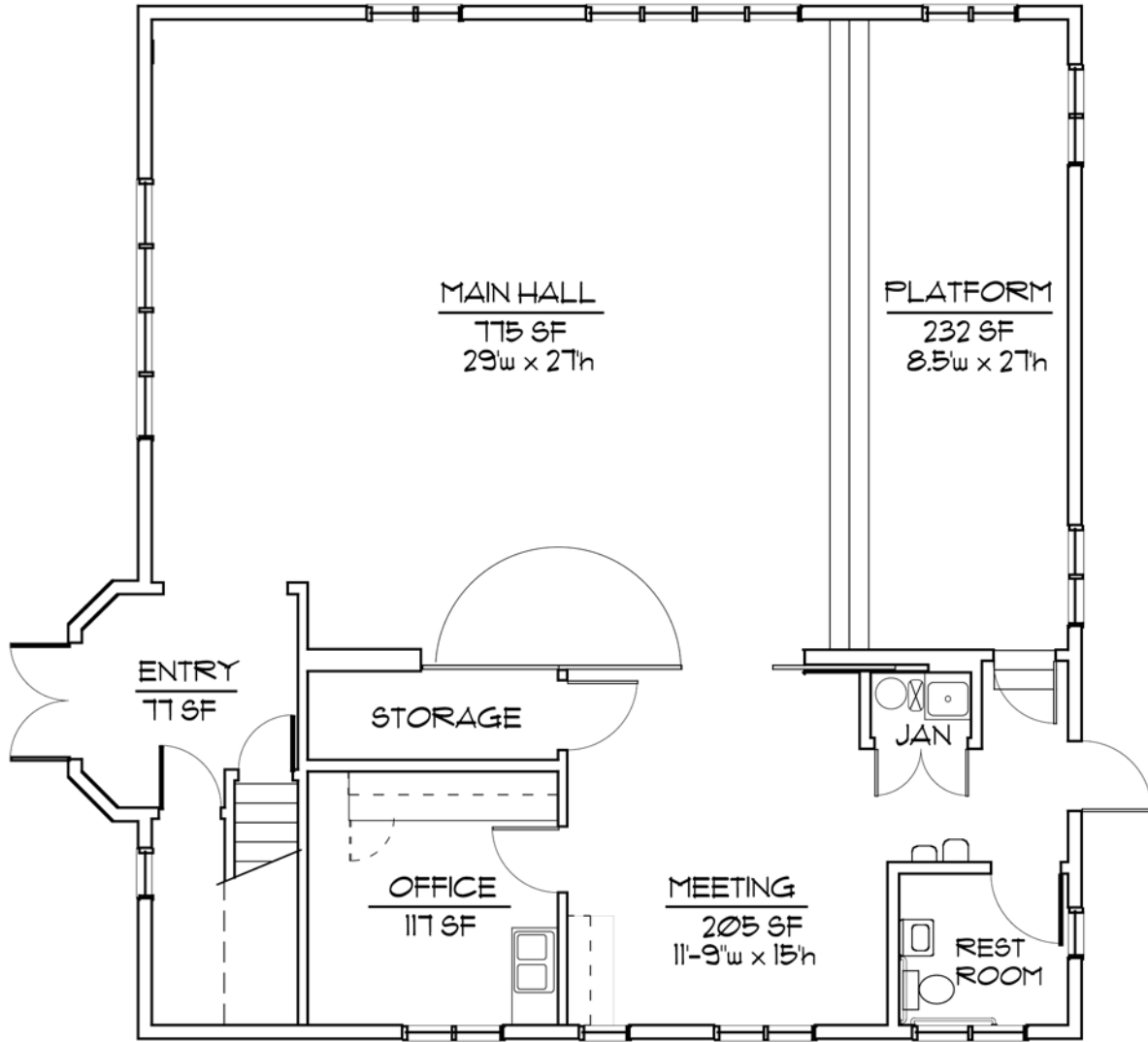
The Community Services Director, in consultation with the Heritage Center Director, will determine the amount of the cleaning/security deposit to be refunded based on the Building Monitor's report. Any group or individual renting the facility and found to have caused damage, neglected to leave the facility in clean condition, or violated any other City rule or Heritage Center regulation, may be denied a future facility reservation, up to one year.

Site Information

Following is floor plan and map information. Directions from I-5 and SW Nyberg Road are:

- Go West approximately .5 miles on Tualatin Sherwood Road
- Turn Right onto SW Boones Ferry Road for .2 miles
- Continue Straight onto SW Tualatin Road for .2 miles (passing Tualatin Community Park on the Right)
- Tualatin Road continues to the Left
- End at 8700 SW Sweek Drive

TUALATIN HERITAGE CENTER



1 MAIN FLOOR PLAN
1/8" = 1'-0"





Tualatin Heritage Center Facility Use Permit

Community Services Department
18880 SW Martinazzi Ave.
Tualatin, OR 97062-7092
Phone 503.691.3061, Fax 503.691.9786

Reservation Date

ARRANGEMENTS CAN BE MADE TO PROVIDE THESE MATERIALS IN ALTERNATIVE FORMATS, SUCH AS LARGE TYPE OR AUDIO CASSETTE. Please contact the Community Services Department at 503.691.3061.

Today's Date: _____ Event Date: _____

Organization/Individual requesting use: _____

Contact Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Day Phone(s): _____ Evening Phone: _____

Purpose of Event: _____ Classification (see policies): _____

Hours of Event: from: _____ am/pm to: _____ am/pm Size of Group: _____ Number cars anticipated _____

Note: If group exceeds size stated, the function may be terminated.

Facilities Requested: Building Rental without Food Service or Limited to Coffee Service/Refreshments
 Building Rental with Food Service

Fees: The rates shown below are hourly rates. Reservations must be made for a **minimum of two hours.**

Area	Capacity	Classes 1 & 2	Class 3	Class 4		Hours	Fee
				Resident	Non-Resident		
Building Rental	75-100*	None	\$15	\$30	\$75	_____	\$ _____

*Depends on room set-up

Deposits and Optional Permits

Alcohol Permit	# _____	\$25	\$50	Per Event	\$ _____
Security Deposit		Without Food Service (see policy)		\$100	\$ _____
Security Deposit		With Food Service (see policy)		\$200	\$ _____

Checks made payable to City of Tualatin or Cash **Total** \$ _____

I have read the Policies and Procedures brochure on rental of the Tualatin Heritage Center. I agree to abide by the Policies and Procedures as well as the ordinances of the City of Tualatin, and I accept responsibility for any violations as they may pertain to the above permits.

Signature of group representative or individual

For Office Use Only

Fees Paid: \$ _____ Receipt # _____
 Cleaning/Security Deposit Paid: \$ _____
 Receipt # _____ Date _____
 Monitor: _____
 Refund Amount: \$ _____ Date: _____
 Copy to Monitor _____ Calendar _____