



City of Tigard Room Reservation Application

Conference rooms in the Tigard City Hall (13125 SW Hall Blvd.) and the Public Works Building (8777 SW Burnham St.) are available for reservation Monday through Sunday, 8:00 a.m. to 10:00 p.m. The minimum reservation period is two hours. **Include time in your reservation request for both set-up and clean-up.** Reservations must be made a minimum of 5 business days prior to the event.

Inquiries regarding reservations can be directed to 503-718-2641 or reservations@tigard-or.gov.

Event date: _____ Hours of reservation: From: _____ To: _____
(Must include set-up and clean-up time)

Organization/individual requesting use: _____

Contact person: _____ Email: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Day phone: _____ Evening phone: _____

Phone Number To Reach You During Your Event: _____

People authorized to pick up room key from the Police Department: _____

ROOM(S) Town Hall Room Red Rock Creek Conference Room

REQUESTED: Richard M. (Dick) Brown Auditorium

Type of event: _____

User group category:

Size of group: _____

May not exceed room capacity

Group 1 - Tigard Resident or Non-Profit

Group 2 - For-Profit Event by Tigard Resident

Group 3 - General Public

Governmental Agency

Room Rental Fees: The rates shown below are hourly rates.
Please see the Policies and Procedures for the definitions of the user groups.

Room	Capacity	Group 1	Group 2	Group 3	x # of hours	=	Fee
Town Hall Room	90	\$10.00	\$15.00	\$20.00		=	
Red Rock Creek Conference Room	20	\$5.00	\$10.00	\$15.00		=	
Richard M. (Dick) Brown Auditorium	150	\$12.00	\$17.00	\$22.00		=	

Party, Reception, Potluck? Add Additional Refundable \$100 Cleaning/Security Deposit \$ _____

TOTAL OWING: \$ _____

Please make sure to sign the back page. Application will not be processed unless signed.

Reservations can be made by doing one of the following:

- 1) Mail in a completed *Room Reservation Application* along with full payment to the City of Tigard, Public Works Dept., 13125 SW Hall Blvd., Tigard, OR 97223 (please make checks payable to The City of Tigard)
- 2) Hand deliver the completed *Room Reservation Application* along with full payment to the Public Works Building located at 8777 SW Burnham St. Payment may be made by cash, check, Visa or MasterCard.
- 3) Fax in a completed *Room Reservation Application* **and** a completed *Credit Card Authorization* form to 503-684-8840.

I agree to protect, indemnify, and defend the City, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim. I further understand the City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.

I have read the *Policies and Procedures for Reserving City of Tigard Meeting Rooms* and the information on this form. I further agree to abide by the Policies and Procedures as well as the ordinances of the City of Tigard and I accept responsibility for any violations as they may pertain to the application.

Signature _____ Date _____