



City of Tigard Meeting Room Use Policies and Rental Procedures

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.

Please contact room reservation staff at 503-718-2641 or email reservations@tigard-or.gov.

Making a Reservation:

- All reservations require submission of a *City of Tigard Room Reservation Application*. The person signing the application must be present at the function and will be responsible for ensuring the room use policies and procedures are followed.
- Reservations must be made at least 5 business days prior to the event.
- Applicants must be 18 years of age or older.
- All fees, including the \$100 refundable security deposit (if required), must be paid at the time the reservation is made.
- Upon approval of the *Room Use Application* a letter confirming the use will be sent to the applicant. The applicant may be asked to show the confirmation letter when picking up the key.

Room Rental Fees:

The rental rates shown are **hourly rates**. Fees charged will be based on ½ hour increments. The minimum reservation period is two hours. Include time in your reservation request for both set-up and clean-up. Please see the "Group Classifications" below to determine which fee category is applicable.

Area	Capacity	Group 1	Group 2	Group 3
Town Hall Room	90	\$10.00	\$15.00	\$20.00
Red Rock Creek Conference Room	20	\$5.00	\$10.00	\$15.00
Richard M. Brown Auditorium	150	\$12.00	\$17.00	\$22.00

Group Classifications

City business has priority room use. For the purpose of scheduling all other events and determining fees, groups will be classified as shown below:

Group 1: **Tigard Residents**

For purposes of determining group classification, a resident is defined as:

- An individual who resides or owns property within the city limits of Tigard;
- A business whose office is located within the city limits of Tigard and the business has paid their current business tax. Individuals who are employees of a business located within the city limits of Tigard, but do not reside or own property within the city limits, are **NOT** considered Tigard residents.

Group 2: **Profit Events by Tigard Residents**

A profit event is defined as one that promotes a for-profit business. A profit event may include an event in which an entrance fee is charged; or where merchandise is offered for sale; or where future business will be solicited by a speaker or through literature available at the meeting.

Group 3: **General Public**

Individuals and profit organizations located outside of the city limits of Tigard.

The City's goal is to allow as many different groups as possible an opportunity to use the facilities. Room use may be reserved up to six months in advance of a function.

Security Deposit:

The \$100 refundable security deposit (when required) must be paid at the time the reservation is made. The deposit is not required when light refreshments will be served at a meeting. Refund of the security deposit is based on whether **ALL** policies and procedures have been followed. The City will determine the amount of the security deposit to be refunded based on the applicant's checklist and input from the City's maintenance department. If any of the deposit is kept by the City, a listing of how the deposit was applied will be provided to the room user. Refunds generally take 3 to 4 weeks to process, but may take longer if any additional cleaning or repairs are required.

Miscellaneous Guidelines:

1. The room key must be picked up at the Police Records window. Police Staff can release the key no more than 15 minutes prior to the reservation time. The room must be vacated at the scheduled time and all doors to the room and/or building are locked. The key and *Checklist for Meeting Room Users* are turned in at the Police Department no later than the reservation end time. Failure to vacate the premises and return the key to the Police Department by the event ending time indicated on the *Room Reservation Application* will result in a charge of \$25 per hour.
2. **Activities must not be disruptive to others present in the building.** Tables and chairs are provided in each room. Please note that City staff cannot provide supplies or office support. No audio or visual equipment is provided.
3. Smoking is prohibited in any location inside the building and within 10 feet of the building exterior.
4. Use of open flames, candles, confetti and glitter are not allowed in City rooms.
5. Alcohol is not permitted in or on the premises of the City buildings.
6. The reservation is only for the approved room. This does not include additional areas, i.e. lobby, parking lot, adjoining rooms, etc.
7. Parking is allowed only in designated parking areas. If additional parking is needed please use the parking lot located at the corner of Hall Blvd. and Burnham Street. The lot is accessible from Burnham Street
8. Functions must not violate any City of Tigard ordinances or state statutes. Failure to follow these *Policies and Procedures* may result in room use privileges being suspended.

City Liability:

All groups or individuals using City meeting rooms agree to take appropriate measures to protect, indemnify, and defend the City, its 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 any such claim. The City, its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

Cancellations/Rescheduling:

Please submit cancellations, in writing, no less than two (2) weeks prior to the scheduled event. A \$10.00 service charge will be assessed for each cancellation or rescheduling. Room rental fees will be forfeited if an event is cancelled with less than 2 weeks notice.

All efforts will be made to keep approved room reservations intact; however, the City retains the right to relocate or cancel a function if necessary. The Richard Brown Auditorium is used as the City's Emergency Operation Center. It may be necessary to cancel your event without notice. We will make every effort to relocate your event.

Submitting an Application:

Reservations must be made at least 5 business days prior to the event, and 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.

All applications and authorization forms can be found by going to our website at www.tigard-or.gov.

If you have any questions, please contact the City at 503-718-2641 or reservations@tigard-or.gov.