



Tigard Senior Center Room Use

8815 SW O'Mara Street

Policies and Rental Procedures

The Tigard Senior Center is available for reservations:

Friday: 5:30 p.m. to 10:00 p.m. and **Saturday/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 *Tigard Senior Center 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, must be paid at the time the reservation is made.
- Upon approval of the *Room Reservation 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 in 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
Upstairs Activity Room	100	\$15.00	\$20.00	\$25.00
Downstairs Activity Room	50	\$10.00	\$15.00	\$20.00

Group Classifications

Tigard Loaves and Fishes and City business have 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 must be paid at the time the reservation is made. 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.

Security Alarm Fee:

The City will provide directions on how to deactivate the alarm system when entering the building and how to activate the alarm when exiting the building. If the security alarm is triggered by a room user, and a city employee is required to respond to the alarm, the following sanctions will be imposed:

- First time call-out: \$50.00 charge.
- Second call-out within a one-year period: \$75.00 charge.
- Third call-out within a one-year period: \$75.00 charge and suspension of room use privileges for three months.

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 or the neighboring homes.** 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 the Senior Center and within 10 feet of the building exterior.
4. Use of open flames, candles, confetti and glitter are not allowed.
5. Decorations may be attached to walls and fixtures with masking tape only.
6. Overflow parking is available at Tigard City Hall.
7. Functions must not violate City of Tigard ordinances or state statute.

Refreshments:

Prepared refreshments are allowed. When the Upstairs Activity room is reserved, the warming oven in the kitchen may be used. However, because of liability issues, the stove/oven may **NOT** be used for cooking. The coffee machine and refrigerator located in the Upstairs Activity Room may also be used when you reserve the Upstairs Activity Room. If you choose to use the coffee machine you must provide the coffee and all other needed supplies.

Alcohol:

Alcohol may be permitted at an event with an OLCC license or permit in accordance with state statutes and the Tigard Municipal Code. To request authorization, submit the City's *Alcohol Use Application* and a \$1,000,000 (one million) host liquor liability insurance endorsement, naming the City of Tigard as an additional insured.

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 rescheduled date. Room rental fees will be forfeited if an event is cancelled with less than 2 weeks notice.

All efforts will be made to keep the room schedule intact; however, the City retains the right to cancel or relocate a function.

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.