



**City of Tualatin**  
**Juanita Pohl Center**  
8513 SW Tualatin Road  
Tualatin, Oregon 97062  
503-691-3061

**Mailing address:**  
18880 SW Martinazzi Avenue  
Tualatin, OR 97062-7092

## **Policies and Procedures for Reserving the Juanita Pohl Center**

Persons with disabilities may request these materials in alternative formats. Please contact the Community Services Department at 503-691-3061 with your request and allow as much lead-time as possible.

**Welcome to the Juanita Pohl Center.** This brochure is intended to provide you with information about the center. If you have further questions or need additional information, please stop in to see the facility or give us a call.

### **Making a Reservation**

- All reservations require that a City of Tualatin Facility Use Permit application be completed.
- Fees are payable at the time of application.
- Final Payment of Rental Deposit is due at least fourteen (14) business days in advance of the rental date.
- Applicants must be 21 years of age or older.
- No telephone reservations will be taken.

### **Alcohol Use**

A group alcohol permit is available when a facility is rented from the City of Tualatin. A 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.

### **Rental Periods**

The Juanita Pohl Center is available for reservation for general public use during the following days and hours:  
Monday through Friday - 5:00pm to 9:00pm  
Saturday and Sunday - 7:00am to 11:00pm

***Please include all hours you intend to use the facility, including decorating or set-up times and include one (1) hour for clean-up.*** The minimum reservation period is three (2) hours.

The Juanita Pohl Center is not available for rental on New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, 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 for reserving groups and is available to provide information and assistance. The building monitor is **not** responsible for clean-up of the facility. At the time the building is opened, renter will check-in with building monitor and provide proof of ID. 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 to the renter. Renter will be present at rental, and for duration of rental, including close-out with building monitor.

### **Tables and Chairs Inventory**

Inventory available for use: (10) 58" diameter, round tables; (18) 3x6ft, rectangular tables in storage plus 80 chairs. No tablecloths provided.

### **Child care**

Child care is not available. Children need to be monitored at all times and are not allowed outside of the building without parental supervision. Renter is responsible to see that all activities are properly controlled and supervised and for the conduct of all guests attending the event. Conduct breaches may result in financial penalties.

### **Miscellaneous**

Smoke machines are not allowed in the building.

## Kitchen Use

Groups reserving the kitchen have two options for use:

Warming only: Use is limited to the coffee makers (three 100-cup coffee makers and one 35-cup coffee maker), steam table, stove/oven, refrigerator, countertops and sinks.

Full Service: Use includes the coffee makers (three (3) 100-cup coffee makers and one (1) 35-cup coffee maker), steam table, stove/oven, convection oven, refrigerator, countertops, sinks, dishwasher, and silverware. A kitchen monitor may be provided to assist with the equipment.

**The full service kitchen is available only until 10:00pm Friday-Sunday and 8:00pm Monday-Thursday.**

## Cancellations/Reschedules

- The City reserves the right to cancel any facility use reservation. A full refund will be given when 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 unless the facility is re-rented. If the facility is re-rented, the full rental fee and any deposit will be refunded, less a \$10.00 handling fee.
- 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 City of Tualatin, City of Durham official meetings, and the Meals on Wheels People, for official center functions.**

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.** Roster of organization members and 501c3 information required.

Advance Reservation Period: Three (3) months.

**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 or Durham. 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 or Durham.
- An employee of the City of Tualatin.
- Non-profit organizations of which 50% or more of the members reside in the City of Tualatin. Roster of organization members required.

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

**Fee Exemption for Nonprofit Organizations**

A fee waiver is available to nonprofit organizations of twenty (20) people or less. The reserving group must rent the facility one (1) time at the standard rental fee, receive building rental orientation, and schedule at least three (3) additional uses of the center over the next three-month (3) period.

**Cleaning/Security Deposit**

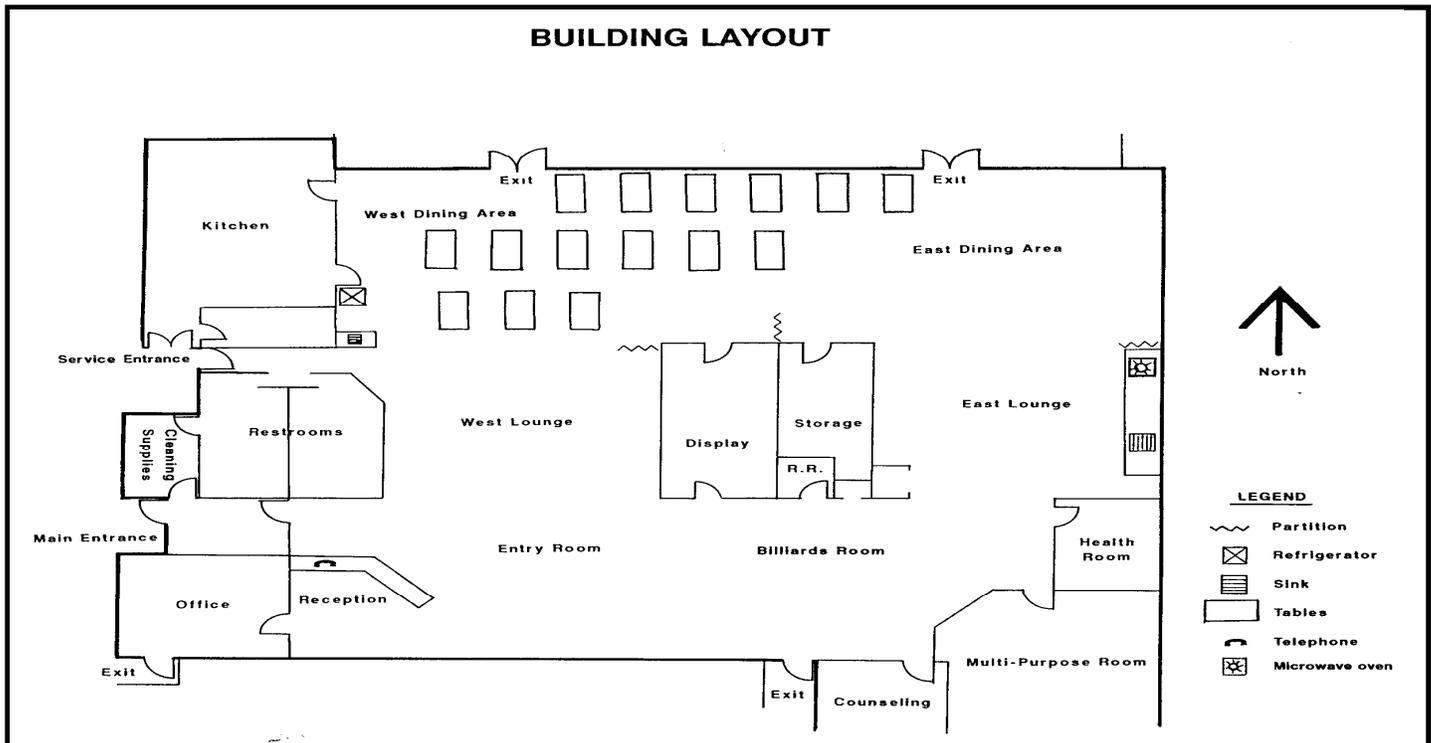
A cleaning/security deposit is required at the time of booking reservation. The amount of the cleaning/security deposit is based on whether food and/or beverage will be served, the size of the group, and the facilities reserved. The cleaning/security deposit is as follows:

	<u>No Food or Beverage</u>	<u>Food or Beverage</u>
Groups of 80 or less	\$ 25.00	\$135.00
Groups using the Full Dining Room	\$175.00	\$285.00

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) wood floors swept and stains damp-mopped
  - 2) wood floors do not require reapplication of a finish coat
  - 3) carpeted areas vacuumed
  - 4) sinks and countertops cleaned
  - 5) all waste emptied into garbage containers
  - 6) tables and chairs cleaned and returned to original setup
  - 7) receptacles emptied, litter removed
  - 8) sidewalks and outside area litter removed
- b. The facility is left undamaged and clean and the building monitor is the judge of whether the cleaning requirements have been satisfied; and
- c. The facility is vacated at or before the scheduled time.

The Center Supervisor 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 park rule or center regulation, may be denied a future facility reservation, up to one year.



# 8513 SW Tualatin Road

## LEGEND

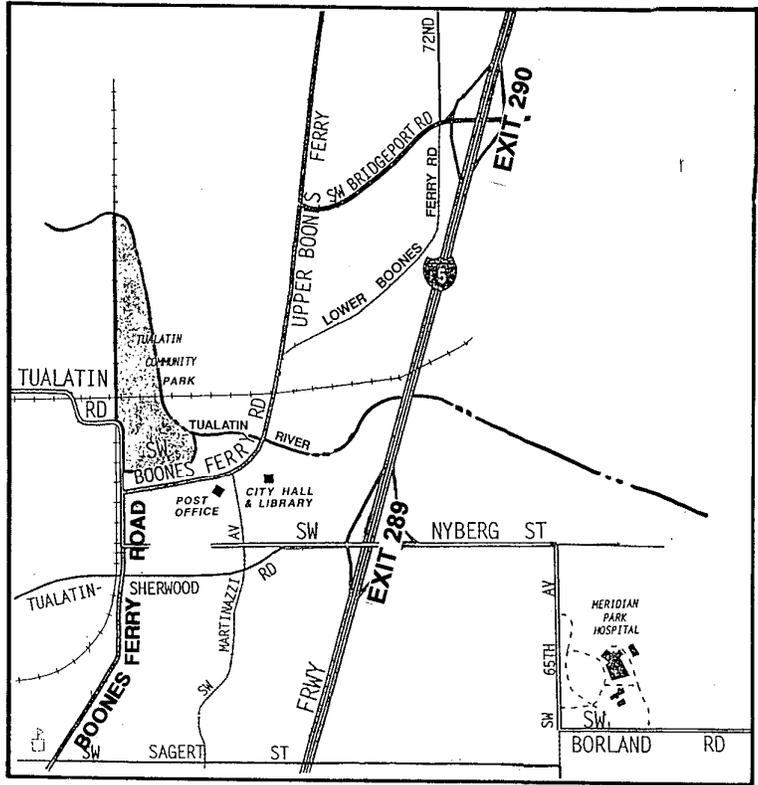
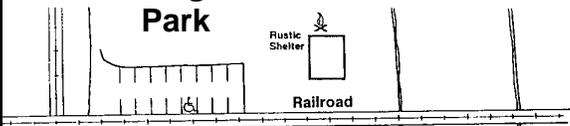


Disabled Parking

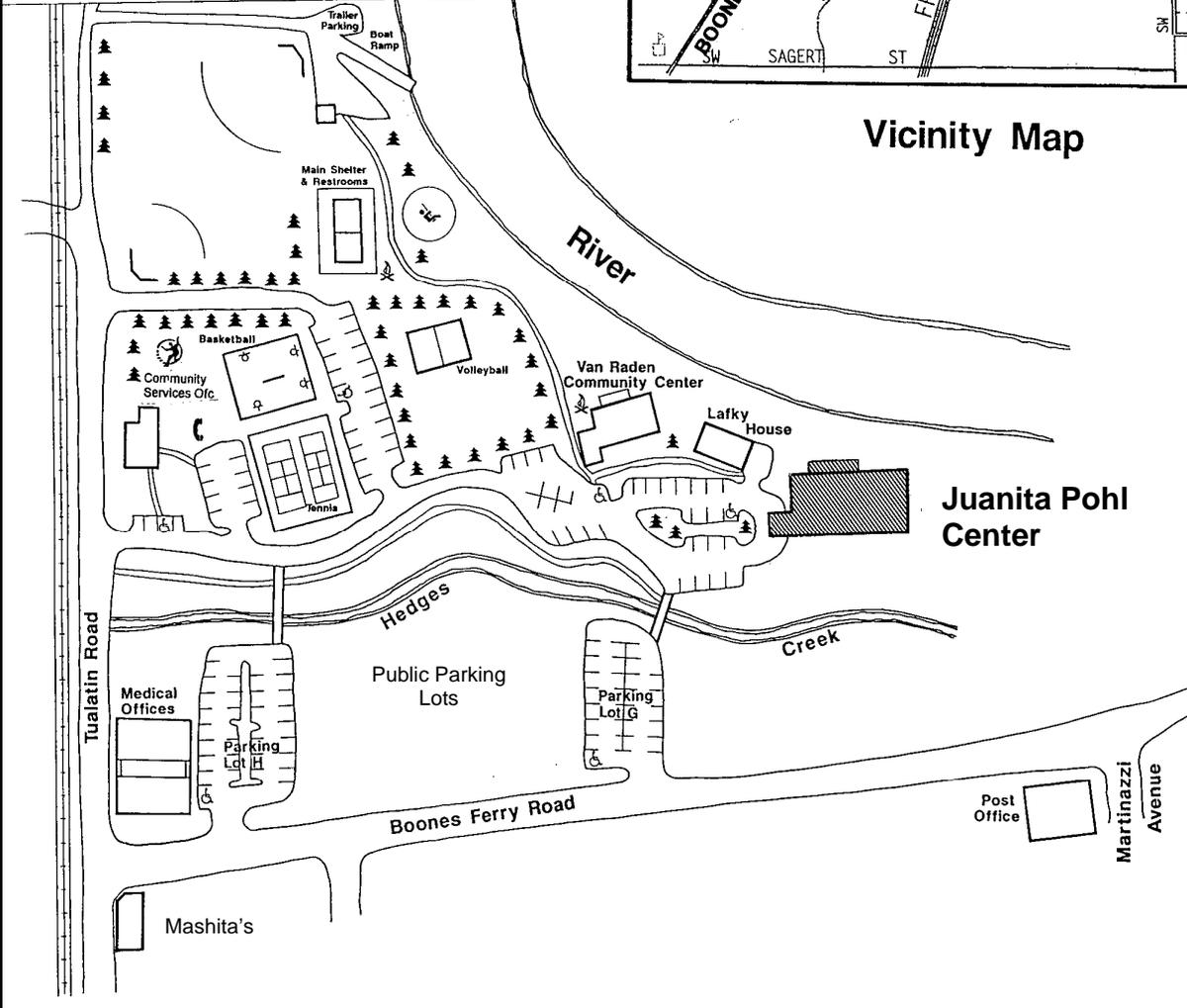


Telephone

## Dog Park



Vicinity Map



## Juanita Pohl Center



# Juanita Pohl Center Facility Use Permit

Community Services Department  
18880 SW Martinazzi Ave.  
Located at: 8513 SW Tualatin Rd  
Tualatin, OR 97062-7092  
Phone 503.691.3061, Fax 503.691.9786

Reservation Date

Today's Date: \_\_\_\_\_ Event Date/ Day of week: \_\_\_\_\_

Event Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Contact Name: \_\_\_\_\_

Organization Name (if any): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Mailing Address (if different): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Size of Group: \_\_\_\_\_ Classification (see policies): \_\_\_\_\_

**Note: If group exceeds size stated, the function may be terminated. Deposit is mailed to address listed above.**

**Room Requested:**       East Dining Room       Multipurpose Room  
                                  West Dining Room       Kitchen – Hours of kitchen use: from \_\_\_\_\_ to \_\_\_\_\_  
                                  Full Dining Room      (full service kitchen available only until 10pm Fri-Sun; 8pm Mon-Thurs)

**Event Information:**

Event: \_\_\_\_\_ Maximum Expected Attendance: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Frequency: (circle one) one time weekly monthly

Event Needs: 54" round tables \_\_\_\_\_ 3x6 rectangle tables \_\_\_\_\_ Chairs \_\_\_\_\_ Other \_\_\_\_\_

**Fees:** The rates shown below are hourly rates. Reservations must be made for a **minimum of 2 hours**.

Area	Capacity	Classes 1 & 2	Class 3	Class 4		# of Hours	Fee
				Resident	Non-Resident		
East or West Dining Room	80	No fee	15.00	30.00	75.00	x____hrs	_____
Full Dining Room	160	No fee	15.00	40.00	95.00	x____hrs	_____
Kitchen – warming only	n/a	No fee	15.00	10.00	35.00	x____hrs	_____
Kitchen – full service	n/a	No fee	15.00	20.00	40.00	x____hrs	_____
Multipurpose Room	30	No fee	15.00	25.00	65.00	x____hrs	_____
Alcohol Permit# _____				25.00	50.00		_____

<u>Cleaning and Security Deposit:</u>	<u>No Food or Beverage</u>	<u>Food or Beverage</u>	<u>subtotal</u>
Groups of 80 or less:	\$ 25.00	\$135.00	_____
Groups using Full Dining Room:	\$175.00	\$285.00	<u>subtotal</u> _____

Balance must be paid 14 days in advance of the event, no later than 4:00 pm on \_\_\_\_\_.

**TOTAL DUE: \$ \_\_\_\_\_**

I have read the Policies and Procedures brochure on rental of the Juanita Pohl 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. I will be present to meet with building monitor before and after event.

\_\_\_\_\_  
Signature of group representative or individual      Date

<b>For Office Use Only</b>	
Fees Paid: \$ _____	Receipt # _____
Date Fees Paid: _____	Initials: _____
Cleaning/Security Deposit Paid: \$ _____	
Receipt # _____	Date _____
Monitor: _____	
Refund Amount: \$ _____	Date: _____
Copy to JPC _____	Monitors _____ Calendar _____