City of Tualatin
Community Services Department
8513 SW Tualatin Road
Tualatin, Oregon
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Policies and Procedures for Reserving the Brown's Ferry Park Community 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 Brown's Ferry Park Community Center. We are glad you have chosen our facility to hold your special event. This brochure is intended to provide you with information about the rental of the facility. If you have further questions or need additional information, please call the Community Services Department.

Reservable Area and Parking
The reservable areas at the Community Center are rooms on the first floor of the main house. These rooms include two meeting rooms, a third smaller room, and kitchen facilities. Parking is extremely limited at Brown's Ferry Community Center. Parties bringing more than six vehicles must move all overflow parking to the Brown's Ferry Park parking lot, located at the west end of Brown's Ferry Park.

Making a Reservation
- All reservations require that a City of Tualatin Facility Use Permit application be completed.
- All Fees and cleaning/security deposits are payable at the time of application.
- Applicants must be 21 years of age or older.
- Applications must be submitted at least seven (7) days prior to the desired reservation date.
- No telephone reservations will be taken.

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 facilities and parks. A permit can be obtained from the Community Services Department.

Rental Periods
The Brown's Ferry Park Community Center is available for reservation for general public use during the following days and hours:

Sunday through Thursday - 8:00 am to 9:00 pm
Friday and Saturday - 8:00 am to 10:00 pm

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

The Brown's Ferry Park Community Center is not available for rental on New Year's Eve, 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 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, 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.

Kitchen Use
Groups reserving the kitchen have two options for use:

Storage only: Use is limited to the refrigerator, countertops and sinks.

Full Service: Use includes the stove/oven, refrigerator, countertops, sinks, dishwasher.

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 canceled a reservation and a reschedule date cannot be accommodated.
- When a reserving group cancels or reschedules thirty (30) 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 twenty-nine (29) days or less 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 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.

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 of Tualatin.

Advance Reservation Period: Six (6) months.

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

Advance Reservation Period: Six (6) months.

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 organization 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.

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 orientation training, and schedule at least three (3) additional uses of the facility over the next three-month period.

Cleaning/Security Deposit
A cleaning/security deposit is required at 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:

Groups of 49 or less, meeting only	$ 50.00
Groups of 49 or less, kitchen use for storage only	$100.00
Groups using the Full Kitchen Facilities	$285.00

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

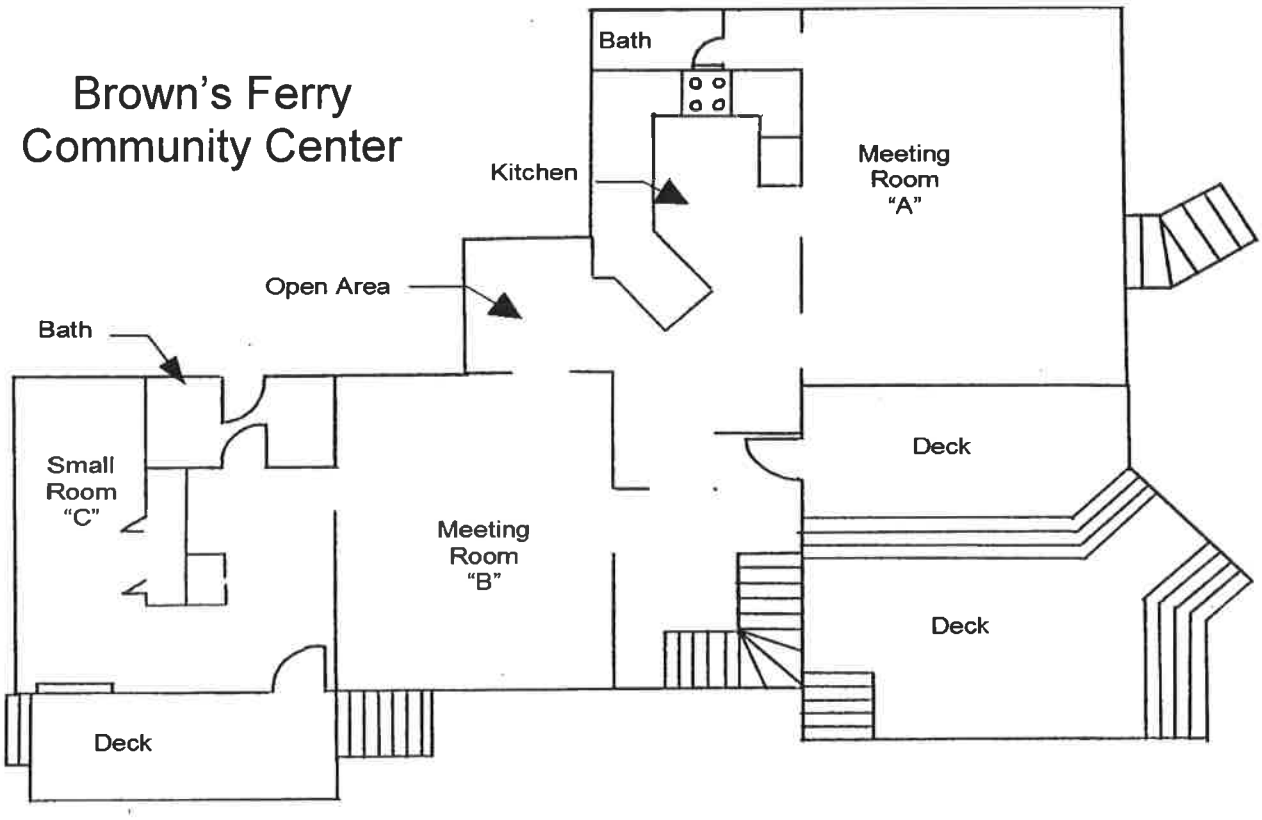
a. The facility is left in a clean and good condition and the following has been done:
   1) floors clean with no stains or scratches
   2) floors do not require reapplication of a finish coat
   3) carpeted areas are clean and not stained
   4) sinks and countertops cleaned
   5) all waste emptied into garbage containers
   6) tables and chairs cleaned and returned to original setup
   7) patio/porch/shelter areas are swept, receptacles emptied, and litter removed
   8) open lawn areas are clean and litter removed

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; and

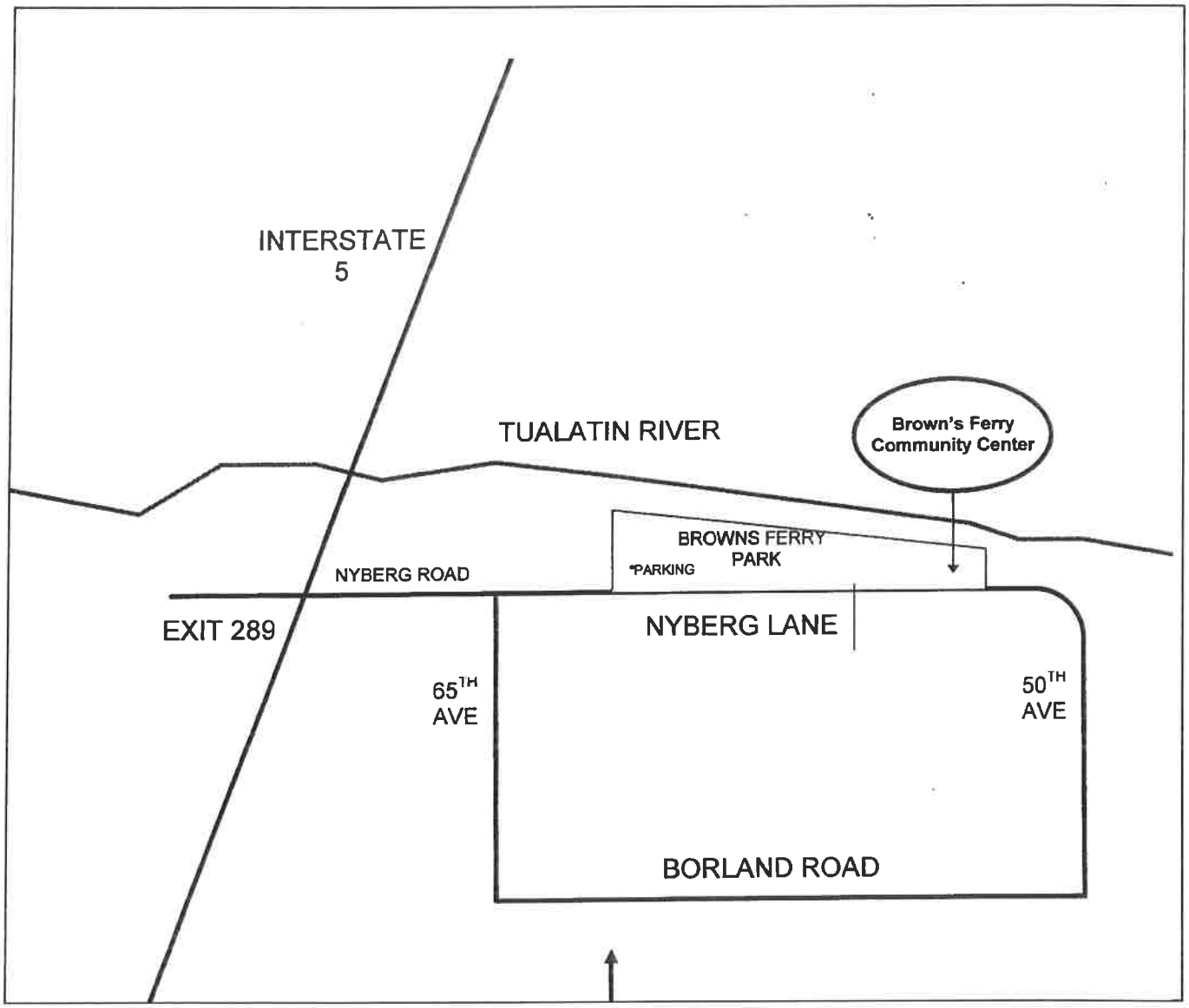
c. The facility is vacated at the scheduled time.

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



Square Footage of Rooms in Brown's Ferry Community Center:		Capacity
Room "A":	450	20
Room "B":	400	20
Room "C":	250	10

BROWN'S FERRY COMMUNITY CENTER
5485 SW Nyberg Lane



Directions:
From Interstate 5 take exit #289 east on Nyberg Road, continuing slightly north onto Nyberg Lane. Passing Brown's Ferry Park on the left, the Brown's Ferry Community Center is also on the left, just past the stop sign at 57th Avenue.

NOTE:
Parking is limited to six (6) vehicles at the Brown's Ferry Community Center. Additional guests should park in the main Brown's Ferry Park parking lot at the west end of the park. The distance from the Brown's Ferry parking lot to Brown's Ferry Community Center is 2000 feet, and is approximately a five (5) minute walk.

- Brown's Ferry Community Center - 6 parking spaces
- Brown's Ferry Park - 49 parking spaces.