



Tualatin Hills Nature Center Rental Information

Please review the following information and initial next to each section to indicate your understanding and acceptance. If you have any questions, contact the Tualatin Hills Nature Center, 503-629-6350.

SET UP:

1. The room will be set up and ready for your event 10 minutes prior to your stated rental time. Entering the room earlier than this will result in extra rental fees.
2. Tables (3'x6' rectangle) and chairs will be set up according to the chosen room layout (see reverse side). The rental does not include linens or utensils.
3. All custom set up requests or modifications are subject to review and approval, and are not guaranteed.

initial

DECORATIONS:

1. Decorations are allowed on the tack boards and windows.
2. Decorations are not allowed on the painted surfaces – no tape, “3M strips”, etc.
3. Decorations are not to be hung from the ceiling or any fixtures.
4. Helium balloons are not allowed inside facilities or within the boundaries of the Tualatin Hills Nature Park and Cooper Mountain Nature Park.
5. Damage caused due to decorations will be calculated at current material and labor rates, and taken out of the security fee.

initial

CLEAN UP:

1. The room will need to be vacated no later than 10 minutes after your confirmed rental time. Leaving the room after this time will result in extra rental fees.
2. Applicant is responsible for removing decorations, bagging garbage, sorting recyclables into designated containers, wiping off tables and counter surfaces, and washing used appliances.
3. THPRD will take down the tables and chairs, and remove trash.

initial

See reverse for set-up options



Beaver Den Set-up Request

The following equipment is provided and will be ready for use at the stated rental start time. Please select those items you wish to use:

Audio Equipment

Microphone

Podium

Easel/Dry Erase (1)

Projection Screen

Projector (\$25 fee)

Kitchen

Water Pitchers (2)

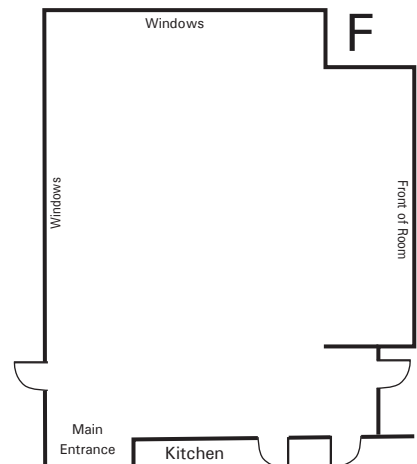
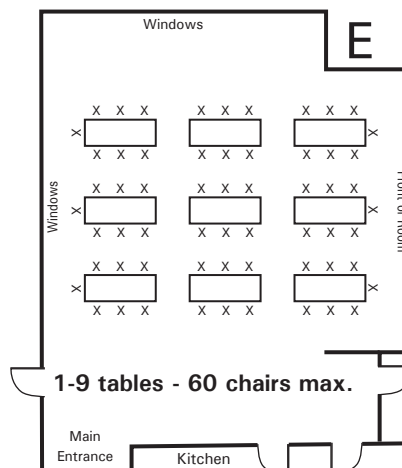
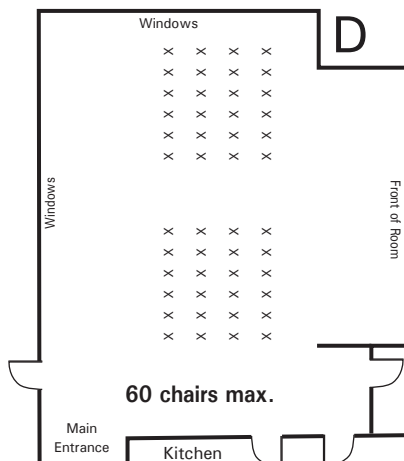
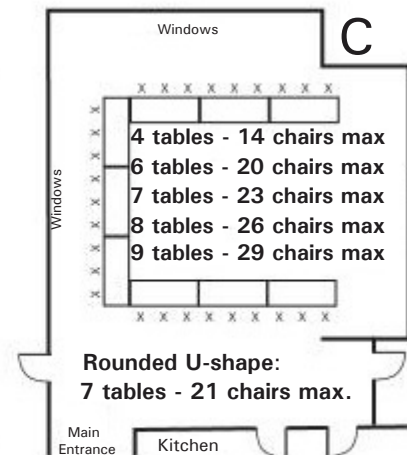
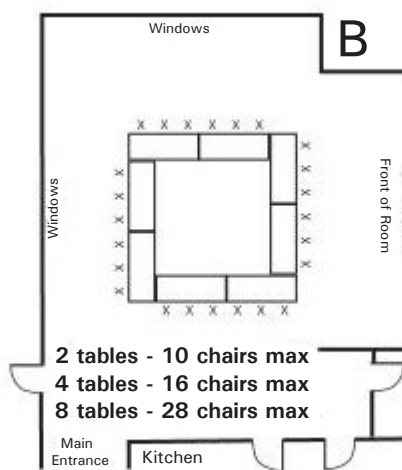
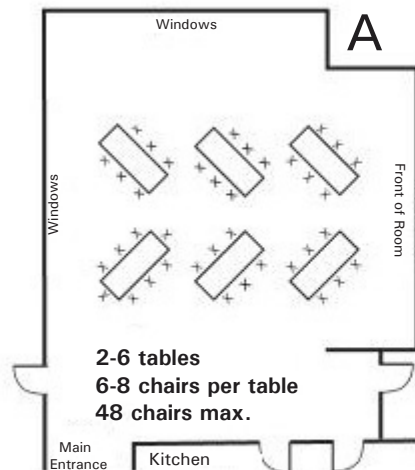
25 Cup Coffee Pots (2)

Room Set Up Choice:

Total # of tables:

Total # of chairs:

Tables and chairs are adult size and height unless otherwise requested. Child sized tables and chairs limited, please contact rental coordinator for more information.



Any additional requests (subject to approval and availability):
