

2024 Tauchman House Rental Application

City of Wilsonville
 Parks and Recreation
 29600 SW Park Place
 Wilsonville, OR 97070
 Ph 503-783-PLAY (7529)
 parksandrec@ci.wilsonville.or.us

HOST/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)	
Host/Responsible Party:	
Are you a 501©(3) Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide your tax-exempt number:	
Address:	City, State, ZIP:
Phone:	
Primary Contact:	
Contact Phone:	Email:
EVENT INFORMATION	
Requested Date:	
Nature of Event:	
Start time (including set-up):	End time (including clean-up):
Estimated Attendance (40 max.):	
Are You Requesting Approval For (check all that apply): <input type="checkbox"/> Alcohol Permit <input type="checkbox"/> Amplified Music/Sound	
FEES (see page 2)	
Process Fee	\$
House Rental Fee (number of hours x hourly rental fee)	\$
Alcohol Permit Fee	\$
Cleaning/Damage Deposit (refundable)	\$
TOTAL FEES (must be paid in full to process application)	
\$	
PAYMENT	
Method of Payment: <input type="checkbox"/> Card* <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ (Payable to the City of Wilsonville)	
<i>*if submitted electronically, applicant will be called to collect payment information when application is received</i>	
<p>I have read, understand, and agree to the guidelines and regulations stated in the attached Facility Use Policy and Procedures. By my signature, I agree to hold harmless and indemnify the City of Wilsonville, its officers, agents and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees. I, as the applicant/responsible party, understand that I must provide the City a certificate of liability insurance and additional insured endorsement reflecting a limit of each occurrence of no less than \$1,000,000 naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 30 days prior to the event.</p>	
Host/Responsible Party's Signature:	Date

TAUCHMAN HOUSE RENTAL FEES				
Process Fee	House Rental* (2 hour minimum)	Alcohol Permit Fee**	Cleaning & Damage Deposit (refundable)	Kitchen
Resident*** of Wilsonville				
\$25	\$40/hr	\$50	Credit Card on File	Included
Non-Resident				
\$45	\$80/hr	\$50	Credit Card on File	Included
House Capacity				
40 Max Occupancy			Tables: Eight (5' x 2.5') Chairs: Forty	

* Non-profit groups pay 50% of house rental fees. Residency is based on the address of the non-profit organization. **Proof of 501c3 non-profit status is required.**

** Alcohol permit fee required if alcohol (beer/wine only) will be consumed during the rental. Must meet insurance requirements listed on page 3 of application.

*** Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs, be responsible for damages, and must provide the City with a certificate of liability insurance and additional insured endorsement. Any refunds will be issued to the responsible party.

Wilsonville Parks & Recreation Facility Use Policies and Procedures

GENERAL INFORMATION

Any person at least 21 years of age, or any organized group, may submit an application to reserve City facilities. Facilities may be reserved for ongoing or for one-time events. Reservations are made on a first-come, first-served basis. You may check availability over the phone, but your call to check on a date does not guarantee that date for you. A completed application, including all necessary forms, fees and deposits must be submitted to hold your request. Requests received within 30 days of the event must include complete insurance documents and be paid for by cash or credit card. No checks will be accepted for late reservations. *Facilities are not available for rent on City-recognized holidays.*

All applications are subject to review and approval by the Wilsonville Parks & Recreation Department. Use Agreements are not transferable. A new application must be submitted with all appropriate fees, for each new date requested, or set of ongoing dates.

Completed applications (pages 1-4) may be submitted via email, fax, postal mail, or in-person to the Wilsonville Parks & Recreation Admin Building (see pg. 1 for contact info). Full payment is due at the time of submitting the rental application.

Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs, be responsible for damages and liability, and must provide the City with a certificate of liability insurance and additional insured endorsement. Any refunds will be issued to the responsible party.

ALCOHOL

The only use of alcoholic beverages permitted by the City of Wilsonville is those activities for which a reservation has been accepted and approved for alcohol use. Alcoholic beverages shall be limited to wine and/or beer. Hard alcohol is not permitted. In the State of Oregon, it is illegal for those under the age of 21 to possess or consume alcoholic beverages. It is illegal to provide alcoholic beverages to anyone (regardless of age) who is visibly intoxicated.

INSURANCE

The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance (COI), (2) Additional Insured Endorsement. The coverage must specifically name the City of Wilsonville as an 'additional insured' and must have a limit of each occurrence of no less than \$1,000,000. *Please note: a statement of additional insured status on the COI will not suffice without a copy of the endorsement.* If alcohol is offered to guests for free, the certificate must include host liquor liability. If alcohol is sold, the certificate must include coverage for retail liquor liability and the responsible party must fulfill OLCC requirements.

Options for insuring your event:

- Online insurance companies offering one-day event coverage (e.g., TheEventHelper.com, Wedsafe.com, PrivateEventInsurance.com, etc.)
- Some homeowners insurance companies offer the ability to additionally insure a third party.

AMENDMENTS

An amendment fee of \$25 will be required if a date change is requested. Requests must be submitted in writing, via email or fax.

RENTAL CONFIRMATION

You will receive your permit and receipt via email when your application is processed. Please have your permit and rental checklist (page 5) with you during the event.

FACILITY HOURS OF USE

Events must end by 10:00pm, though the building may be occupied until 11:00pm for cleanup (hourly rental fee applies). **The building must be vacated by 11:00pm, or an hourly rate will be assessed at twice the regular rate.** These rates will also apply if the event runs later than originally requested. Additional fees will be subtracted from the refundable cleaning/damage deposit.

SPECIAL RESTRICTIONS

- Smoking is not allowed inside the premises, or in the park.
- Flames of any kind are not allowed.
- Decorations may be hung on the walls using thumbtacks (no tape, nails or screws), but must be removed following the rental (including thumbtacks).

EQUIPMENT

- Applicant is responsible for room setup and takedown. If it is necessary for staff to put furniture back in place, the applicant will be assessed a minimum of \$50 to be subtracted from deposit.
- Under no circumstances are chairs, tables or other equipment to be removed from the building.
- Equipment, supplies or other products belonging to private groups may not be stored in the facility or on the grounds prior to, or after, the applicant's event.

CLEAN UP

All floors should be swept, tables wiped down, tables and chairs folded and returned to the storage room, decorations removed, restrooms left tidy, outside of building inspected, and all garbage placed in trash receptacles. To avoid additional charges (at a rate of \$50 per hour), please leave the facility as clean as you found it.

CANCELLATIONS/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information: name of group, date of intended use, signature of applicant, address and telephone number. This information may be faxed, mailed or brought in person to the Wilsonville Parks & Recreation Administrative Building. A partial or full refund will be issued in accordance with the following schedule:

More than 60 days prior to date of reservation:

- House rental fee, alcohol permit fee (if paid) and cleaning/damage deposit will be refunded, minus the process fee.

Less than 60 days, but more than 30 days prior to date of reservation:

- 50% of house rental fee, plus full cleaning/damage deposit and alcohol permit fee (if paid) will be refunded, minus the process fee.

Less than 30 days prior to date of reservation:

- 100% of house rental fee and process fee will be forfeited, but full cleaning/damage deposit and alcohol fee (if paid) will be refunded.

Ongoing Reservations: If cancelled prior to the end of the contract, house rental fees for reservation dates occurring within 30 days of the cancellation date will be withheld, but all house rental fees for reservation dates occurring more than 30 days from the cancellation date will be refunded, minus the process fee. Alcohol permit fees (if paid) and cleaning/damage deposit will be refunded.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

TO BE COMPLETED BY APPLICANT

The City of Wilsonville reserves the right to cancel or change facility use agreements when deemed necessary. Failure to comply with Facility Use Policies and Procedures will be grounds for cancelling the facility use agreement and denying future applications.

I understand my responsibilities and obligations as outlined above. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.

SIGNATURE OF APPLICANT: _____

GROUP OR ORGANIZATION: _____

PHONE: _____

DATE SIGNED: _____

TAUCHMAN HOUSE RENTAL CHECKLIST AND RULES

Rental Checklist

Pick up key and alarm code from Wilsonville Parks & Recreation Administrative Office (29600 Park Place). For weekday rentals, you may check out the key and alarm code 15 minutes before your rental begins or before 5pm if your rental begins later in the evening. For weekend rentals, you may check out the key and alarm code the Friday before your event, as the office is closed on Saturday and Sunday. Do not enter the Tauchman House until your rental period begins.

Have permit and checklist with you on the day of your event. If any issues arise during your event, there is an after-hours emergency number listed in red at the bottom of this page.

To enter the house, use the key that has been checked out to you. This key also opens the kitchen and French doors, in addition to the front door. Upon entering the front door, enter the alarm code given to you by staff (alarm system is on the wall to your left, across from the fireplace).

Do a walk-through of the building when you arrive. Check doors and windows to ensure that the house is secure and in order for your activity. Call the number listed below if there are any issues or if you are in need of staff assistance.

Applicant is responsible for setup and takedown of tables and chairs (provided in the storage room). Please fold and return tables and chairs to the storage room following the event. If tables and chairs are not returned to the storage area or if the facility is not left clean following the rental, applicant will be charged a cleaning fee at a rate of \$50 per hour.

Alcohol use must be kept inside the house. Alcohol may not be taken outside of the house or elsewhere in the park. You must have approval of Wilsonville Parks & Recreation and meet insurance requirements.

Smoking or the use of tobacco products is prohibited on all City park property, park facilities, and buildings.

The heat is pre-set and will keep the house at temperatures between 69-71 degrees. Please do not adjust the thermostat. The house does not have air conditioning.

Decorations may be secured using thumbtacks (no tape, nails or screws) but must be completely removed following the rental (including the thumbtacks).

Event signage is only allowed inside the house or on the porch. Signs, including balloons, posted elsewhere in the park will be removed and retained by staff.

Flames of any kind are prohibited (no candles or sparklers). BBQ grills are allowed as long as they are propane-powered and placed on a paved surface outside and away from the house.

The following are not allowed in City parks: stakes, egg toss, inflatables/bounce houses, dunk tanks, water balloons, water slides, open flames (except for propane BBQ grills), and any activities that could damage the grass.

When closing the building, check that the stove and microwave are turned off, the refrigerator door and microwave door are closed, and that there is no water dripping in the sinks. Be sure that all counter tops are wiped and floors are clear of debris. Remove all belongings from the refrigerator and/or freezer. Deposit all trash in the trash receptacles inside the house. Wipe down tables and chairs and return folded to the storage room. Check all windows to ensure that they are secured. Turn off all interior lights, lock door knob locks on the kitchen and French doors, set the alarm, exit through the front door and lock it behind you.

The key may be returned to the Wilsonville Parks & Recreation Administrative Office immediately following the conclusion of the rental period. The after-hours drop box is located to the right of the front door. If the Tauchman House is left unsecured (doors unlocked or alarm not set) or if the key is lost, the applicant will be charged a \$50 fee.

Refunds are processed within 30 days of event. Deposits paid for with a credit card will be refunded to that credit card. If the credit card on file is no longer valid, the deposit will be refunded via check. Deposits paid for with cash or check will be refunded via check.

Business hours (Mon-Fri, 8am-5pm): 503-783-7529 or 503-570-1530

Emergency/After-Hours Number During Rental: 1-866-252-3614

DIRECTIONS TO TAUCHMAN HOUSE

31240 SW Boones Ferry Rd, Wilsonville OR 97070

From I-5 Southbound

- I-5 South to Exit 283 (Wilsonville Rd)
- Use the 2nd from the right lane to turn right onto Wilsonville Rd
- Use the left 2 lanes to turn left onto SW Boones Ferry Rd
- Proceed to the end of Boones Ferry Rd
- The entrance to Boones Ferry Park & the Tauchman House will be on your left, after Tauchman St

From I-5 Northbound

- I-5 North to Exit 283 (Wilsonville Rd)
- Turn left at light onto Wilsonville Rd
- Stay in left-hand lane
- Go to 2nd traffic light (Boones Ferry Rd)
- Turn left, and proceed to the end of Boones Ferry Road
- The entrance to Boones Ferry Park & the Tauchman House will be on your left, after Tauchman St