

## 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 \$40 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**