

Jackson Bottom Wetlands Education Center

Rental Use Policies



Jackson Bottom Wetlands Preserve
2600 SW Hillsboro Hwy.
Hillsboro, OR 97123
(503) 681-6206

Policies for Rental Use of the Wetlands Education Center

Rental Procedure

- ◆ Reservations for the use of room(s)/areas of the Jackson Bottom Wetlands Education Center are made at Jackson Bottom Wetlands Preserve, 2600 SW Hillsboro, OR 97123, at least (7) days in advance of requested use date. A cleaning deposit of \$150 is required with the reservation application. The rental fee must be paid either (30) days prior to scheduled event or at the time of reservation. Checks should be made payable to: “Jackson Bottom Wetlands Preserve.”
- ◆ The cleaning deposit will be refunded if condition of building & equipment is found in satisfactory condition.
- ◆ Setup on the day before a scheduled event will be permitted only if the facility is available. The renter shall incur the cost for set up time.
- ◆ Reservations for non-recurring events may be taken up to twelve (12) months in advance of requesting date. Recurring reservations will be limited to (2) times per month and may be reserved up to (3) months in advance.

Cancellation Policy

- ◆ Cancellations should be made at the earliest possible date. There is a \$50.00 non-refundable fee for reservations cancelled within 15 days of the reservation date.
- ◆ Due to unforeseen circumstances, Jackson Bottom Wetlands Preserve reserves the right to reschedule and/or cancel the building reservation.

Catering

- ◆ You may hire a caterer of your choice for your event. If you would like a list of suggested caterers, please contact us.

General Rules

- ◆ Alcoholic beverages may be served at the Jackson Bottom Wetlands Education Center only with approval of an Alcohol Usage Application. Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). Inquire with staff or call OLCC at (503) 872-5070 to determine if you need an OLCC Special Events License. Users must comply with all rules stated in the Jackson Bottom Wetlands Preserve “Alcohol Use Rules” if alcohol is to be served.
- ◆ Smoking is prohibited in all areas of the Preserve and its facilities.
- ◆ No amplified music is permitted outside the building.
- ◆ The person supervising the activity must be present at the Wetlands Education Center throughout the duration of the rental use.
- ◆ No special equipment may be brought in without prior approval. Examples include electrical equipment or lighting, musical instruments, platforms, barbecues, props, etc.

General Rules, Continued

- ◆ Rental groups are responsible to set up/return tables & chairs to original location. To protect the floors, please do not drag chairs or tables across the floor. Do not take tables or chairs outside of the building except for Overlook Deck rentals.
- ◆ Groups will need to provide their own utensils, plates, cups & glasses. Napkins, condiments, and other related items are not available at the facility.
- ◆ The event is confined to the Education Center; food and beverages are not to be taken onto the trails.
- ◆ Renters are responsible to pay for all property damage to the facility resulting directly or indirectly from the conduct of any group member or its invitees.

Decorations

Please ask if you have decorating questions.

- ◆ Only freestanding decorations are permitted. Do not affix anything to ceiling, walls, doors, or windows. Tacks, nails, staples, and tape are prohibited; use of such items will be considered damage to the building.
- ◆ The use of balloons, rice, birdseed, confetti, glitter, silly string, dance wax or rose petals is not permitted inside the facility, on the deck or on the grounds.
- ◆ Decorations such as ribbons and crepe paper must be picked up and removed by the renter at the conclusion of your event.
- ◆ The use of candles or any type of open flame is prohibited unless approved by the building coordinator.

Clean Up

*You are responsible for cleaning the facility before leaving. **Clean-up time is to be calculated in your total time of use.***

- ◆ Remove all decorations and everything brought to the facility for your event.
- ◆ Leave kitchen area clean, wipe off all counters, appliances, and turn off all equipment.
- ◆ Sweep and clean all floors; clean up any spills and mop if necessary.
- ◆ All garbage should be bagged and placed in the dumpster outside. This includes garbage cans in restrooms. Replace garbage cans with clean liner bags.
- ◆ Cleaning equipment is located in janitor's closet (see supervisor).
- ◆ Please immediately report any damage or non-functioning items.
- ◆ Return tables and chairs to original location.
- ◆ The supervisor/caterer will inspect the facility (with renter) at the conclusion of event.

Parking

- ◆ Parking at Jackson Bottom Wetlands Preserve is limited. There are 34 parking spots in the parking lot. The Preserve is open to the public during daytime hours and may be busy during the summer months. If a large number of vehicles are expected for your event, prior arrangements (a minimum of 3 weeks) must be made with the Preserve staff. Additional parking at Clean Water Services parking area, next to the Wetlands Education Center, may be reserved during evenings and weekends.

Facility Supervision

- ◆ A Facility Supervisor will be scheduled at the Preserve for your event. The Supervisor will be responsible for monitoring the event, inspection of facility following the event, and securing the facility.

Thank you for your patronage!