

## FACILITY RENTAL POLICIES



- A designated Contact is responsible for monitoring the conduct of all guests and enforcing Facility Rental Policies. This Contact must be present the entire time of the rental. It is the designated Contact's responsibility to advise all "co-hosts" of rules and policies set forth.
- All fees must be paid in full at the time of booking. A 50% refund of all rental fees will be given if a reservation is canceled no less than ten (10) business days prior to date reserved. No refund of rental fees will be given if the reservation is canceled less than ten business days prior to date reserved. Reservations made within ten business days of date reserved not eligible for a cancellation refund.
- Refunds for reservations made by Debit or Credit Card will be processed within three business days of the cancellation confirmation and refunded back to the same Card. Refunds for reservations made by cash or check will be processed within 14 business days of the cancellation confirmation and a check will be mailed to the Contact's provided address.
- Rental Start & End Times must include at least ½-hour prep time and ½-hour clean up time. Renter will incur additional charges if time extends before or after.
- Rental fee includes all table and chair set-up and take down. Exclusions may apply.
- Additional items may be rented if requested prior to rental. Rental items requested are based on availability. In addition to tables and chairs, other equipment available for rentals at no additional cost includes a mobile projection screen, white boards, card tables, rolling media cart with 50-inch flat screen tv & DVD player, tv trays and music stands.
- Usage of tables, chairs and equipment is included and limited to what is available and requested at the time of booking. Use of equipment located in other spaces not permitted.
- Rental area will be available at the designated start time and not before. The rental area must be vacated at rental finish.
- Facility usage is limited to rented rooms only except for restroom usage.
- Blocking hallways and emergency doors is prohibited.

- Where applicable, proof of liability insurance may be requested.
- The room(s) is available to you and your guests only for the time specified in your confirmed rental agreement. NCRD staff will set-up all tables and chairs. Every effort will be made to have tables and chairs set up prior to the renter's scheduled rental time. Table and chair arrangements must be determined at the time of booking. Alterations and exclusions may apply.
- Tables and chairs provided by NCRD are for indoor use only.
- To preserve our facilities, the use of glue, tape, tacks, nails staples, confetti, glitter or other similar products are prohibited. Decorations are not allowed to be posted on walls or windows. Open flame candles of any kind are prohibited.
- All preparation time (set-up time) must be included in your rental time and must take place immediately prior to your event. Preparation time needed (decoration, delivery of supplies, food delivery, etc.) must be scheduled and paid for at the time of booking. Communicate the specified rental time with all vendors. Your facility rental will not be available before the rental period stated on the confirmed rental agreement.
- All remaining supplies, decorations, food and beverages must be removed from the facility immediately after the event, within the time specified in your confirmed rental agreement.
- NCRD provides a fast and reliable open Wi-Fi network. Groups are welcome to bring their own equipment. It is important to test audio visual/laptop connections prior to your event during our business hours, when the schedule permits. NCRD staff will not be responsible for technical connection issues.
- If you are hosting a public event, it is your responsibility to contact the Tillamook County Health Department and inquire about a food permit. Please contact Tillamook County Health Department at 503.842.3909.
- North County Recreation District reserves the right to deny a facility rental to any person or organization for any reason at any time. Scheduled rentals can be canceled by staff due to unforeseen circumstances, in which case a full refund will be granted.
- A reservation will be confirmed by email to the designated contact.
- To request a reservation, contact Event Reservations & Planning at 855.444.6273.