

Troutdale Resident & Local Public Service/Non-Profit*

	2-Hr. Meeting		4-Hour Increment: 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6:00 p.m. to 10 p.m.		Full Day	
Activity Room	Rent \$75	Deposit	Rent \$150	Deposit \$100	Rent \$400	Deposit \$200
Conference Room	\$50	\$50	\$75	\$100	\$200	\$200

Non-Resident

	2-Hr. Meeting		4-Hour Increment: 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6:00 p.m. to 10 p.m.		Full Day	
Activity Room	Rent \$125	Deposit \$100	Rent \$225	Deposit \$200	Rent \$600	Deposit \$400
Conference Room	\$75	\$100	\$150	\$200	\$400	\$400

Fees, Reservations, NSF Checks

- All fees and Deposits are due and payable at the time of the booking. This includes a \$20 application fee.
- If set-up time is needed, it's available for one-half the rental charge.
- There will be one half-hour between rentals.
- Notice of cancellation must be given no later than 60 days before the date of the function in order to receive a full refund (minus the \$20 application fee). If the cancellation notice is given less than 60 days before the function, no refund will be given.
- All NSF checks will incur a \$25 fee. The check amount plus the \$25 fee must be paid with cash or money order.

Required Clean-Up Duties for User Groups & Building Etiquette

- Flammable material is not allowed in City Buildings per the Fire Marshal.
- No alternations may be made to the building.
- Do not touch or try to use any office machines.
- No gum in the building.
- Food is allowed in the building.
- Renters can use the coffee pot, but must supply their own coffee & cups.
- Please keep feet off the table tops and chairs.
- Do not block exits.
- Use tape, not staples, for posted information. No nails may be used.
- Do not cover or remove signage within the building that is not yours.
- All tape and posted information must be removed at close of event/meeting.
- Wipe down, fold and return all tables used *back against the wall*.
- Place chairs used in chair racks.
- Clean up all spilled beverages & pick up debris from floor.
- Clean up any outside areas used (cigarette butts, cups, etc.).
- Sack all garbage and used diapers and place in building dumpster.
- Return cleaning supplies to janitorial closet.
- Remove personal items and any other furnishings or equipment from the site when you leave.
- If you are responsible for locking up after your use, please turn out the lights and verify that the doors are locked.