

**SAM COX BUILDING**  
**GREAT ROOM & ANNEX**  
**USE, CLEAN UP & ETIQUETTE GUIDELINES**

Both the Great Room and Annex in the Sam Cox Building are available for weddings, birthdays, family reunions, retirement parties, and other similar functions year round. The parking lot accommodates 110 vehicles which includes 5 ADA spots. The rooms may be rented from 9 a.m. until 10:00 p.m.

**THE GREAT ROOM IS 2,500 SQ. FT. AND HAS A MAXIMUM CAPACITY OF 170 PEOPLE. INCLUDED WITH THE GREAT ROOM RENTAL:**

- 40 six-foot length tables, 7 Large folding tables, 8 five-foot round tables (this may vary)
- 165 chairs (this may vary)
- Full Commercial style kitchen with two stoves (1 gas & 1 electric), a microwave, a refrigerator and a freezer
- An ice machine
- AV system
- Stage
- Arbor
- Meadow area (with benches) and a small shelter (Shelter C) if needed - (the open park area other than the meadow area cannot be reserved)

**THE ANNEX IS 960 SQ. FT. AND HAS A MAXIMUM CAPACITY OF 50 PEOPLE. INCLUDED WITH THE ANNEX RENTAL:**

- One 14-Seat Conference Table and 14 Executive chairs
- At present renter must supply all AV
- No access to the kitchen, but ready to eat food can be brought in

**BUILDING / PARK ETIQUETTE**

- No outside sales can take place in the Building or Park Grounds
- No flammable materials (candles, etc.) are allowed per the Fire Marshall
- No alterations may be made to the rooms in the building
- No gum is allowed in the building
- The north door is the main door into the building; please DO NOT use the kitchen doors for entrance/exit
- Use tape, not staples or nails, for decorations. All tape and decorations must be removed after event
- Keep balloons away from fans and trees; water balloons are not allowed
- Do not block exits with furniture or decorations
- No smoking inside the building and within 10 feet of any door or window
- All music must remain inside the Building except by special permission of the Parks Superintendent. If amplified music will be played in any of the Parks, a "Special Use Permit for Amplified Sound" must be completed and approved by the Parks Superintendent
- Do not cover or remove signage within the building or park

- Use birdseed instead of confetti or rice in the park (confetti is difficult to remove; plastic confetti and rice are hazardous to wildlife).
- After use, return chairs to racks and wipe down, fold and return all tables back against the wall. Return any tables/chairs “borrowed” from the Annex.
- Clean Kitchen counters and appliances (oven, stove-top, microwave, etc.)
- Clean up any spilled beverages from tables, chairs and floors and sweep up all debris (confetti, food, etc.).
- Clean up any outside areas used (cigarette butts, cups, etc.).
- Sack all garbage (including the bathrooms) and used diapers and place in park dumpster.
- If used, return benches outside to stage. Do not move park picnic tables.
- Return cleaning supplies to janitorial closet.
- Don’t forget to remove personal items and any other furnishings or equipment from the site when you leave.

### **SCHEDULE CHANGES AND BUILDING ACCESS**

If you would like to change a scheduled time/date: call the **Reservation line** 503-674-7297.

Contact the **Park Caretaker** directly at **503-310-8872** for the following:

- A short tour of the building. Tours are *not* available on Tuesdays or Wednesdays.
- You are going to arrive late for your reserved building time.
- You have questions/issues during your use of the building.

*Park hours: April 1 through September 30 – 8:00 a.m. to 9:00 p.m.  
October 1 through March 31 – 8:00 a.m. to 6:00 p.m.*



**CITY OF TROUTDALE  
PARKS &  
FACILITIES**

**If you experience a conflict with other users, please call the  
non-emergency police number: 503-823-3333**