



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

# **Tualatin Hills Nature Center**

## **Nature House Rental Information**

Please review the following information and initial next to each section to indicate your understanding and acceptance. If you have any questions, contact the Tualatin Hills Nature Center, 503-629-6350.

### **SET UP:**

1. The room will be set up and ready for your event 10 minutes prior to your stated rental time. Entering the room earlier than this will result in extra rental fees.
2. Tables (3'x6' rectangle) and chairs will be set up according to the chosen room layout (see reverse side). The rental does not include linens or utensils.
3. All custom set up requests or modifications are subject to review and approval, and are not guaranteed.

\_\_\_\_\_  
*initial*

### **DECORATIONS:**

1. Decorations are allowed on the tack boards and windows.
2. Decorations are not allowed on the painted surfaces – no tape, “3M strips”, etc.
3. Decorations are not to be hung from the ceiling or any fixtures.
4. Helium balloons are not allowed inside facilities or within the boundaries of the Tualatin Hills Nature Park and Cooper Mountain Nature Park.
5. Damage caused due to decorations will be calculated at current material and labor rates, and taken out of the security fee.

\_\_\_\_\_  
*initial*

### **CLEAN UP:**

1. The room will need to be vacated no later than 10 minutes after your confirmed rental time. Leaving the room after this time will result in extra rental fees.
2. Applicant is responsible for removing decorations, bagging garbage, sorting recyclables into designated containers, wiping off tables and counter surfaces, and washing used appliances.
3. THPRD will take down the tables and chairs, and remove trash.

\_\_\_\_\_  
*initial*

**See reverse side for set-up options**



**TUALATIN HILLS**  
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# Cooper Mountain Nature House

## Set-up Request

Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_

The following equipment is provided and will be ready for use at the stated rental start time.

Please select those items you wish to use:

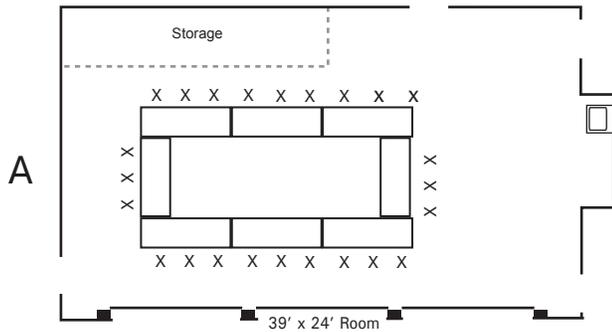
Multimedia 40" TV

Kitchenette - Includes: Microwave, Mini-fridge, water kettle, coffee maker (12-cup - bring own filter and coffee)

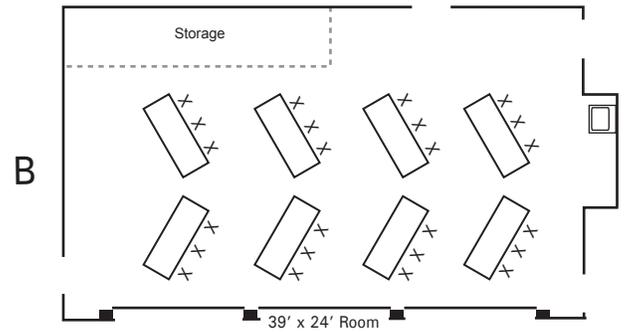
Room setup choice:

Total # of tables:

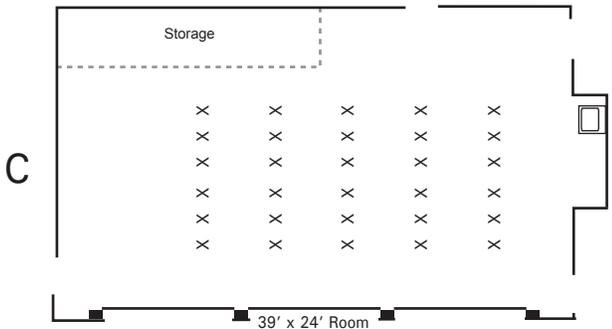
Total # of chairs:



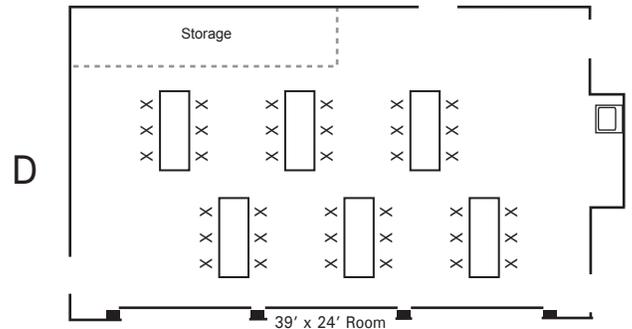
8 tables - 24 chairs	Option: U-shape
6 tables - 18 chairs	7 tables - 21 chairs
4 tables - 12 chairs	5 tables - 15 chairs



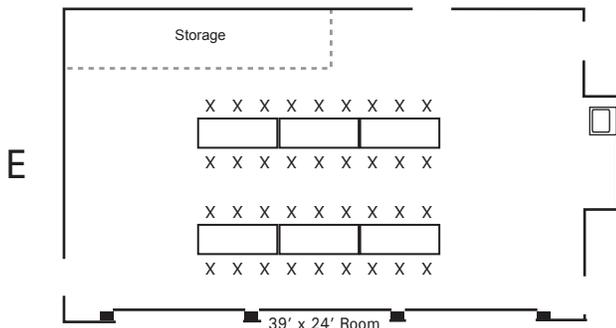
8 tables - 24 chairs
6 tables - 18 chairs
4 tables - 12 chairs



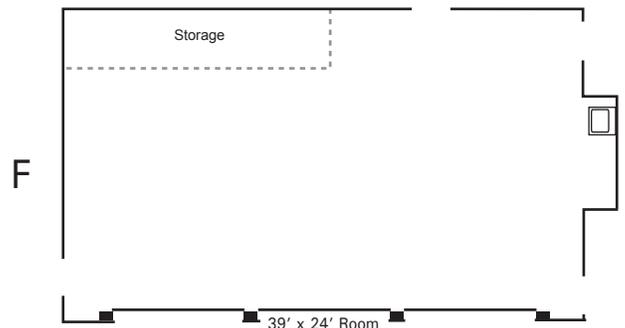
6 rows of six chairs (max)  
Option: Center aisle



6 tables - 36 chairs



6 tables - 36 chairs
4 tables - 24 chairs



10 tables - maximum
38 chairs - maximum