

STEIN-BOOZIER BARN RENTAL CHECKLIST AND PARK RULES

Rental Checklist

Pick up keys from Parks and Recreation Administrative Office (29600 SW Park Place). Weekday rentals may pick up keys as early as 10:00 am the morning of your event. Weekend rentals may pick up keys between 12:00-5:00 pm the Friday before your event.

Have permit and checklist with you on the day of your event. If any issues arise during your event, there is an after-hours emergency number listed in red at the bottom of this page.

Rental Hours are listed below. All setup and takedown must be completed within rental hours. **Failure to stay within rental hours will result in loss of full cleaning/damage deposit.** **Weekend Rentals:** event setup may take place from 12:00 pm-10:00 pm the day prior to your event. On the day of your event, your rental runs from 10:00 am-10:00 pm. Takedown must be completed by 12:00 pm the day following your event.

Weekday Rentals: you have access to the barn between the hours of 10:00 am and 10:00 pm the day of your rental. All belongings must be removed and cleanup complete by 10:00 pm the night of your event.

Applicant is responsible for setup and takedown of tables and chairs. Please return carts to the southwest corner of the barn. If it is necessary for staff to put tables and/or chairs back on storage cart or in the appropriate corner of the barn, or if tables and/or chairs are left dirty, applicant will be assessed a minimum \$100 fee to be subtracted from deposit. If the facility is not left clean following the rental, applicant will be charged a cleaning fee at a rate of \$50 per hour.

Alcohol use must be kept inside the barn or on the concrete patio. Alcohol may not be taken to the restrooms or elsewhere in the park. You must have approval of Parks and Recreation staff and meet insurance requirements.

Smoking or the use of tobacco products is prohibited on all City park property, park facilities, and buildings.

Keys may be returned to the Parks and Recreation Administrative Office immediately following conclusion of the rental period. The after-hours drop box is located to the right of the front door.

The following are not allowed: stakes, egg toss, inflatables/bounce houses, dunk tanks, water balloons, water slides, open flames (except for propane BBQ grills), and any activities that could damage the grass.

Decorations may be secured using thumbtacks (no nails, screws, or staples) but must be completely removed following the rental (including the thumbtacks).

Event signage is only allowed within the barn rental area. Signs, including balloons, posted elsewhere in the park will be removed and retained by staff.

Flames of any kind are prohibited (no candles or sparklers). BBQ grills are allowed as long as they are propane-powered and placed on the gravel outside and away from the barn. Space heaters of any kind are not allowed inside the barn; however, propane heaters are allowed outside on the concrete patio, but must be positioned at least 10 feet away from the barn.

Restrooms are shared with the public. Do not leave any belongings such as mirrors, toiletries, etc.

Do not drive or park on the grass. Lock the access gate prior to the start of your event. Only a caterer is allowed to park down by the barn during the event. You will be asked to move any unauthorized vehicles.

Wipe down counters, check kitchen cabinets for belongings, clean and wipe out the refrigerator and pick up all trash/debris. Trash must be deposited in trash receptacles in barn area and tied shut. Any additional trash must be bagged, tied shut, and taken to the dumpster in the parking area. Bring your own trash bags.

Refunds are processed within 30 days of event. Deposits paid for with a credit card will be refunded to that credit card. If the credit card on file is no longer valid, the deposit will be refunded via check. Deposits paid for with cash or check will be refunded via check.

Business hours (Mon-Fri, 8:00 am-5:00 pm): 503-783-7529 or 503-570-1530

Emergency/After-Hours Number During Rental: 503-682-1231

STEIN-BOOZIER BARN RENTAL CHECKLIST AND PARK RULES (cont.)

Locks

Gate Lock

- There are two locks on the gate – the silver key goes to the small padlock.

Barn Door Lock

- To Unlock: insert the large key, turn to the right and pull outward
- To Lock: insert the large key, turn to the left while pushing inward. Make sure that the plug that the key inserts into stays in when pulling out the key.

Sliding Door Locks

- Use the small silver key to unlock the padlocks on the big sliding doors.

Make sure all locks are locked in place before leaving.

Lights

The light switch is to the right as you come through the door. This turns on the lights in the kitchen area. The rest of the lights are turned on using the switches by the sink. Each set of string lights has its own dimmer switch – a very small black slider to the right of each switch. The light switch for the patio lights is inside the barn, to the left of the front sliding doors (next to the electrical outlet).

Please turn all lights off when leaving.

Water

Water is available at the sink inside the barn, as well as via spring-loaded pump on the west-side of the barn (to the right of the front door). Both water sources are potable. The sink inside the barn has both hot and cold water.

Park Rules

1. Alcohol is not permitted in City parks unless approved as part of rental agreement (City Code 3.020).
2. Smoking or the use of tobacco products is prohibited in all City parks (City Ordinance 712).
3. Motor vehicles shall be operated only on roads and in parking area designated for motor vehicle use. Vehicles shall be parked only in designated areas – no parking in the grass (City Code 3.000).
4. No open flames, fires or camp stoves shall be allowed (City Code 3.000).
5. Use of PA system/amplified sound requires approval as part of rental agreement (City Code 3.000).
6. No overnight camping will be permitted unless authorized (City Code 3.000).
7. No person shall possess any loaded firearm; discharge any firearm, pellet gun, bow and arrow, slingshot, or other weapon capable of injuring any person, bird or animal (City Code 3.000).
8. In order to provide the convenience of advance reservation of park facilities, park application must be made to reserve any park facility for the exclusive use of any particular group (City Code 3.010).

**Complete list of City codes and ordinances can be found on the City's website: www.ci.wilsonville.or.us*