

**CITY OF TROUTDALE  
BUILDING RENTAL FEES  
CITY CONFERENCE BUILDING  
223 S. Buxton**

**TROUTDALE RESIDENT AND  
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 9:00 a.m. - 10:00 p.m.	
	Rent	Deposit	Rent	Deposit	Rent	Deposit
Activity Room	\$75	\$50	\$150	\$100	\$400	\$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 9:00 a.m. - 10:00 p.m.	
	Rent	Deposit	Rent	Deposit	Rent	Deposit
Activity Room	\$125	\$100	\$225	\$200	\$600	\$400
Conference Room	\$75	\$100	\$150	\$200	\$400	\$400

You may pay all the fees at the time you make the reservation, or make payments as follows:

1. Pay a \$20 application fee immediately to reserve the date.
2. The refundable security deposit is due 14 days after the date of the application.
3. The rent must be paid 30 days before your function.
4. If set-up time is needed, a fee of one-half the rental charge will be imposed.
5. There will be one half-hour between rentals.
6. Notice of cancellation must be given more than 60 days before the date of the function in order to receive a full refund.; if the cancellation notice is given less than 60 days before the function, no refund will be given.
7. All NSF checks will incur a \$25 fee. The check amount plus the \$25 fee must be paid with cash or money order.
8. Flammable material is not allowed in City Buildings per the Fire Marshal.
9. No alternations may be made to the building.

\* Organizations that are exempt from payment or pay a reduced fee are addressed in a separate Council resolution.