

**CITY OF TROUTDALE
BUILDING RENTAL FEES
SAM COX BUILDING
Great Room and Annex**

**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
Great Room	\$100	\$75	\$225	\$200	\$600	\$400
Annex	\$75	\$50	\$150	\$200	\$400	\$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
Great Room	\$200	\$150	\$300	\$200	\$800	\$600
Annex	\$125	\$100	\$225	\$200	\$600	\$400

1. If set-up time is needed, a fee of one-half the rental charge will be imposed.
2. If the Annex is reserved in conjunction with an event held in the Great Room, the full rental fee for the Annex will be charged in addition to that of the Great Room.
3. There will be one half-hour between rentals.
4. 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.
5. There will be no refund of shelter rental fees due to cancellation because of inclement weather.

Fees for reserving the covered areas at Glenn Otto Park and Columbia Park shall be as follows:

Under 50 people - \$30 for the first four hours; \$10 for each hour thereafter.
 50-100 people - \$60 for the first four hours; \$10 for each hour thereafter.
 Over 100 people - \$120 for the first four hours; \$10 for each hour thereafter.

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. 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.
5. All NSF checks will incur a \$25 fee. The check amount plus the \$25 fee must be paid with cash or money order.
6. Flammable material is not allowed in City buildings per the Fire Marshal.
7. No alterations may be made to the buildings.

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