



Peninsula Park Community Center Building Rental Information

RESERVATIONS, SECURITY DEPOSITS, and PAYMENT

After a completed rental application has been submitted, we will input your information into the system as “Tentative” with a 1-day hold. To “Approve” the booking, all fees must be accounted for. Payment can be made by cash, check, or credit card. You can either pay for the entire booking up front or we can set up a payment plan. For a payment plan, the security deposit is due up front; there may also be an application fee and a 25% deposit required. The balance of your fees can be set to automatically deduct from a credit or debit card at least 2 weeks prior to your booking(s).

Security Deposits are eligible for refund after confirmation from the rental supervisor that the space was left clean, rental ended on time, and no damages occurred. Security deposits will be processed within 7-10 business days after the completion of your rental. It may take your credit card company up to a week for this refund to appear on your statement. If paying by check or cash your deposit will be refunded via check within 3-4 weeks.

FACILITY RENTALS

Regular rentals are charged an hourly rate. We can book in increments as little as 15 minutes. A 2-hour minimum is required for rentals that take place during non-operating hours. The standard rental rate applies to ALL room use (set-up, event time, and clean-up). Tables and chairs are available upon request at no extra charge. You can request up to 80 chairs and 15 tables to use for your event. Gymnasium toys can be rented for an additional \$25 per booking.

CANCELLATIONS

To receive a refund of your booking fees and security deposit, we require 14 days notification to cancel your permit. (The rental application fee is non-refundable.) If notification is not given 14 days in advance, a cancellation fee of \$30 or 10% of the total rental fees (whichever is more) will be deducted from your security deposit. To receive a partial refund, notification of cancellation must be received within 1 business day.

Although we will take every measure to avoid a cancellation, Portland Parks & Recreation (PP&R) reserves the right to cancel rentals due to booking conflicts, inclement weather, or emergency conditions. If Portland Parks & Recreation cancels your booking, we are happy to reschedule your event or offer a full refund for the cancelled booking.

SUPERVISION

PP&R staff reserve the right to monitor your event at any time. Renters are responsible for their guests and are liable for any damages or concerns that may arise. If a problem should arise and the Renter does not take immediate action to correct it, PP&R reserves the right to redirect the rental or immediately cancel the rental without refund of rental fees.

Peninsula Park Community Center
700 N Rosa Parks Way
Portland OR 97217
Tel: (503) 823-3620



Administration
1120 S.W. 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-7529 Fax: (503) 823-6007

EARLY ARRIVAL or LATE DEPARTURE

Upon arrival to your event, please check in at the front desk. Rental groups may wait in the Lobby (during business hours) or the front of the building (during non-operating hours) until the start of your rental time.

Due to staffing and a tight scheduling format, we are unable to extend events beyond your reserved time. Extra time will be charged as follows: the hourly rate will be doubled and rounded up to the next 15 minutes. If you would like to extend your booking time at regular room rates, please, discuss your options with the Rental Leader no less than 1-week before your event. Event staff does not have the authority to extend your booking.

ROOM CAPACITY & USE

Amplified sound must be undetectable outside the building after 10pm. Rental spaces have the following capacity as determined by the Fire Marshall. In the event room capacity is exceeded, PCC staff will ask that you remove guests until capacity is no longer exceeded:

- West Gym/Basketball Court: Maximum Capacity is 240
 - We do not allow helium balloons due to the risk of fire/damage to the lights and vents.
 - If there is a spill, please, wipe it up immediately to avoid damage to the floor.
 - Indoor Park toys and balls can be rented for an additional fee.
- East Gym/Mat Room: Maximum Capacity is 240
 - We do not allow helium balloons due to the risk of fire/damage to the lights and vents.
 - Chairs, tables, food are NOT allowed, so a separate room must be rented to serve food and drinks.
 - Tumble mats and balls can be rented for an additional fee.
 - Use of trampoline and gymnastics bars/beams is prohibited.
- Fireside: Maximum Capacity is 30
 - Additional supervision may be required during children's parties.
- Temporarily Unavailable- Classroom: Maximum Capacity is 40
- Temporarily Unavailable- Dance Studio: Maximum Capacity is 30
 - Chairs, tables, food are NOT allowed on the dance floor.
- Lobby Game equipment is open to the public and available for use to all rentals.

PARTY PACKAGES:

Unfortunately, we do not offer Party Packages at this time, however if you are interested in a regular gym rental we are happy to book it for you. Please, keep in mind that there is no food or drink allowed in the east gym (*padded mat room*), so an additional room will need to be booked if you are interested in serving food and drink. Make sure to book any time you will need for your set-up and clean-up. Gym toys can be added to the West Gym (*Indoor Park Toys*) or East Gym (*Tumble Toys*) for an additional fee.