



## Rental Information

**Sellwood Community Center • 1436 SE Spokane St, Portland OR 97202 • (503) 823-3195**

Are you looking for a great place for a special event, a business meeting or any other special occasions? Located in the heart of Sellwood, our historic building is over 100 years old and has two class rooms, and a small gymnasium.

A rental supervisor will be on-site during your event at Sellwood Community Center. Their role is to provide access to rented spaces and any equipment that has been requested at the time of booking.

### Reserving a Space

Please call (503) 823-3195 or visit our office to talk to an office staff about reserving a space. A deposit is required for every rental that is scheduled after operating hours.

### Deposits

**Non-Alcohol Rental: \$250**

**Alcohol Rental: \$500**

**There is NO deposit needed with our BIRTHDAY PARTY PACKAGES**

*Deposits are fully refunded provided the building is left in the same condition as when the rental began & rental agreements have been met.*

### Payments

Payment is due in full seven (7) business days before the rental date. Your rental time includes setup and clean-up. Additional fees will be added if your group leaves after your scheduled time. For our birthday party packages, full payment is due at time of booking.

### Cancellation Policy

If notice is given less than seven (7) business days prior to the rental, the entire deposit and rental fee is forfeited.

If notice is given seven (7) business days or more prior to rental, deposit is refunded.

### Alcohol Rentals

No kegs or hard alcohol allowed. All alcohol rentals must obtain a Certificate of Liability Insurance policy that covers \$1,000,000 Bodily Injury and Property Damage Liability Limits – including liquor liability. The policy must state: “The City of Portland; its officers, agents and employees must be named as additional insured for any claim or claims resulting from or growing out of the operations or events of the principal insured.”

The Certificate of Liability will need to be provided to Sellwood Community Center, seven (7) business days prior to the date of the rental.





# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

## Birthday Party Packages

Check out our Birthday Party Packages! A two-hour rental includes a play space and a party space. The party space includes 6ft. rectangular tables and chairs. Customers do their own set-up and clean-up within the allotted rental time. \* All birthday packages are \$175 for two hours. \*

**Indoor Park Birthday Package-** 5 years & under! Includes the gymnasium with use of indoor park toys & a separate classroom for food and drinks is available.

**Gymnasium Birthday Package-** 6 years & up! Includes the use of the gymnasium, a variety of equipment for games, & a separate classroom for food and drinks is available.

## Regular Rental Fees

*Does not include deposits (and/or liability polices if need)*

		Gym	Classrooms
<b>Non-Profit</b> (Must have Federal ID)	Facility Hours	\$30	\$25
	Facility Hours	\$60	\$45
<b>Private</b>	After Hours (2-hour minimum)	\$92	\$74
	Facility Hours	\$90	\$69
<b>Commercial</b>	After Hours (2-hour minimum)	\$138	\$111

Max capacity of gym: 90

Max capacity of classroom(s): 30

## Facility Hours:

Monday-Thursday	8:30am – 8:30pm
Friday	8:30am – 6:30pm
Saturday	9am – 1pm

**Non-Profit Rentals:** Must provide a Federal Non-profit Tax ID at time of booking.

**Private Rentals:** Events that are not open to the public such as birthday parties, family reunions, sports team celebrations, basketball practices, wedding receptions, & more.

**Commercial Rentals:** Events that charge admission such as private classes, shows, auctions, sales, etc.

Updated: Jan. 2019

*Sustaining a healthy park and recreation system to make  
Portland a great place to live, work and play.*

PortlandParks.org • Commissioner Nick Fish • Interim Director Kia Selley

