### AT A GLANCE

<table>
<thead>
<tr>
<th>Facility</th>
<th>Availability</th>
<th>Size</th>
<th>Max Capacity</th>
<th>Features</th>
</tr>
</thead>
</table>
| Smith Homestead Forest Learning Shelter | Summer - 8:00 AM - 10:00 PM  
Spring/ fall - 8:00 AM - 8:00 PM | 1849ft²  
(49’x29’ in,  
13’x33’ out) | 75 people | Large outdoor gravel pad (does not include the lawn area); BBQ grill; rustic atmosphere; cozy fireplace for ambience |
| Janet McLennan Community Room    | All day, any allowed day*   
(TFC programs and events have priority for use) | 1453 ft²  
(35’x41½’) | 75 people | Cozy fireplace; river views; large picture windows; white boards; projection screens; wireless internet; counters with sinks |
| Fireplace Room                   | All day, any allowed day*   
(TFC programs and events have priority for use) | 726 ft²  
(35’x20¾’) | 35 people | Cozy fireplace; white board; projection screen; wireless internet; counter space with sink; plentiful power outlets |
| River Room                       | All day, any allowed day*   
(TFC programs and events have priority for use) | 726 ft²  
(35’x20¾’) | 35 people | River views; large picture windows; white board; projection screen; wireless internet; counter with sink; plentiful power outlets |

* Janet McLennan Community Room, Fireplace Room, and River Room are not available for social events (weddings/parties). Not available on Thanksgiving, Christmas Eve or Day, New Year’s Eve or Day or during seasonal closures
## RENTAL FEES

<table>
<thead>
<tr>
<th>User Group</th>
<th>Smith Homestead Forest Learning Shelter</th>
<th>Janet McLennan Community Room</th>
<th>Fireplace Room</th>
<th>River Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner &amp; Non-Profit Organizations</td>
<td>Contact us for rates</td>
<td>Contact us for rates</td>
<td>Contact us for rates</td>
<td>Contact us for rates</td>
</tr>
<tr>
<td>Private Events</td>
<td>$250/ day</td>
<td>$400/ day</td>
<td>$200/ day</td>
<td>$200/ day</td>
</tr>
</tbody>
</table>

*NOTE: Events held in the Community Room (Fireplace and River Rooms) at the Tillamook Forest Center held after hours or on days the center is closed will be assessed an additional $50/ hour staffing fee.*

### Partner & Non-Profit Organizations

In support of our community, we offer our facilities at reduced rates to our partners and to non-profit organizations. Partner organizations include environmental education organizations, state agencies, and other groups determined at the discretion of the Center Director. Non-profits may include groups such as churches, civic organizations, or charitable organizations which have been granted tax-exempt status by the Internal Revenue Service. Qualifying events must be pre-approved by the Center Director and support the center’s mission. These events may or may not be open to the public. Fundraising events are charged at private event rates.

### Private Events

For all other facility uses not fitting the categories described above, such as birthday parties, banquets, anniversary parties, business meetings, retreats, class reunions, fundraisers, weddings, receptions, or any other privately-hosted event open only to those invited, private event rates apply.

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**Tillamook Forest Center**

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