

# Tillamook Forest Center

## facility and event rentals

### *Welcome!*

Adventure awaits in the Tillamook State Forest. Just over a century ago this territory was served by stagecoach and was home to frontier families. Today, an easy hour's drive west of Portland, and only half an hour east of Tillamook, the Tillamook Forest Center has plenty of stories to tell.

In the following pages you'll find the information you need to reserve the facilities owned by the Oregon Department of Forestry at the Smith Homestead Day Use Area and within the Tillamook Forest Center. Included are facility descriptions, a fee schedule and our policies regarding use. If you need further information, or if you would like to schedule a facility tour, please contact our Visitor Services Coordinator at (503) 815-6800, or toll-free at (866) 930-4646. When you're ready to make a reservation, submit a request through our website at [www.tillamookforestcenter.org](http://www.tillamookforestcenter.org).

The Tillamook Forest Center is dedicated to helping all visitors better understand the unique and important story of how this forest came to be what it is today, and how its legacy shapes its future. We are pleased to provide additional information about the center and about the past, present, and future of the Tillamook State Forest.

## OUR FACILITIES

The Smith Homestead Forest Learning Shelter and Tillamook Forest Center are located at separate sites and provide different amenities. At each, you will be welcomed by the lush forested settings of the scenic Oregon Coast Range. The facilities available for rent include the Forest Learning Shelter at the Smith Homestead Day Use Area, and the Janet McLennan Community Room at the Tillamook Forest Center, which can be divided into two spaces (Fireplace and River rooms). The Forest Learning Shelter is the only facility that is available after-hours and for social events including weddings. The Community Room is available for meetings and non-social events on a very limited basis with priority given to the center's education and interpretive programs. Both facilities were built with sustainability in mind and are fully ADA-accessible.



*The Forest Learning Shelter at the Smith Homestead provides a rustic atmosphere for your event.*

## Smith Homestead Forest Learning Shelter

**Space:** 1849 square feet (49'x29' indoors; 13'x33' covered outdoor area )

**Capacity:** 75 people (approx. 70 seated)

**Available:** 8:00 AM - 10:00 PM in summer  
8:00 AM - 8:00 PM other seasons

**Rates:** \$250/ day for private events  
Partner and non-profit organizations at reduced rates. Please contact us for details.



The rustic Forest Learning Shelter at the Smith Homestead Day Use Area is located just a half mile east of the Tillamook Forest Center. This space makes a great spot for small casual weddings, workshops, family gatherings, meetings, or other events.

The shelter features high ceilings, skylights, abundant windows, and a large wood-burning stone fireplace that will add ambience to your gathering. The shelter is enclosed on all four sides with large doors on three sides which can be opened to enhance the connection to the outdoors.

Just outside the west end of the building is a covered paved patio area connected to a large gravel area with an oversized barbecue grill and sturdy picnic tables. Indoors, seven 8'x3' tables and fourteen 8'x15" benches provide ample space to seat up to 70. Limited electrical service is available. Well water is available outside adjacent to the building through a drinking fountain and jug filling spout, there is no sink or kitchen facility.



Reservation of this facility includes the shelter, attached covered concrete patio, and adjacent gravel half-circle patio only. All other spaces (including parking) remain open to the public and may not be reserved.

The day use area has two vault toilets with ADA-accessible stalls located near the parking area. Limited parking (including RV parking) and additional picnic space is available, cannot be reserved.



The Forest Learning Shelter and surrounding day use area are not available for camping or overnight use and must be cleaned and secured at the end of the rental period.





## Janet McLennan Community Room

- Space:** 1453 square feet (approx. 35'x41')
- Capacity:** 75 people seated, approx. 40 with tables
- Available:** During center operating hours only;  
priority given to center programs;  
**not available for social events (weddings, etc.)**
- Rates:** \$400/ day for private events  
Partner and non-profit organizations at reduced rates. Please contact us for details.

This warm and welcoming space, located inside the Tillamook Forest Center, is available for non-social events. The space features soaring ceilings, a cozy wood-burning fireplace and stunning views of the Wilson River and suspension bridge through large picture windows.

A set of double doors on the north end of the room provide access to the 280 square foot private deck overlooking the bridge, river and forest beyond. Doors on the west side of the room invite visitors to head outdoors and explore the network of trails nearby. A partially-covered paved patio area with picnic tables (and space to set up more) is located just outside the west doors. A service road on the west side of the center allows easy access to the room for equipment delivery.

Wireless internet and plentiful power connections allow for easy set up to best meet your needs. In addition to our tables, chairs and other meeting equipment, this room also includes two 4'x8' white boards, two retractable projection screens, two sinks with counter space and two drinking fountains. A folding partition wall allows this space to be divided into two: the Fireplace and River rooms.





## Fireplace Room

- Space:** 726 square feet (approx. 35'x21')
- Capacity:** 35 people seated, approx. 15 with tables
- Available:** During center operating hours only;  
priority given to center programs;  
**not available for social events (weddings, etc.)**
- Rates:** \$200/ day for private events  
Partner and non-profit organizations at reduced rates. Please contact us for details.

This cozy space, located inside the Tillamook Forest Center, is one half of the Janet McLennan Community Room. This space is available for non-social events on a limited basis with priority going to center programs and events. As its name implies, this room contains a wood-burning stone fireplace which adds ambience and warmth to the space. Doors on either side of this room provide access to the exhibit hall, to the covered patio outdoors and the network of trails beyond. In addition to our chairs, tables, and other meeting equipment, the Fireplace Room features wireless internet, ample power connections, a 4'x8' white board, large retractable projection screen, sink with counter space, and a drinking fountain.

## River Room

- Space:** 726 square feet (approx. 35'x21')
- Capacity:** 35 people (seated, fewer with tables)
- Available:** During center operating hours only;  
priority given to center programs;  
**not available for social events (weddings, etc.)**
- Rates:** \$200/ day for private events  
Partner and non-profit organizations at reduced rates.  
Please contact us for details.

Large windows and spectacular views distinguish this space. Like the Fireplace Room, the River Room is one half of the Janet McLennan Community Room. This space is available for non-social events on a limited basis with priority going to center programs and events. A set of double doors on the north side of the room allow access to a 280 square foot deck overlooking the Wilson River, suspension bridge, and forest beyond. Doors on the east and west ends of the room open to the exhibit hall, outdoor patio and trails. In addition to chairs, tables, and other meeting equipment, the River Room features wireless internet, ample power connections, a 4'x8' white board, retractable projection screen, sink with counter space, and a drinking fountain.





# GENERAL INFORMATION & POLICIES

Interested in renting one of our facilities? Please read these policies carefully. When you sign the Facility Use Agreement, you are indicating that you have read, and agree to follow them, during your facility rental. If you need more information, contact us. We're more than happy to answer questions.

## ADA accessibility

The Forest Learning Shelter and vault toilets at the Smith Homestead Day Use Area are ADA-accessible. The center, including restrooms and trails on the immediate grounds, the bridge and building, are all ADA-accessible. The lookout tower on the center site is not ADA-accessible.

## Alcohol

Beer and wine are permitted during facility rentals, provided the permittee follows all Oregon Liquor Control Commission (OLCC) rules regarding permitting and licensing and provides oversight of alcohol consumption by members of the party. Hard alcohol is not allowed at any time. The permit holder assumes all liability for persons who consume alcohol on-site during the event. At no time may any underage person possess or consume alcohol. Center staff reserve the right to cancel any function if alcohol is deemed to be a problem. For more information about OLCC permitting please go to [www.oregon.gov/OLCC/LIC](http://www.oregon.gov/OLCC/LIC). Be advised that providing alcohol during your event will likely increase the cost of required event insurance.

## Amplified sound

Permission to use amplified sound or music must be prearranged with center staff in order to mitigate impacts on visitors in nearby campgrounds and day use areas. If center staff have granted permission, audio volume must be kept at levels which will not impact others. In general, this means that amplified audio will not be audible in the parking lot or at the edge of the lawn on the Smith Homestead site.



*The pond in front of the Tillamook Forest Center*



*The Tillamook Forest Center exhibit gallery*

## Camping

Overnight camping is available in many locations in the Tillamook State Forest including the Jones Creek Campground located directly across the river from the center and Smith sites. Campgrounds are generally open between Memorial Day and Labor Day and are first-come, first-served. Camping is not allowed at the Tillamook Forest Center, Smith Homestead Day Use Area or in the Forest Learning Shelter. More information about camping in the Tillamook State Forest can be found at: [www.oregon.gov/ODF/Recreation/pages/Camp.aspx](http://www.oregon.gov/ODF/Recreation/pages/Camp.aspx)



*Meadow at the Smith Homestead Day Use Area*

## Cleaning

After your event, all facilities must be left clean and in the same condition in which they were found. It is your sole responsibility to assure necessary cleaning has been done, center staff are not responsible for providing cleaning services for your event. A checklist of cleaning expectations will be provided to you when you pick up the key. Your cleaning and damage deposit may be retained if the facility is found in an unacceptable condition after your event. Cleaning tools and supplies are available for renters: at the Forest Learning Shelter in the unlocked closet on the south wall. For events at the Tillamook Forest Center, a staff person will provide access.



*The Meadow Trail at the Smith Homestead Day Use Area*

## Equipment

Rental of our facilities includes access to a variety of meeting equipment at no additional charge. Available equipment is different in each facility.

The Forest Learning Shelter has 7 large 8'x3' tables and 14 benches. All tables and benches must stay inside the shelter and be returned to their original location at the end of your event. Chairs, tables, and other equipment from the center are not available to be used at the shelter.

The center has 25 rectangular 5'x1½' tables and up to 75 stacking chairs which can be used for events on the center site. A podium, video projector, wireless sound system with wireless microphone, two commercial coffee makers, flip chart easels, and ceramic coffee mugs are also available. Please let us know if you require use of any of this equipment so that we can reserve it for you. Each half of the Community Room has a built-in white board, retractable projection screen, and wireless internet access. Facility renters are responsible for providing their own flip chart paper, computers, or additional A/V equipment.

## Electricity

The Forest Learning Shelter has limited electrical access. Electrical outlets located along the north and south sides of the shelter are connected to three 20-AMP circuits. Refrain from plugging in multiple electrical appliances otherwise a breaker will trip. Should this occur outside of center operational hours, it will

not be possible to reset the breaker. In general, do not plan to use household kitchen appliances (coffee makers, slow cookers, roasting pans, etc.).

The center facilities have multiple outlets along walls and conveniently located in the floor of the Community Room.

## Emergencies/ cell phone service

Please note there is no cell phone service nearby if you have an emergency while at the Smith Homestead Day Use Area. The nearest pay phones are located at the center during operating hours or approximately one mile east at the Lee's Camp Store.

## Facility use agreement

Facility renters must sign the facility use agreement that is a legal, binding contract. Renters accept responsibility for any injury to persons or property that is a result of user actions. Renters acknowledge that their damage deposit may be retained and agree to reimburse the Oregon Department of Forestry for any damages to property or costs incurred as the result of actions by the renter or their guests.



## Facility tours

A group tour of the Forest Learning Shelter is available on the first Thursday of each month at 1:00 pm. Reservations for these tour opportunities are required. Contact the Visitor Services Coordinator at the center to reserve your space: (503) 815-6800.

## Fees and deposits

Fees vary depending on the facility rented and user group category. The full rental fee and deposit is due when submitting the user agreement in order to secure the rental date and issue a permit.

For cancellations, fees are fully refundable, minus a \$25 administrative fee, up until one month prior to the scheduled event. Changes made after that point will receive a refund equal to one half the total fee.

A damage/ cleaning deposit of \$300 is required. The damage/ cleaning deposit will be refunded after the facility has been inspected and found to be in good condition, and in the case of Smith Homestead rentals, the key has been returned to the center. If, after inspection, the facility has been found in an unacceptable state because of damage, lack of cleaning, or garbage left behind, a portion, or all, of the damage/ cleaning deposit will be retained. You will be notified if this should occur. Should significant damage to the facility be found, you will be billed for repair or replacement costs. Please note that return of the deposit may take up to 30 days following the event.

## Fires

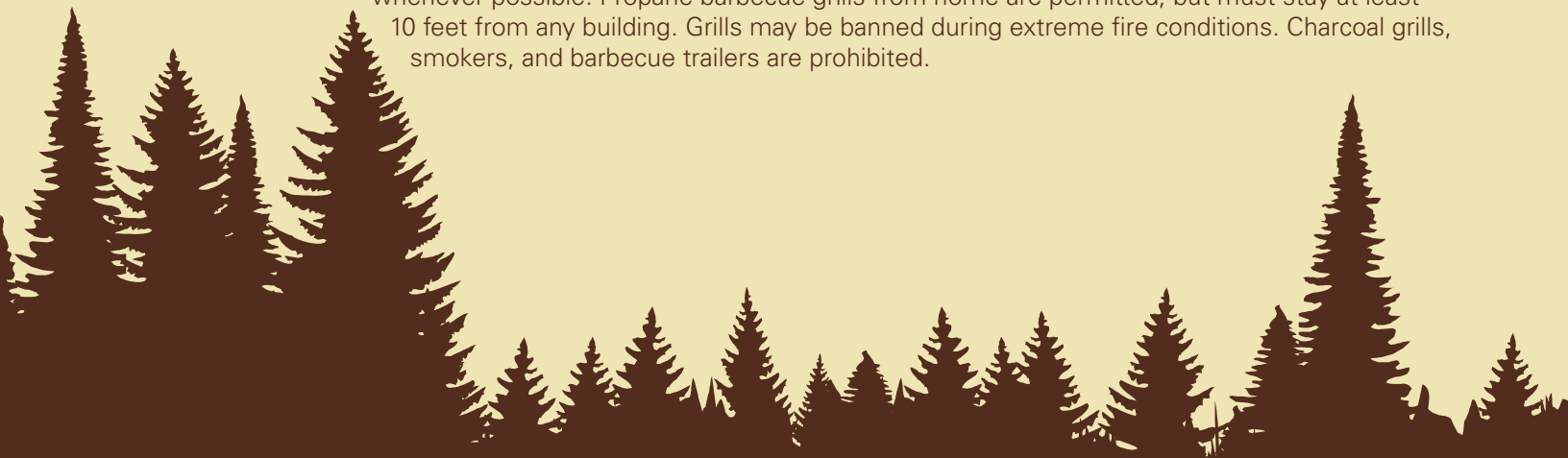
Fires are permitted in the fireplaces in the Forest Learning Shelter and Fireplace Room except during extreme fire conditions. Facility users of the Smith Homestead are responsible for providing their own firewood but may use any surplus wood left at the shelter. Wood for the Fireplace Room is provided by the center. Wood gathering is not allowed in campgrounds, day use areas, or on the center site. Only paper or wood may be burned – no plastic or garbage. Fire screens must be in place during operation and when the facility is closed and locked. All fires must be fully extinguished before the end of your event. Extra wood may be left for future shelter users in the wood storage area inside the shelter and just outside the door of the Fireplace Room. Only electric candles are allowed to be used during your event.

## First aid

At the Forest Learning Shelter, a first aid kit is located in the unlocked closet with the cleaning supplies. First aid kits are available in a number of locations at the Tillamook Forest Center including one in the labeled drawer in each half of the Community Room.

## Food and beverage

Kitchen facilities are not available at the center or at the Forest Learning Shelter. The Community Room includes sinks and the use of commercial coffee makers. No sink is available at the Forest Learning Shelter. For all other food needs, catering is encouraged and we suggest that your caterer do a pre-event visit to our site. Dishes and serving utensils are not available. Ceramic mugs and reusable stir spoons can be available for events in the Community Room upon request. Renters are strongly encouraged to consider the environment and to use reusable, recyclable, or compostable products whenever possible. Propane barbecue grills from home are permitted, but must stay at least 10 feet from any building. Grills may be banned during extreme fire conditions. Charcoal grills, smokers, and barbecue trailers are prohibited.





*Inside the Forest Learning Shelter*

## Garbage

For events at the Forest Learning Shelter, garbage service is not included in the rental fee; you are required to empty the indoor garbage cans and take this garbage with you when you leave. While you are not responsible for removing the garbage from the outdoor receptacles, your garbage may not be left in these cans. Failure to remove garbage generated during your event will result in forfeiture of your rental deposit. We encourage recycling and provide separate recycling containers near garbage cans in the Community Room at the center site.

## Grills

Cooking grills are located in several locations within the Smith Homestead Day Use Area, including near the shelter. Shelter renters have priority use of the large grill located immediately

adjacent to the shelter only; all others are available first-come, first-served and must remain available to the general public. Only wood or charcoal may be used in these grills. Cooking fires must be completely extinguished before leaving the area. Personal or commercial charcoal grills, smokers, and barbecue trailers are prohibited.

## Group size

Maximum occupancy limits (total children and adults) for each space are: Forest Learning Shelter – 75; Community Room – 75; Fireplace Room – 35; River Room – 35. Please note that each space can comfortably accommodate fewer people when tables are used.

## Insurance

Special event liability insurance in the amount of \$1,000,000 is required for events which will take place after center operating hours or on days when the center is closed. Proof of insurance must be provided to the Visitor Services Coordinator no less than one month prior to your event. Failure to provide proof of insurance will result in cancellation of your event and a refund of your rental fee and deposit following the fee refund policy listed above. Contact your insurance carrier to acquire insurance coverage. Please provide the text of this section to your insurance provider to ensure appropriate coverage. **The insurance shall include the State of Oregon, its officers, employees and agents as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.**

## Liability

The permittee shall defend, indemnify, and hold harmless the State of Oregon against any responsibility or liability for damage, injury or loss to persons and property which may occur during the permitted use period or as a result of such use. By signing the Facility Use Agreement the permittee acknowledges that they will be held responsible for any damage done to the rented facility during their event.

## Music (*see amplified sound*)

## Parking

At the Smith Homestead Day Use Area, parking is first-come, first-served at all times and spaces cannot be reserved. Because of the popularity of recreation sites in the vicinity, parking cannot be guaranteed. The center has ample parking for day users, including ADA-accessible spaces and others accessible to RVs and buses. Parking during center operating hours cannot be guaranteed or reserved.

Parking in fire zones at the Smith Homestead or the center is not permitted at any time. For delivery access to the Community Room, vehicles may be temporarily parked near the building for loading and unloading, but must be returned to the parking area immediately after they are unloaded. Vehicles must stay on designated service roads or parking areas.



## Pets & service animals

Service animals are gladly welcomed in the Smith Homestead and Tillamook Forest Center. Pets are welcomed only outdoors provided they are on a leash. Pets must be under the physical control of a person or otherwise restrained at all times.

## Priority of use

Oregon Department of Forestry programs and events have priority over all other potential uses. The Center Director reserves the right to cancel an event due to emergencies or other reasons that are beyond our control. In this unlikely event, a full refund will be issued.

The Smith Homestead Day Use Area is open to the public at all times. Shelter reservations only guarantee use of the building, covered patio area and half-circle gravel area adjacent to the building. All other areas may not be blocked and must remain available to the general public. Public areas include restrooms, barbecue grills not associated with the shelter, parking areas, the lawn area, river access, and trails.

## Set-up

All equipment set-up and tear down is the responsibility of the renter. When planning your event, be sure to include set-up as well as clean-up time. All clean-up must be complete at the end of your permitted event time.

Fasteners used in decoration must be minimal-impact. In general, low-tack tape, string, wire, zip-ties, or similar devices are allowed. You may not use tacks, staples, nails, screws, duct tape, putty, or any other fastener which will puncture surfaces or leave any residue. All fasteners must be removed upon event termination. Please note use of fasteners which damage surfaces will result in a forfeiture of the damage and cleaning deposit.

Glitter, confetti, rice, birdseed, or releases of animals including birds and butterflies are not allowed inside or outside the center or Smith Homestead at any time.

## South Fork Forest Camp

The Tillamook Forest Center, Smith Homestead Day Use Area and other Tillamook State Forest recreation facilities are maintained by correctional inmates from the South Fork Forest Camp. These crews may be in the vicinity performing routine maintenance. Crews are closely supervised and signs indicating their presence are placed on roads in the area of their work.

## Smoking

For the health of our community the Tillamook Forest Center is tobacco free. Use of tobacco products, including cigarettes, cigars, chew, and e-cigarettes, is not permitted on the grounds of the Tillamook Forest Center and Smith Homestead Day Use Area per Executive Order 12-13. Smoking is allowed inside enclosed personal vehicles. During Regulated Use fire restrictions, all smoking while in the forest is prohibited outside of vehicles.

## Staffing during the event

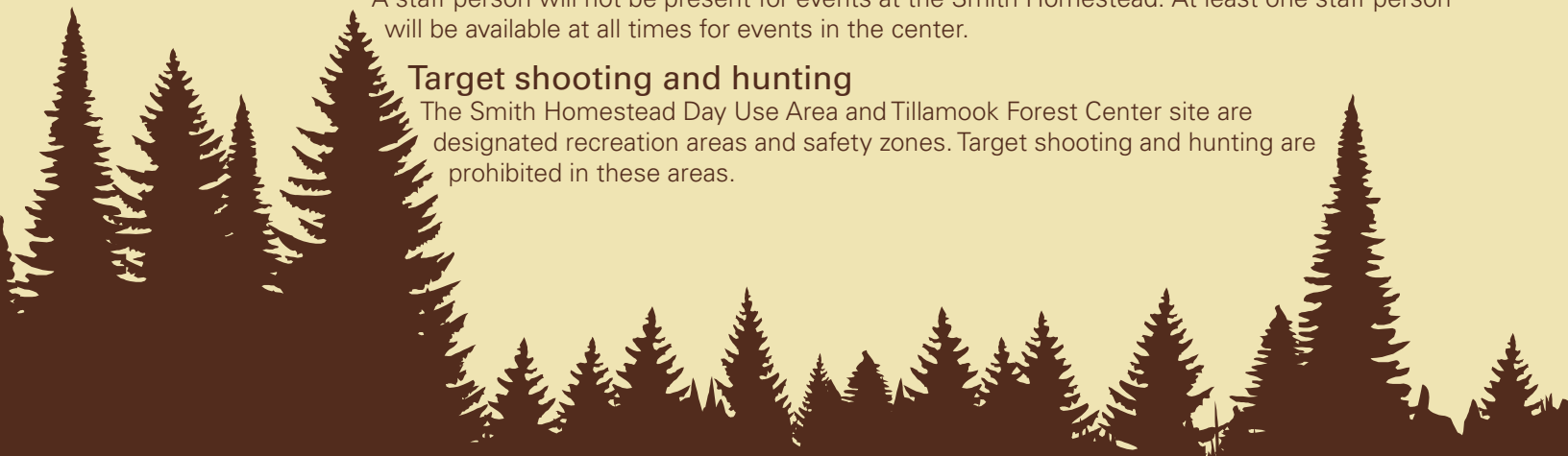
A staff person will not be present for events at the Smith Homestead. At least one staff person will be available at all times for events in the center.

## Target shooting and hunting

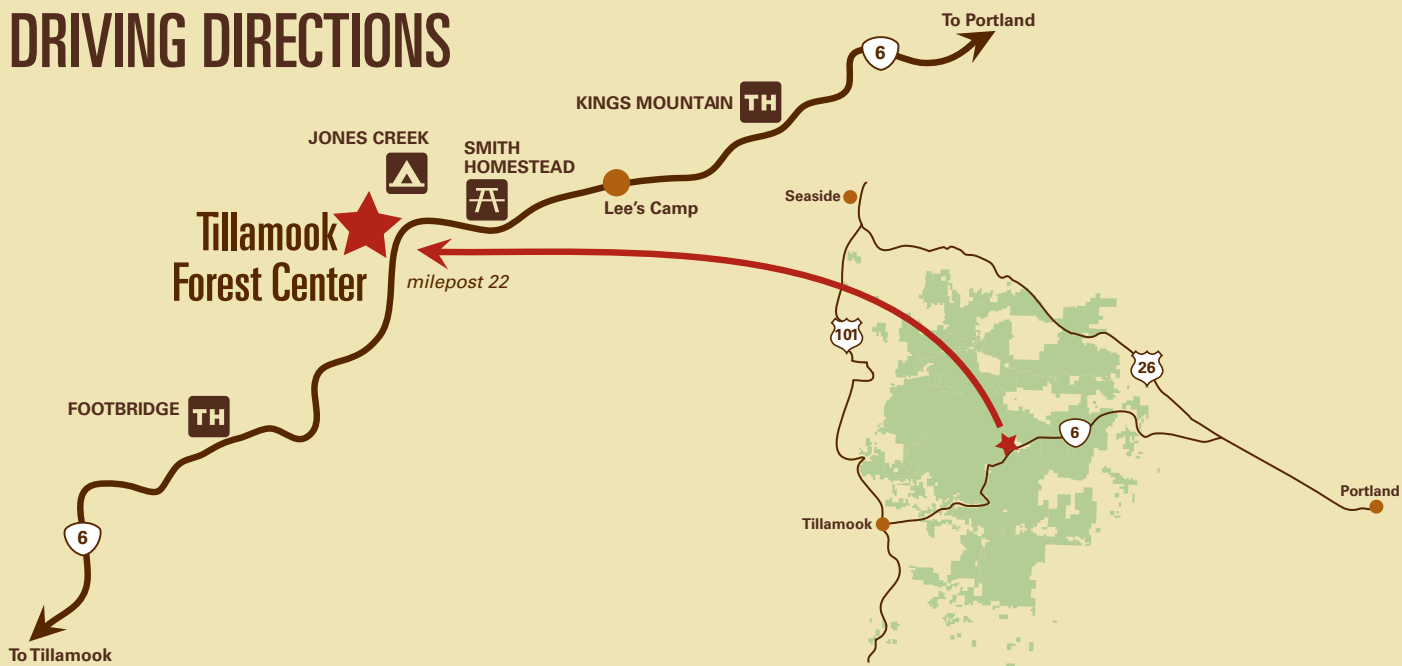
The Smith Homestead Day Use Area and Tillamook Forest Center site are designated recreation areas and safety zones. Target shooting and hunting are prohibited in these areas.



*The Forest Learning Shelter with doors open*



# DRIVING DIRECTIONS



## From Portland

*Approximate driving time: one hour*

Travel westbound from Portland on the Sunset Highway (US26) toward the Oregon coast. Take Exit 53 marked "Highway 6 | Tillamook | Ocean Beaches." This is a left-side exit.

**Smith Homestead Day Use Area** is located just off Highway 6 at the turn-off to the North Fork Road and Jones Creek Campground and Day Use Area. This turn is approximately 28.5 miles west of the Highway 26/ Highway 6 junction; between mileposts 23 and 22. The Smith Homestead is your first right immediately after exiting the highway; if you've crossed the bridge, you've gone too far.

The **Tillamook Forest Center** is located just a half-mile west of the Smith Homestead Day Use Area near milepost 22 on Highway 6 (about 29 miles west of the Highway 26/ Highway 6 junction). You'll see is just past the turn-off for Jones Creek Campground, and around a big left-hand bend in the highway. Look for the large stone and wood entry sign.

## From Tillamook

*Approximate driving time: 30 minutes*

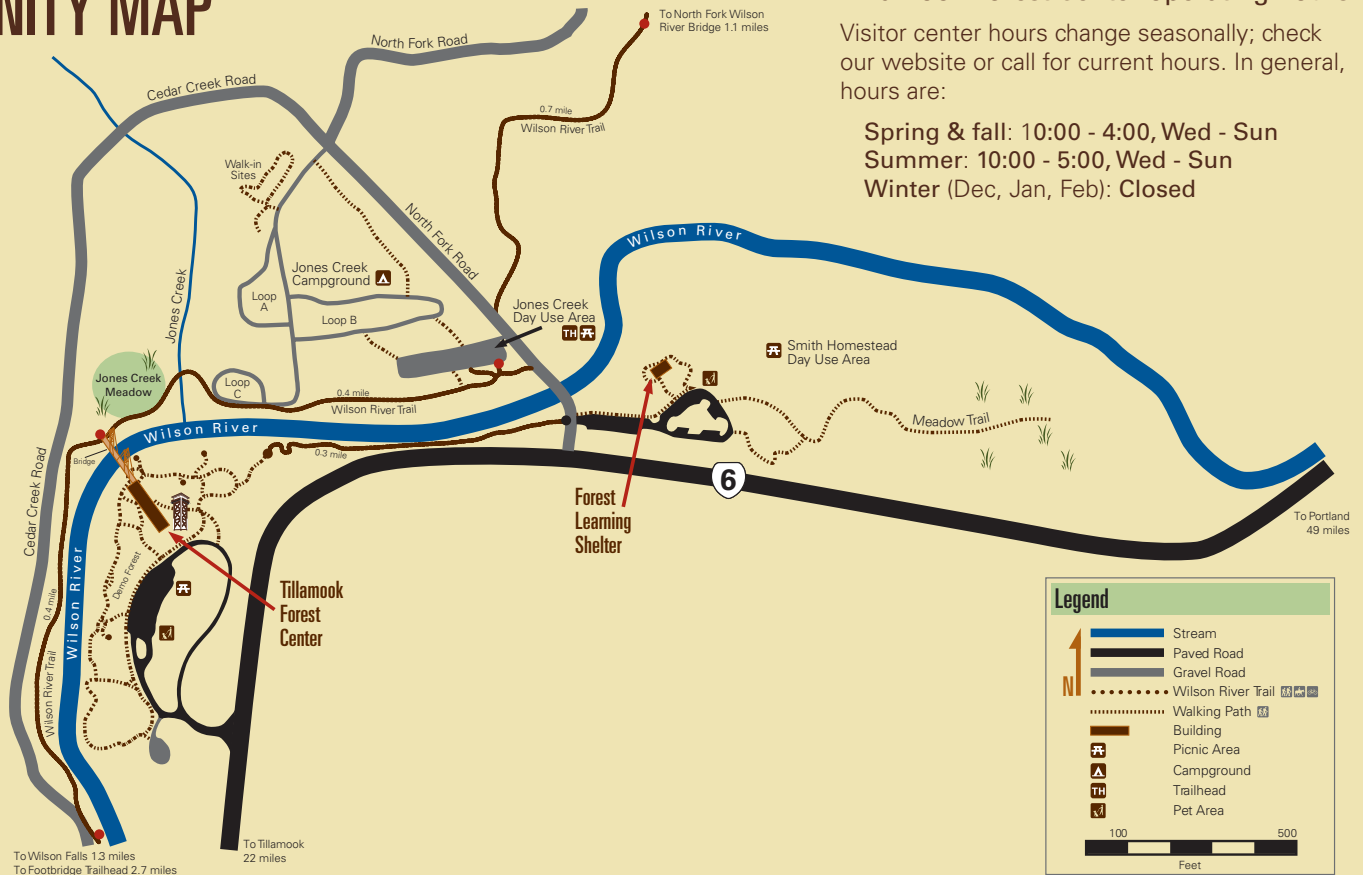
Travel east from Tillamook on Highway 6. After milepost 21 begin watching for the signs for the Tillamook Forest Center.

The **Tillamook Forest Center** is located on the left near milepost 22 (approximately 22 miles east of the Highway 101/ Highway 6 junction in Tillamook). Look for the large stone and wood entry sign. If you pass the turn-off for the Smith Homestead Day Use Area, you've gone too far.

**Smith Homestead Day Use Area** is located just a half-mile east of the Tillamook Forest Center site. You'll take the turn on the left following the signs to North Fork Road and Jones Creek Campground and Day Use Area between mileposts 22 and 23, approximately 22.5 miles east of the Highway 101/ Highway 6 junction in Tillamook. The entrance to the Smith Homestead Day Use Area is your first right immediately after exiting the highway; if you've crossed the bridge, you've gone too far.



# VICINITY MAP



## Tillamook Forest Center operating hours

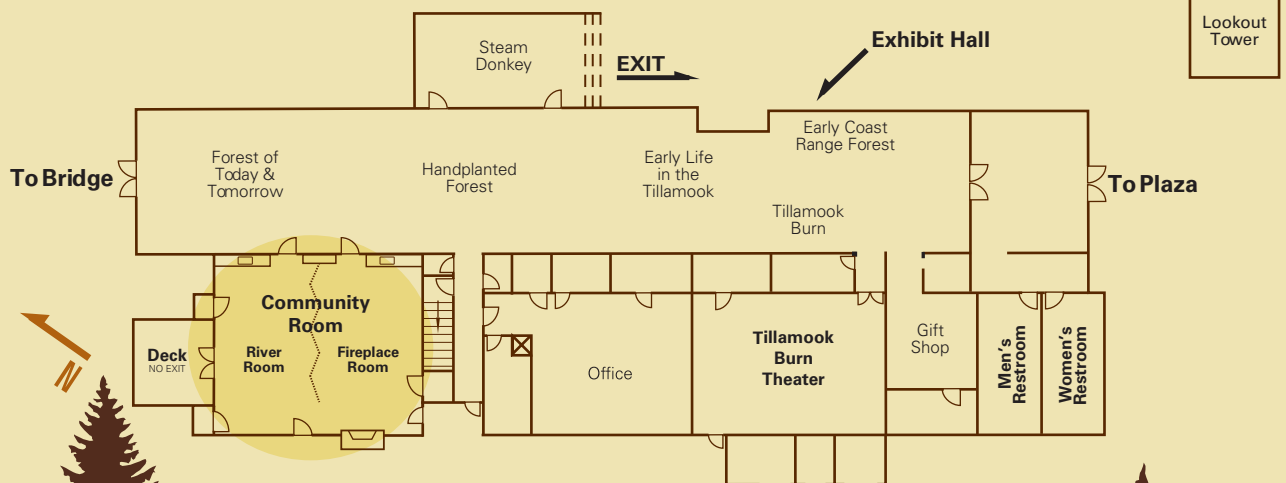
Visitor center hours change seasonally; check our website or call for current hours. In general, hours are:

Spring & fall: 10:00 - 4:00, Wed - Sun

Summer: 10:00 - 5:00, Wed - Sun

Winter (Dec, Jan, Feb): Closed

# TILLAMOOK FOREST CENTER FLOOR PLAN



# FACILITY USE AGREEMENT

## Tillamook Forest Center



### Instructions

If you have not already done so, please visit [www.tillamookforestcenter.org](http://www.tillamookforestcenter.org) and complete a facility reservation request on the "Facility Rental" section of our page. Complete a separate online request for each date and facility that you wish to reserve. Our Visitor Services Coordinator will contact you to confirm receipt and inform you of any conflicts with your selected date and facility. You will then be asked to complete this form and submit payment to confirm your reservation.

1. **Carefully read** the facility use general information and policies included in this packet.
2. **Complete and sign** this agreement and return to the address at the bottom of the form.
3. **Enclose a check or money order** for the entire amount of your reservation cost (deposit and rental fee), payable to "Oregon Department of Forestry."
4. **Secure special event liability insurance** if any portion of your event will take place outside of center operating hours. **Send proof of insurance** to the address below no later than one month prior to your event.

**Remember:** cancellations made less than one month before the day of the event receive a partial refund.

Event organizer (permit holder): \_\_\_\_\_

Responsible person on-site day of event: \_\_\_\_\_

Group name: \_\_\_\_\_ Number in party: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Primary phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Facility: \_\_\_\_\_ Type of event: \_\_\_\_\_

Event date: \_\_\_\_\_ Time (start & end): \_\_\_\_\_

By signing I signify that I have read, understand, and agree to adhere to the policies stated in this packet, and that if there are any damages to the facility, I will be deemed to be the responsible party for this event or activity. I further agree that I will defend, indemnify, and hold harmless the State of Oregon against any responsibility or liability for damage, injury, or loss to persons and property which may occur during the permitted use period or as a result of such use.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed form and full payment to:**

**Tillamook Forest Center**

Attn: Visitor Services Coordinator  
45500 Wilson River Highway  
Tillamook, OR 97141