



La Pine Parks & Recreation District
16405 First Street
P.O. Box 664
La Pine, OR 97739

541-536-2223
www.lapineparks.org

Facility Rental Overview

The La Pine Parks & Recreation District (LPRD) endeavors to provide quality facilities for our residents, visitors and business community. The following reservation packet will assist you in applying for the use of our facilities and ensure; compliance with LPRD policies and procedures; and help make your event a memorable experience. The following is a list of our facilities that are available for your use, pending availability, for your next event.

Finley Butte Park Building: Finley Butte Rd. & Walling Lane **(NOT AVAILABLE AT THIS TIME)**

Playground (5 years of age and up).	2,800 sq. ft.
Ball fields	299 max occupancy
Restroom facilities	10-8ft. table
Small warming kitchen & service counter.	55- chairs
Adjacent outdoor space available for rent	

Perfect for wedding, family reunions, company picnics, birthday parties, medium sized gatherings and public meetings.

La Pine Event Center: 16405 First St. (Next to Library)

Restroom facilities	12,200 sq ft.
Small warming kitchen	467 seated at tables max occupancy
Large multi-purpose space	1000 seated in chairs max occupancy
40 – tables	165 chairs
Adjacent outdoor space available for rent	



Facility Rental Pricing

Rosland Campground

Picnic shelter	\$100.00 per day + affected camp sites
Campsites (No Reservations)	\$10.00 per site \$15.00 per site w/ power

Tables and Chairs

Tables (square 8' long)	\$5.00 each per day
Chairs	\$2.00 each per day

P.A. System

P.A. system	\$50.00 per day
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Staff Hours

LPRD man hours	\$30.00 per hour
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La Pine Community Center

Pricing is _\$60.00_ per hour (2) hour minimum. The board, for special considerations will review facility rental price. Full use of the kitchen is not available at this time. Facility rental includes 10 tables and 100 chairs. Additional tables and chairs will be billed additionally at normal table and chair pricing.

Wickiup Room/Computer Room/Paulina Room (located in the Community Center)

Pricing is _\$25.00_ per hour. The board, for special considerations will review facility rental price. Fees will be capped at 8 hours per day for all reservations extending beyond 8 hours.

Facility Rental Procedure

The following is the basic process to reserve a facility. Additional steps may be required and are contingent on the scope and size of your event.

1. When you inquire about facility use for LPRD; for large special events staff will review your proposal and assist in the coordination of your event.
2. Fill out the appropriate paperwork, attach payment for the rental, a separate returnable check for the deposit and submit it to the LPRD office. Additional forms and insurance documentation maybe required.
3. LPRD reviews your application for completion and determines if your event or activity is compatible with District policies.
4. LPRD will contact you regarding the approval or denial of your event. Appeals may be made to the Board of Directors if you disagree with the staff decision. If your event had a broad community benefit, you may submit a request in writing to the Board of Directors asking for a reduction in your rental fees.
5. Have a great time at your event! Follow the checklist to clean up after your event in order to get your cleaning deposit back.



General Facility Rental Policies

General policies:

Reservations may be a year in advance.

Reservations are not final until all fees are paid, application and attachments received and approved.

Cancellations/Refunds:

Applicants shall notify LPRD not less than 30 days in advance of the reserved date to receive a refund. For reservations made less than 30 days in advance, no refunds will be given.

Insurance policy:

If the applicant is using any facility for any of the activities listed below, and/or the activity includes more than 75 people, the applicant shall submit a Certificate of Liability Insurance in the amount of at least \$500,000 per occurrence, with an endorsement naming the "La Pine Parks & Recreation District" as an additional insured before the application is approved.

Sale of alcohol, food, beverage, or souvenirs

Event open to the general public

Conducting business (trade shows)

Non-sanctioned sporting event or tournament

Dumpsters:

Additional dumpsters or hauling must be supplied if food is available and over 100 participants are expected to attend.

Up to 200 users requires a 1 yard dumpster, 200-400 users requires a 1.5 yard dumpster and over 400 requires a 2 yard dumpster. Dumpsters must be placed in a location approved by the District and shown on your facility plan map.

Dumpsters must be removed within 48 hours of the event.

Wilderness Garbage can assists you with additional dumpsters. (541-236-1194).

Alcohol:

Catered or Licensed Server ONLY

If you will be providing alcohol, proof of "Host Liquor Liability" Insurance of \$500,000 is required. Most homeowner's insurance carriers offer special events insurance to cover this requirement. It must state "Host Liquor Liability" on the Certificate of Liability Insurance.

No "bring your own alcohol" events may be scheduled.

Selling alcohol requires an OLCC Temporary Sales License and Host Liquor Liability Insurance Certificate.

A copy of the Insurance Certificate must be submitted 30 days prior to the event.

The number for OLCC is 541-388-6292

**Food:**

LPRD is not responsible for health issues related to any food consumed at the event. Caterers are required to show proof of current Food Handlers Permit. Individuals or groups planning to provide food at a public event, where it is prepared or served for consumption, are required to have a Temporary Restaurant License and proof of current Food Handlers Permit for at least one food handler. The phone number for the Deschutes County Health Department is 541-388-6566.

Decorations:

Use of tape of any type is prohibited for decorating. Pins are allowed on the walls. ABSOLUTELY NO confetti or rice may be used. Birdseed and bubbles outside of the building are permitted. Helium balloons must be anchored. Candles are limited to those in glass bowls, where the flame is no higher than the rim.

Seating & Tables:

LPRD provides tables and chairs as part of the rental fee. Additional seating beyond what we provide is the responsibility of the applicants. Linens are not provided. All tables and chairs must remain inside the building and reserved area. (See attached paper with Diagram).

Clean Up Process:

The applicant is responsible for removal of all decorations, any items of property brought to the facility, and extra trash that will not fit in the on-site receptacles. All LPRD- owned tables and chairs must be returned to the configuration found at the beginning of the function. If the site is left in good condition and no damage has occurred the Cleaning and Damage Deposit will be refunded within 10 working days after the reservation date. The applicant is responsible for additional cost for damage above and beyond the Deposit amount.

If the event will be serving food and there will be over 100 people in attendance, additional trash service will be required to be provided by the applicant. Additional garbage containers can be obtained by calling Wilderness Garbage at 541-536-1194.

Parking Plan:

Due to limited amount of parking at our facilities applicants who will have events with more than 100 attendees will need to provide a narrative outlining how they will address the following:

Emergency ingress and egress: Must be shown on event site plan

Disabled Parking: Must be shown on the event site plan

Overflow Parking: If you plan on using adjacent properties for parking LPRD will need a written confirmation from the property owner that the applicant has permission to use the space.



Event Activity Schedule:

For events with over 200 people in attendance a schedule of events will need to be submitted with your application. The schedule shall include; when and where activities will be taking place; load in and load out times; and clean up.

Outdoor Area Rental Policies

Toilet facilities:

To comply with health standards one restroom for each gender is required for every 200 people in attendance. If your event has reserved an adjacent indoor facility, this requirement may be waived if the restrooms will be made accessible to all attendees.

Turf repair:

Any damage to turf areas or irrigation lines will be the responsibility of the applicant and will be billed based on time and materials needed to repair the damage.

Tents, Awnings & Chairs:

It is the District's preference that tents and awnings will need to be secured with weights or water barrels. Stakes may puncture irrigation lines.

For lawn areas chairs need to be designed for lawn use. Typical indoor folding chair can puncture irrigation lines.

Utility use:

Utilities are included in the reservation fee.

Applicants must follow all safety precautions related to cords and the management of cord as it relates to the movement of people throughout the event area.

A minimum 12-gauge rating is required for all extension cords.

Glass containers:

Glass containers for food, beverage or the like are not allowed at special events. Broken glass on turf and playgrounds can cause injuries, can be a serious health issue and is difficult to remove.

Generators:

If a generator is used at an event, it must be UL-approved, be in good working order and in good working condition.

Fuel must be kept in an approved safety can and kept in a secure area away from the generator.

Fire extinguishers must be available and "kitty litter" or similar fire retardant product should be on hand in case fuel spills.



Fuel may NOT be refilled on turf areas or during the event while the public is present.

Large inflatable play toys:

Placement of inflatable up toys must be pre-approved by LPRD to ensure care of turf and landscape.

Inflatable toys must be held down. The District would prefer that toys be weighted with water containers.

Fireworks:

Fireworks are not allowed on District property.

Amplified sound:

No amplified sound or disruptive noise is allowed after 10:00pm.

Notification of adjacent property owners is required.

Clean up:

All outdoor areas are to be left free of trash and debris. If trash or debris is found, the cleaning deposit will not be refunded.

Outdoor Area Rental Pricing

Pricing __\$100__ per day. Outdoor area includes grassy area and stage. Parking lot is free for parking with park or building rental, excluding vendors. Parking area for vendor space will be \$10 per vendor per day. The board for special considerations will review outdoor rentals. Fees will be capped at 8 hours per day for all reservations extending beyond 8 hours.



Facility Application

Please print or type legibly and fill out completely.

If applicable, attach a copy of the Certificate of Liability Insurance naming LPRD as an additional insured, OLCC Temporary Sales License, Liquor Liability Insurance, Temporary Restaurant License, and/or Food Handlers Permit. Submit application and pay all fees at least 30 days prior to use.

Make payment by cash or check payable to "La Pine Parks & Recreation District".

Applicant Information:

Organization name (if applicable): _____
Person responsible for Reservations: _____
Address: _____ City/Zip Code: _____
Home Phone: _____ Other Phone: _____
Email: _____

Reservation Information:

Day(s) of the week (circle): M T W TH F S SU Requested Date(s): _____
Reservation- Start Time: _____AM/PM (INCLUDING SETUP)
Ending time: _____AM/PM (INCLUDING CLEAN- UP).
Event Name: _____
Total Expected Attendance: _____
Contact Person of Day of Event: _____
Contact Phone number: _____
Type of activity: Birthday Party Company Picnic Reunion Fund-raiser Wedding
Other _____

This event will be: (circle all that apply)

Closed to public/invited guest only
Open to the public
Generating sale (i.e. admission fee, concessions or entry fee)

Please indicate the amenities that you will need:

Kitchen space Tables Chairs Picnic Tables Electricity Water Other _____

Are there any entertainment features related to your event? YES NO

Number of performers: _____
Performer(s)Name: _____
Performance type: _____

Will amplified sound be used? YES NO

Start time: _____ end time: _____
Describe sound equipment and wattage: _____

Continued on next page



Will you be erecting and using any tents or other temporary equipment (i.e. portable barbecues)?

YES NO Describe equipment used: _____

Does your event involve the use of alcoholic beverages? YES NO

Please circle all that apply:

Free/Host Alcohol Alcohol Sales Host & Sales Beer Wine Hard Liquor

Provide the name of the licensed bartender/caterer to serve the alcoholic beverages.

Name of the Caterer/ Licensed Bartender: _____

Liquor License #: _____

For large events bringing in vendors etc., LPRD will be given a minimum of one free space as part of the rental agreement. LPRD will be allowed to use any photos of an event held on district property for advertising purposes.

If your event includes the use of alcohol on LPRD property, Host Liquor Liability Insurance of at least \$500,000 per occurrence is required. For alcohol sales, you must also obtain an OLCC Temporary Sales License.

Will food/or refreshments be served? YES NO

What type of food and/or refreshments will be served?

Will you be hiring a caterer to serve food? YES NO

Caterer Name: _____

Address: _____

Phone/Contact Number: _____

Will food and/or refreshments be sold? YES NO

What type of food and/ or refreshments will be sold? (Temporary Restaurant License is required).

1.Cleaning & Damage Deposit: \$100.00

2.Key Deposit when applicable: \$50.00

3.Rental Hours: _____ @ \$ _____ per hour

4.Outdoor Usage: _____

5. Parking Lot: _____

In order to hold your reservation all fees and

Deposits must be received in full.

Total

Cash _____ Check# _____

All Fees paid on: ____/____/____

Total: 1. _____

2. _____

3. _____



Statement of User Responsibility Facility Use

In consideration for the use of La Pine Parks & Recreation District park areas and facilities, all users agree to the following:

1. The user assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to user's display, equipment and other property brought onto the premise of the LPRD facility reserved and shall indemnify and hold harmless LPRD from any and liability for any and all such losses, damages and claims arising out of such use.
2. Any group sponsoring or using LPRD-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
3. The user shall be responsible for the conduct of the participants attending the activity/event, with regards to control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
4. The user shall conduct all activities on the premise in accordance with any applicable federal, state or local laws, ordinances of rules, including all park regulations, and shall comply with the requirements stated in the 'Facility Rental Application Packet'.
5. If approval is granted to the user to bring in any special portable devices (i.e., Bounce House) for use in conjunction with the reservation, the reserving party must submit a letter releasing LPRD of liability and must also post a sign at the device during the reservation time that the device is not LPRD's and LPRD is not responsible.
6. If your event consist of more than 75 people, the authorized user shall submit a Certificate of Liability Insurance in the amount of at least \$500,000 per occurrence, naming LPRD as an additional insured, no later than 30 days prior to the event.
7. Unless approved by a vehicle permit, No motorized vehicles are allowed in the park.
8. No person may move any LPRD owned equipment and/or supplies without written permission from the Director of Parks and Recreation.
9. Cancellations received 30 days or more prior to the reservation date will receive a refund of all fees, minus a processing fee of \$25.00. No refunds will be issued if the reservation is cancelled less than 30 days from the event. We do not honor cancellations due to inclement weather.

Alcohol:

I, the undersigned, attest that I have read and agree to abide by all rules, regulations and guidelines specified herein: Permission to serve alcohol is only granted if service is down by a caterer or licensed pourer in a designated and monitored area, and if Host Liquor Liability Insurance of \$500.000 is obtained which must name La Pine Parks & Recreation District as an additional insured.

If alcohol will be sold, or included as part of an admission price, Host Liquor Liability Insurance, and an OLCC Temporary Sales License must be obtained before permission is granted.

To be completed by applicant:

I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of my knowledge. I agree to abide by the rules and regulations for use of the LPRD facility, as well as all federal, state, and local laws. I accept responsibility for any violations as they may pertain to the facility reserved.

Group or Organization: _____

Signature of Applicant: _____ **Date:** _____



LPRD is not responsible for staffing your event. Staff hours will be billed at \$30.00 per hour.

Initials ____.

For Office Use Only

A copy of the following supplemental documents are required:

- ___ Proof of Liability Insurance Due date: _____ Received On: _____
- ___ Proof of Host Liquor Liability Insurance Due Date: _____ Received On: _____
- ___ OLCC Temporary Sales License Due Date: _____ Received On: _____
- ___ Temporary Restaurant License # Due Date: _____ Received On: _____
- ___ Current Food Handlers Permit Due Date: _____ Received On: _____

Note: All required documents must be submitted to LPRD at least 30 days prior to reservation or at the time of reservation to be confirmed.

Free Computation: *Office use only*

Payment Information: *Office use only*

I have evaluated the application and in accordance with the La Pine Parks & Recreation District policies, the application is:

Approved for Use _____

Denied for Use _____

Comments:

Approved by: _____ Date of Approval: _____