



## Facility and Outdoor Area Rental Packet

Thank you for considering our facility and/or outdoor area for your event! Please review this packet and provide the appropriate information in order to determine the fees for your event. We appreciate your business and appreciate the opportunity to work with you!

Organization Name: \_\_\_\_\_

Individual Responsible: \_\_\_\_\_ Email: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Texting  Yes  No Email: \_\_\_\_\_

Facility/Outdoor Area: \_\_\_\_\_ Date(s): \_\_\_\_\_

Pertinent Information:

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## Rental Overview

The La Pine Park & Recreation District (LPRD) endeavors to provide quality facilities for our residents, visitors and business community. The following information will assist you in applying for the use of our facilities, ensuring compliance with LPRD policies and procedures and in helping make your event a memorable experience. Below is a list of facilities available for use:

### La Pine Community Center

The Community Center is a 12,200 sq. ft. building with a large multi-purpose space, a certified kitchen, restroom facilities, two meeting rooms, a computer lab with video conferencing capabilities and a kitchen. The maximum capacity is 467 seated at tables and 1,000 in chairs only. Spaces include:

**Gym:** A multi-purpose room that can accommodate a variety of large events.

**Wickiup Room:** A 480 sq.ft meeting room able to be configured multiple ways to accommodate your meeting.

**Paulina Room:** A 480 sq.ft meeting room able to be configured multiple ways to accommodate your meeting.

**Computer Lab:** A technology center ideal for classes and meetings where video conferencing is needed

**Kitchen:**

### Frontier Heritage Park

Frontier Heritage Park is adjacent to the Community Center and is home to a stage, playground and restroom facilities.

### John C. Johnson Building

The John C. Johnson Building is adjacent to the Community Center and has 3 small rooms and 1 medium sized room.

### Finley Butte Park

Finley Butte Park is great for weddings, family reunions, company picnics, birthday parties, medium sized gatherings and public meetings. Spaces include:

**Outdoor area:** It's home to a playground (5 years of age and up), ball fields, and restroom facilities.

**Community Hall:** 2,800 sq. ft. community hall with a max occupancy of 299 and a small kitchen & service counter.



## Rental Pricing

	Private	Public	Nonprofit
<b>Community Center Building</b>	\$75/hr	\$60/hr	\$40/hr
Gym Includes 20 tables, 160 chairs or no tables, 200 chairs	\$60/hr	\$40/hr	\$30/hr
Wickiup Room Includes 4 tables, 16 chairs or no tables, 30 chairs; white board	\$35/hr	\$25/hr	\$15/hr
Paullina Room Includes 4 tables, 16 chairs or no tables, 30 chairs	\$35/hr	\$25/hr	\$15/hr
Computer Lab Includes 1 table, 12 chairs, 12 workstations, projector & screen, video conference capability	\$40/hr	\$30/hr	\$25/hr
Kitchen Includes large side-by-side fridge/freezer, microwave, 4 burner range, 4 ovens	\$40/hr	\$35/hr	\$25/hr
<b>John C. Johnson Building</b>			
Room 1 Includes 2 tables, 16 chairs or no tables, 20 chairs	\$25/hr	\$20/hr	\$10/hr
Room 2 Includes 4 tables, 25 chairs or no tables, 40 chairs	\$25/hr	\$20/hr	\$10/hr
Room 3 Includes 4 tables, 25 chairs or no tables, 40 chairs	\$25/hr	\$20/hr	\$10/hr
Big Room Includes 8 tables, 64 chairs or no tables, 100 chairs	\$35/hr	\$25/hr	\$15/hr
<b>Frontier Heritage Park</b>	<b>\$150/day</b>	<b>\$125/day</b>	<b>\$100/day</b>
Includes playground, stage and restrooms; Power for vendor space is \$10 per vendor per day			
<b>Finley Butte Park</b>	<b>\$150/day</b>	<b>\$125/day</b>	<b>\$100/day</b>
Includes playground, ball fields, snack shack and restrooms			
<b>Community Hall</b>	\$45/hr	\$35/hr	\$25/hr
Includes 10 tables, 80 chairs or no tables, 120 chairs			

**Private Event:** Corporate or family gatherings, weddings, etc.

**Public Event:** Non-ticketed or community events, public meetings, etc.

**Nonprofit Event:** Fund-raisers, friend-raisers, etc.



## 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 an outdoor area and/or facility use to LPRD for large and/or special events, staff will review your proposal and assist with 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 may be required.
3. LPRD staff will review your application for completion and will determine if your event or activity is compatible with LPRD policies.
4. LPRD staff will contact you regarding the approval status of your event. In the event of a declined application an appeal may be made to the Board of Directors.
5. Have a great time at your event!



## General Facility Rental Policies

**Reservations:** Reservations may be made up to one year in advance. Reservations are not final until all fees are paid and application with attachments is received and approved.

**Cancellations and 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 50 people, the applicant shall submit a Certificate of Liability Insurance in the amount of at least \$2,000,000 per occurrence, with an endorsement naming the “La Pine Park & 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 assist with additional dumpsters and can be reached at 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 OLCC can be reached at 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 Handler's 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 Handler's 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 kind 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.



**Cleanup 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 with-in 10 working days after the reservation date. The applicant is responsible for additional cost for damage above and beyond the deposit amount.

**Garbage:** If the event will be serving food and there will be over 100 people in attendance, additional trash service will 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 should include:

- Time(s) of scheduled activities
- Location(s) where activities will take place
- Load-in and load-out times
- 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. Currently, there are facilities located at Frontier Heritage Park and Finley Butte Park. 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 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 chairs can puncture irrigation lines.

**Utility Use:** Power is available for an additional 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 the case of 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:** Amplified sound or disruptive noise is not allowed after 10:00pm. Notification of adjacent property owners is required.

**Cleanup:** 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.



## Rental Application

I am requesting the rental of the following park and/or facility: \_\_\_\_\_

### Applicant Information:

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

### Reservation Information:

Day(s) of the week (circle): M T W TH F S SU Requested Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_  AM  PM (including set-up) End time: \_\_\_\_\_  AM  PM (including cleanup.)

Event Name: \_\_\_\_\_ Total Expected Attendance: \_\_\_\_\_

Contact Person of Day of Event: \_\_\_\_\_ Contact Phone number: \_\_\_\_\_

Activity:  Birthday Party  Company Picnic  Reunion  Fund-raiser  Wedding  Other \_\_\_\_\_

This event will be: (select all that apply):  Public  Private  Generating Sales

Please indicate the amenities that you will need:

Kitchen Space  Tables  Chairs  Picnic Tables  Electricity  Water  Other \_\_\_\_\_

### Event Information:

#### Entertainment

Are there any entertainment features related to your event?  Yes  No

Number of performers: \_\_\_\_\_ Performance type: \_\_\_\_\_

Performer(s) Name: \_\_\_\_\_

Will amplified sound be used?  Yes  No Performance Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Describe sound equipment and wattage: \_\_\_\_\_





## Temporary Structures and Equipment

Will you be erecting and using tents and/or other temporary structures?

Yes  No Describe equipment used: \_\_\_\_\_

Will you be bringing in any equipment, i.e., portable barbecues, etc...?

Yes  No Describe equipment used: \_\_\_\_\_

## Food & Drinks

Does your event involve the use of alcoholic beverages?  Yes  No

Select all that apply:  Free/Host Alcohol  Alcohol Sales  Host & Sales  Beer  Wine  Hard Liquor

Caterer/ Licensed Bartender: \_\_\_\_\_ Liquor 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: \_\_\_\_\_ Phone/Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

Will food and/or refreshments be sold?  Yes  No

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

**LPRD is not responsible for staffing your event. Staff hours will be billed per the current fee schedule.**

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

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, card, or check payable to La Pine Park & Recreation District.



## Statement of User Responsibility

### Facility Use

In consideration for the use of LPRD outdoor 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 consists of more than 50 people, the authorized user shall submit a Certificate of Liability Insurance in the amount of at least \$2,000,000 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 provided by a caterer or licensed pourer in a designated and monitored area and if Host Liquor Liability Insurance of \$500,000 is obtained which names La Pine Park & 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.

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.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Fee Calculator

**Facility:** \_\_\_\_\_ @ \_\_\_\_\_ hrs x \$ \_\_\_\_\_ /hr. = \$ \_\_\_\_\_  
**Park:** \_\_\_\_\_ @ \_\_\_\_\_ hrs x \$ \_\_\_\_\_ /hr. = \$ \_\_\_\_\_  
**Power Usage:** Number of vendors \_\_\_\_\_ @ \$10/ea. = \$ \_\_\_\_\_  
**Additional Tables:** \_\_\_\_\_ @ \$5/ea. = \$ \_\_\_\_\_  
**Additional Chairs:** \_\_\_\_\_ @ \$2/ea. = \$ \_\_\_\_\_  
**Staff:** \_\_\_\_\_ @ \$30/hr. = \$ \_\_\_\_\_  
**Projector & Screen:** \$30/day = \$ \_\_\_\_\_  
**Small P.A. System:** \$50/day = \$ \_\_\_\_\_  
**Large P.A. System:** \$200/day = \$ \_\_\_\_\_  
**Cleaning & Damage Deposit:** \$100.00 = \$ \_\_\_\_\_  
**Key Deposit (when applicable):** \$50.00 = \$ \_\_\_\_\_  
  
**Total:** \$ \_\_\_\_\_

### Required Supplemental Documents:

- |  |                 |                    |
|--|-----------------|--------------------|
| <input type="checkbox"/> <b>Proof of Liability Insurance</b>             | Due Date: _____ | Received On: _____ |
| <input type="checkbox"/> <b>Proof of Host Liquor Liability Insurance</b> | Due Date: _____ | Received On: _____ |
| <input type="checkbox"/> <b>OLCC Temporary Sales License</b>             | Due Date: _____ | Received On: _____ |
| <input type="checkbox"/> <b>Temporary Restaurant License #</b>           | Due Date: _____ | Received On: _____ |
| <input type="checkbox"/> <b>Current Food Handler's Permit</b>            | Due Date: _____ | Received On: _____ |

**For Office Use**

Approved  Denied By: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_  
**Deposit:** Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  Cash  Card  Check # \_\_\_\_\_ Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_  
**Remainder:** Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  Cash  Card  Check # \_\_\_\_\_ Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_



**Thank you for renting your event space from La Pine Park & Recreation District!**

You will be provided with cleaning supplies and equipment to restore the building to the condition when entered. The thermostat is set by staff please do not adjust temperature. If you are in need of special arrangements please call.

Your cleaning deposit will be returned upon completion of the following:

**Checklist**

\_\_\_ All floors need to be swept and mopped if necessary. (Empty mop buckets, rinse mop/ring out, hang above the sink)

\_\_\_ All tables and chairs must be wiped down and put on racks.

\_\_\_ Kitchen counter tops, refrigerator, stoves sinks and microwave must be wiped down. All dishes will be cleaned and put away. Put all dirty rags in bucket on counter. **Make sure stoves are turned off!**

\_\_\_ Bathrooms must be cleaned. Including toilets (make sure they are flushed), counters, mirrors and floors.

\_\_\_ All garbage should be dumped in dumpster and garbage cans relined.

\_\_\_ Turn off all lights and lock all doors (**Double-check the doors!**). If you are outfitted with a key fob, please set the alarm when exiting the building.

\_\_\_ Outdoor facilities - Clean up all trash from the event. Empty all garbage in dumpster and reline the garbage containers. Clean bathrooms - toilets (make sure they are flushed), counters, mirrors and floors.

**Please notify staff if supplies are low.**

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**LPRD Signature** \_\_\_\_\_ **Date** \_\_\_\_\_