



16 NW Kansas Avenue • Bend, OR 97703

Meeting Room Rental Agreement

Name of Organization, Business _____ Contact Name _____

Daytime Phone# _____ Email _____

Billing Address: _____ City, State, Zip: _____

Name of event _____ Date(s) of event _____

Event start time (including set up) _____ Event end time (& clean up) _____ Total Attendees: _____

Equipment needed: ☐ Projector (renter provides laptop) ☐ Mac adaptor for projector ☐ Audio cord

Rental Room: ☐ Audubon Room (80 person capacity) ☐ High Desert Room (20 person capacity)

Type of group: ☐ Non-Profit/501c(3) ☐ Business/Private Party

Facility Rental Policies

Payment: Your reservation is binding with a completed & signed contract. Payment is due in full 10 days prior to your event.

Cancellation Policy: Cancellations **10 days** before events receive a 100% refund. Cancellations **9 - 5 days** before events will receive a 50% refund. If cancellation occurs **4 days or less** before event, the full meeting room rental fee will be assessed. Cancellation must be received in writing or confirmed verbally with the Office Manager.

Food: If you will be serving food at your event please reduce your environmental impact by rethinking your waste options. Be sure that you or a caterer either uses our reusable dishware or provides compostable disposables including plates, bowls, cups & utensils. If you will be using disposable they need to be certified commercial compostable with ASTM D6400 requirements. If you will be using our reusable dishware please note that we do not have a dishwasher, so items will need to be hand washed, dried and put away. If you or a caterer does not have access to certified compostables we can supply them to you.

Alcohol: If alcoholic beverages will be offered at a meeting, proof of liability insurance is required. No sales of alcoholic beverages are allowed in our building.

Key Check Out: If your meeting begins before opening or extends past closing business hours, you need to check out a key to the facility during our regular business hours (9am – 5pm/Monday – Friday) prior to your meeting. If the key is not returned to the lock box immediately after the meeting, you will be charged a re-keying fee of \$50.00.

Event Promotion: Any public advertising of your event must state that: “This event does not necessarily reflect the mission/opinion of The Environmental Center.” Please do NOT give our phone number as a contact for your event.

Applicant agrees to defend, indemnify and hold The Environmental Center harmless from any and all liability for injury to persons or property occurring as a result of any activities and agrees to pay for any and all damage to the facility, building, equipment or furniture owned or controlled by the Center, which results from any scheduled activities or is caused by any participant in any scheduled activities.

I have read, understand and agree to comply with the rules set forth regarding facility usage including the conditions listed above and the attached cleaning list. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Name: _____ Signature: _____

General Room Rental Information

Schedule: Clean up and check out within your scheduled time so others can use the facility.

Internet Use: We do have on sight wifi. The password is posted above the light switch in each room.

Parking: There is unlimited street parking available directly in front of the Center. There is unlimited parking on Lava south of Kansas Avenue and two-hour parking on Lava north of Kansas Avenue. There is a two-hour City of Bend parking lot just west of the Center (next to Troy Field). Please do not block any driveways and be respectful of our neighbors.

ADA Access: The Center has one disabled parking space and an entry ramp located in the rear of the building off the alley. You may access the alley from Lava Road. Please contact the Center if you have additional questions about accessibility of our building.

Facility Maintenance: Please report any spills, broken, or malfunctioning features of our building to Center staff.

Emergencies: In case of life-threatening emergency, please call 911. In case of a facility emergency call 541-788-2105 or 541-420-8565.

Checkout Guidelines- Please keep this page for your reference at your event.

You are responsible for your own set up and clean up. If additional cleaning of a meeting room is required directly after your usage, a cleaning charge (minimum charge of \$20) will be accessed.

- ☐ Wipe down all tables, counters and white board surfaces.
- ☐ Put away all tables and chairs in the larger Audubon room. Leave tables and chairs set up in the smaller High Desert room.
- ☐ Please recycle and compost in appropriate bins.
- ☐ Empty trash & recycle bins in back ally if full. Empty compost bin always.
- ☐ Vacuum and/or sweep floors. Vacuum is in back bathroom. Broom is in kitchen.
- ☐ If you use the kitchen to prepare food and/or beverages: wipe down counters and sink; wash, dry and put away dishes you use; clean appliances as necessary; and sweep the floor. Towels are located the drawer above the first aid drawer. Cleaning supplies and garbage bags are located under the sink.
- ☐ Make sure all windows are locked.
- ☐ Do final check for all personal items and cleanliness.
- ☐ Turn off all lights. Close and lock all doors. This is critical to keep our building secure.
- ☐ Return facility key to brass lock box to the left of front door.

Thank You !

Facility Rental Rates

BUSINESSES/PRIVATE PARTIES

Audubon or High Desert Rooms
4 hours or less: **\$85.00 per room**
Over 4 hours: **\$120.00 per room**

NON-PROFIT ORGANIZATIONS

Audubon or High Desert Room
4 hours or less: **\$50.00 per room**
Over 4 hours: **\$65.00 per room**

MEMBER GROUPS

Audubon or High Desert Room: **\$30.00 per room**
(No time limit for meetings)

GREEN SPOT MEMBERS

25% off room rental rates

Equipment Rental Fees

LCD Projector Fee

\$15

MP# IPOD/CD/AM/FM Stereo Music System

\$15