

Meeting Room Rental Agreement

Name of event _____ Date(s) of event _____

Time/Hours of usage (including set up & clean up) _____ Number of people anticipated _____

Type of group (circle one): Non-Profit/501c(3) Business/Private Party Government Agency

Name of Organization, Business or Individual _____

Contact Name _____

Billing Address _____

Email _____ Daytime Phone# _____

Facility Rental Policies

Payment: Your reservation is binding with a completed & signed contract. Payment is due in full upon the receipt of an invoice and prior to your rental date. Please read our cancellation policy below.

Cancellation Policy: Cancellation of rented space must be done at least **10 business days** before a meeting date to avoid cancellation fees. If cancellation occurs between **9 - 5 business days** prior, a 50% fee will be retained. If a cancellation occurs **4 business days or less**, the full meeting room rental fee will be assessed. Cancellation must be received in writing or confirmed verbally with the Office Manager.

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. For additional information, please call (541) 385-6908 ext. 10.

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 Central Oregon Environmental Center.” Please do NOT give our phone number as a contact for your event.

Applicant agrees to defend, indemnify and hold the Central Oregon 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 _____

* In case of a true after-hours facility emergency, call 541-633-7176 or 420-8565. In case of life-threatening emergency, please call 911.

Check Out & Cleaning Guidelines

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.

Please read carefully and follow this list as it applies to your event:

- **Zero Waste:** Reduce and recycle your garbage whenever possible. Do NOT use Styrofoam cups. Bins are provided in the kitchen for recyclables and a compost bin is located under the sink for fruit & vegetable waste and coffee grounds (no dairy or meat). Please see attached Zero Waste Event guidelines for assistance.
- **Schedule:** Clean up and check out within your scheduled time so others can use the facility.
- **Furniture:** Re-stack all tables and chairs against the wall (Audubon Room) or return the table to proper configuration in center of room (High Desert Room).
- **Food:** If food is served, please vacuum the carpet, sweep, and wipe down tabletops to remove all crumbs and spills. A vacuum is located in the restroom by the back door.
- **HVAC:** Turn thermostat down to 60 degrees in winter or turn off swamp cooler (window unit) in summer.
- **Energy:** Turn off all lights except above kitchen sink. Make sure all appliances are OFF.
- **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.
- **Garbage:** Dispose of trash bags in cans behind building in the alley. Do not leave garbage cans full of waste.
- **Security:** Close and lock all doors and windows. This is critical to keep our building secure.
- **Keys:** Return facility key to brass lock box to the left of front door. Do not drop in silver cigarette bin.

Please initial below and make a copy to keep with you for reference during your event.
I acknowledge and agree to the conditions of this cleaning policy _____ (initials)

General Information

Zero Waste Events: The Environmental Center is committed to the practice of Zero Waste for all events that occur at our facility. We strongly encourage all renters to make a conscious effort to leave a minimal impact. Please see the attached guidelines to plan an earth-friendly event at our facility.

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 broken or malfunctioning features of our building to Center staff.

Emergencies: In case of a true after-hours emergency, call 541-633-7176 or 420-8565. In case of life-threatening emergency, please call 911.

Think Zero Waste - What is it all about?

The visionary goal of Zero Waste expresses the need for a closed-loop industrial/societal system. Waste is a sign of inefficiency. Zero waste suggests that the entire concept of waste should be eliminated. Instead, waste should be thought of as a “residual product” or simply a “potential resource” to counter our basic acceptance of waste as a normal course of events. Opportunities such as reduced costs, increased profits, and reduced environmental impacts are found when returning these “residual products” or “resources” as food to either natural and/or industrial systems.

Zero Waste strategies consider the entire life-cycle of our products, processes and systems in the context of a comprehensive systems understanding of our interactions with nature and search for inefficiencies at all stages. With this understanding, wastes can be prevented through designs based on full life-cycle thinking. Indeed, we should work to "design" our wastes, if any, so that they have future applications.

Think Zero Waste - Benefits

Saving money

- Since waste is a sign of inefficiency, the reduction of waste usually reduces costs.

Faster Progress

- A Zero Waste strategy improves upon "cleaner production" and "pollution prevention" strategies by providing a visionary endpoint that leads us to take larger, more innovative steps.

Supports sustainability

- A Zero Waste strategy supports all three of the generally accepted goals of sustainability - economic well being, environmental protection, and social well being:
- Economic well being is improved by enabling organizations to identify inefficiencies in processes, products and services and thereby to find cost-saving solutions to them.
- Environmental protection is enhanced by reducing (ideally to zero) hazardous and solid wastes to nature and by reducing the need for energy generation and hydrocarbon extraction.
- Social well being is enhanced through efficiency improvements that allow more resources to be available for all. In addition, more complete use of "wastes" will create jobs in return logistics and reprocessing activities.

Think Zero Waste at the Central Oregon Environmental Center

When having an event at COEC please consider:

- Using reusable dishware
- Using compostable tableware including; plates, bowls, utensils, coffee cups
- Recycle and compost your materials properly
- PLEASE DO NOT USE STYROFOAM

If you have additional questions about Think Zero Waste event planning or compostable tableware, please contact Katy Bryce at 541.385.6908 ext 16 or katy@envirocenter.org