

Facility Rental Policies

Payment: Your reservation is binding with a completed & signed contract. Payment is due in full 10 days prior to your event or at the time of signing if less than 10 days.

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. If cancellation is due to Covid you will receive a 100% refund. Cancellation must be received in writing or confirmed verbally with the Facility Manager.

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.

Key Code

If your event is before 9am, after 5pm, or on the weekend please use the front door key code provided to you. If you did not get a key code contact janet@envirocenter.org or call 541-508-5262.

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

Food: If you will be serving food at your event please reduce your environmental impact by rethinking your waste options. See <https://envirocenter.org/programs/rethink-waste-project/> for ideas.

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

Internet Use: We have on-site wifi. The password is posted above the light switches in each room.

Technology Use: Only those who sign up for the TV technology and are approved may use it. The TV in the larger Audubon room must stay in the room and on the far side of the room. **DO NOT move the TV past the center beam. The camera on top of the screen used for hybrid meetings will hit the beam and break and you will be responsible for replacement costs.**

Parking: There is two-hour street parking available directly in front of the Center. There is [City of Bend permitted parking](#) just west of the Center (next to Troy Field) as well as a city parking garage 3 blocks to the north on Lava Road; you will need to use a [parking app](#) for both of those. Please do not block any driveways and be respectful of our neighbors.

ADA Access: The Center has one ADA 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 the Business Manager, Janet Llerandi Gonzalez; Janet@envirocenter.org;

Emergencies: In case of life-threatening emergency, please call 911. In case of a facility emergency call or text Janet; 541-508-5262 or Mike; 541-508-4005.

Health Guidelines

In light of the ongoing spread of COVID-19 please ask your guest/participants to stay home if they have been exposed or are feeling unwell.

I agree

Checkin/out 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.

- o Set up the room how you would like and return the room to the way you found it when done.
- o Turn Air Purifier back down to 1 if used in the big room and turn off in the smaller room.
- o Wipe down all tables, counters and white board surfaces.
- o Please recycle and compost in appropriate bins.
- o Empty trash & recycle bins if full. Empty compost bin always. Bins are located in the alley.
- o Vacuum and/or sweep floors. Vacuum is in the back bathroom. Broom is in the kitchen.
- o 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 in the drawer above the first aid drawer. Cleaning supplies and garbage bags are located under the sink.)
- o Do final check for all personal items and cleanliness.
- o Make sure all windows are locked.
- o Turn off all lights. Close and lock all doors. This is critical to keep our building secure.
- o Return facility key to brass lock box to the left of the front door if checking out after hours.

Thank you!