

Facility Rental Policies

Payment: Your reservation is binding upon receipt of the confirmation email and invoice. Payment is due in full 10 days prior to your event or at the time of reserving 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 the event, the full meeting room rental fee will be assessed. 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 on your rental agreement. If you did not get a key code contact janet@envirocenter.org or call 541-508-5262.

Schedule: Please leave plenty of room within your reservation time for cleaning up. We often have other facility renters before or after you, we ask that you abide by your agreed-upon time, specified in the rental agreement email.

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.

You are responsible for cleaning all kitchen, tables, or counter areas where food was served as well as ensuring food waste is not commingled with recyclables as well as emptying all recyclable, food waste, and landfill bins if food or beverages were consumed in the room.

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 on the far side of the room.

DO NOT attempt to move the TV past the center beam. The camera at the top of the screen will hit the beam and break! Your party will be fully responsible for replacement costs of the camera and television.

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.

You must not exceed the city's parking time limits and notify all attendees of the parking limitations. Facility renters assume all risks of ticketing and towing if their vehicles are left past the time limits. Please do not block any driveways and be respectful of our neighbors. We are located in a residential neighborhood.

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 \$50) will be assessed. The person requesting the reservation is responsible for notifying all of your facilitators, presenters or staff of the event of the cleaning checklist below.

- 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. Clean hand towels can be found in the kitchen. Use the spray bottles in the rooms or kitchen to disinfect all areas used.
- o Please recycle and compost in the appropriate bins - please do not allow your guests to commingle food waste with clean recyclables. Rinse your bottles and cans in the sink and add to the blue bag hanging behind the kitchen door. Please do not throw clean recyclables in the bin marked "landfill".
- o **Empty all bins if you served food and beverages.** Empty compost bin always. Bins are located at the back entrance in the alley.
- o Vacuum and/or sweep floors. The vacuum is in the back bathroom. The broom is in the kitchen.
- o If you use the kitchen to prepare food and/or beverages: wipe down all counters and sink; wash, dry and put away the dishes you use; clean appliances as necessary; and sweep the floor. The 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 closed & locked.
- o Turn off all lights. Close and lock all doors. This is critical to keep our building secure. Please follow the unlocking/locking procedures included in the reservation confirmation email along with your door code if you are using the facility prior to 9am or 5pm.

Thank you for being a responsible facility renter! We appreciate your cooperation with our guidelines.