



the
environmental
center

16 NW Kansas Avenue • Bend, OR 97703

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 !