



## Using Bend Park & Recreation District Facilities

Bend Park and Recreation District (BPRD) encourages Bend-La Pine Schools (BLS) to use park and recreation facilities to complement and enhance the student experience. For over 30 years, BPRD and BLS have worked together to improve the lives and experiences of students and families through sharing resources and partnering to provide programs and services.

**As a part of our Intergovernmental Agreement, BPRD facilities are generally available free of charge for official BLS activities and functions.** Some charges may apply where special staffing or services are required and/or requested. Activities that are not official BLS-sanctioned activities but are recognized by BLS as affiliated activities will normally be charged at the non-profit rate. Generally, if an activity is not covered by BLS insurance, it cannot be considered as an official BLS-sanctioned activity.

**All BLS' use of BPRD facilities requires an approved reservation or use request.** We want to assure that school groups have a safe and enjoyable experience at BPRD facilities; therefore, it is important that BPRD is aware of all BLS uses of parks and facilities to ensure school activities are occurring in appropriate places and to minimize conflict with other uses.

**To request use of a BPRD facility, complete and submit a BLS Use Request Form to**

[Anne.Birky@bend.k12.or.us](mailto:Anne.Birky@bend.k12.or.us). Request forms are available on the BLS employee resource website. If the request is approved as an official BLS activity, the Request Form will be forwarded to BPRD for scheduling with the requesting staff copied on the email.

There may be additional forms or materials required depending on the type of use and facility requested.

### Facilities Available

Below are the facilities available for BLS use under our agreement including some brief information. More complete information can be found on the BPRD website. You can also contact BPRD staff with additional questions. All questions should be addressed to BPRD Rentals & Events staff at [FacilityRentals@bendparksandrec.org](mailto:FacilityRentals@bendparksandrec.org) unless otherwise indicated.

#### Aspen Hall and Hollinshead Barn

These two facilities are available Monday-Thursday for trainings, workshops and education/classroom activities. Aspen Hall can accommodate up to 150 people and Hollinshead up to 55 people for activities requiring tables and chairs. An [availability calendar](#) can be found on the BPRD website. Both Aspen Hall and Hollinshead Barn are equipped with WiFi.

## **Riley Ranch Nature Preserve**

BPRD's only designated nature preserve, Riley Ranch, provides an intimate outdoor learning opportunity for smaller groups. To protect the sensitive environment, including wildlife and natural history features, and maintain a serene experience, group size is limited to 30 people at any time. Special guidelines for use of the park must be strictly followed to protect this special place.

## **Shevlin Park**

Shevlin Park is often used as an experiential outdoor learning opportunity for students. Schools also usually use the shelter in Aspen Meadow as a gathering point. BPRD encourages this use but must also ensure that large group use does not overly impact the natural resources that make the park attractive to people seeking a natural area. As a result, group size is limited to approximately 120 people at any time and bus, or other group transportation is normally required. Staff and leaders are also expected to follow guidelines for the appropriate use of the park.

## **Other Parks and Shelters**

BPRD has numerous other parks, with many located near schools and some featuring shelters or other amenities. These can provide great opportunities for everything from outdoor learning to special activities to social gatherings. As with all BPRD facilities, approved use requests are required to ensure the school use does not conflict with other uses.

## **Athletic Fields**

BLS uses BPRD athletic fields to help support school-sponsored extracurricular athletic activities. Athletic fields are also available by reservation for school use for daytime activities or field trips.

## **Juniper Swim & Fitness Center (JSFC) and Larkspur Community Center (LCC)**

JSFC pools host high school swim teams and the School District adapted aquatic programs. While availability is limited due to ongoing community programming and public use, pools can occasionally be reserved for special field trips. While no facility use fee is charged, there is a charge for lifeguards and other direct staffing costs required. If you are interested in an activity at JSFC, contact Shannon Gilman, [Shannon@bendparksandrec.org](mailto:Shannon@bendparksandrec.org). The Larkspur Community Center will be available for BLS in a similar way as Juniper Swim & Fitness Center. If you are interested in reserving a room at the LCC, contact Paul Reinhardt, [PaulR@bendparksandrec.org](mailto:PaulR@bendparksandrec.org).

## **The Pavilion**

The Pavilion also has limited availability during ice season due to programming and public sessions, but there are times during the school day that can be reserved for field trips. A \$5 per skater fee is charged to cover the cost of staffing and skate use. Chaperones are expected but we do not charge for chaperones. During the non-ice season, the Pavilion provides some opportunities for field trips and special events subject to direct staffing costs only. If you are interested in an activity at The Pavilion, contact Clare Gordon, [Clare@bendparksandrec.org](mailto:Clare@bendparksandrec.org).



## BEND-LA PINE SCHOOL USE REQUEST

### CONTACT INFO

School: \_\_\_\_\_ Office phone: \_\_\_\_\_

**Primary Contact** (*i.e. Individual responsible for on-site supervision during event/activity*)

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Secondary Contact** (*i.e. office manager, athletic director, assistant, etc.*)

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

### RESERVATION INFO

Activity: \_\_\_\_\_ Grade/Age: \_\_\_\_\_

Event name/description: \_\_\_\_\_

Reservation day(s)/date(s): \_\_\_\_\_  
(*include days of the week and dates for recurring use*)

Park/Facility: \_\_\_\_\_

Begin time (including setup): \_\_\_\_\_ End time (including cleanup): \_\_\_\_\_

Est. Headcount: \_\_\_\_\_ Transportation: \_\_\_\_\_  
(*i.e. buses, personal vehicles, walking, etc.*)

Provide a brief description of intended use below:

Submit completed request to [anne.birky@bend.k12.or.us](mailto:anne.birky@bend.k12.or.us)

### FOR OFFICE USE ONLY:

**BLS** – BLS-sanctioned function. Rental free of charge. Insurance coverage provided by BLS.

**NON-PROFIT** – Function is affiliated with BLPS, but not included in IGA. Non-profit rental rate. Insurance coverage provided by renter.

**NOT APPROVED** – Not sanctioned or affiliated with BLPS. Standard rental fees and processes apply.