



## **LARKSPUR COMMUNITY CENTER RENTER INFORMATION PACKET**

Thank you for reserving a room at the Larkspur Community Center. When you arrive at Larkspur for your reservation, please check in at the front desk to announce your arrival to the Facility Shift Lead. Please review the following rules and regulations set by the Bend Park and Recreation District (BPRD). Failure to abide by rules and expectations may result in withholding of deposit, additional charges and/or loss of future rental privileges.

### **GENERAL RULES AND REGULATIONS**

We're happy to make our facility available for your use and want you to have a great experience. Please note that the space is provided in its current condition, and we're not able to guarantee that it will meet every specific need for your event or activity. By choosing to use the facility, you acknowledge the condition of the space and accept responsibility for using it safely and appropriately.

Other portions of the Facility and/or park spaces adjacent to the Facility may be used for other activities or uses and/or open to the general public during Renter's Use. As a renter, you must strictly adhere to the designated space indicated on your rental receipt and shall not impede or disturb other uses, patrons, or renters unless prior approved by BPRD. Renters and visitors associated with rentals must abide by all park rules, facility-specific rules and the facility code of conduct.

### **Amplified Sound and Noise**

Amplified sound must be preapproved and respect the surrounding activities and users in the facility. BPRD reserves the right to restrict amplified sound should it conflict with other reservations or building use.

### **Decorations, Setup and Floor Care**

- Users are responsible for setup and take down of chairs and tables.
- Do not attach anything to the acoustic panels on the wall or the ceiling beams. The use of nails, staples, tacks, etc. is prohibited.
- Hooks are strategically placed along the walls for hanging decorations in the community room.
- Decorations may be attached to windows or chair rails using painter's tape. Use of duct tape or scotch tape will damage walls and is not allowed.
- Freestanding decorations are permitted (kiosks, arbors, arches). Please place a rug or other material under the stand to protect the floors.
- Fog machines are strictly prohibited. The machines will set off the fire alarm in the building.
- Loose glitter and confetti in and/or outside of the facility is prohibited.
- Throwing rice or birdseed in and/or outside of the facility is prohibited.
- Candles or flame producing devices are prohibited, except for Sterno fuel containers when used to heat catering dishes and only when the table or countertop is protected from heat or flame.



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Sterno Fuel containers require a damage deposit and Certificate of Insurance. The use of battery-operated candles is encouraged.

### **Food and Beverage**

- Users can bring in outside food or have their event catered by the vendor of their choice.
- Users supply their own dishes, cups, napkins and utensils. We encourage the use of recycled and sustainable products. BPRD does not provide supplies, including utensils, coffee, and other event or meeting materials.
- Charcoal, pellets and wood grills and fire pits are prohibited.
- Alcohol may be served and requires the following:
  - Prior approval from BPRD. Alcohol may be denied based on other cooccurring facility uses such as children's programs.
  - Additional rider for Host Liquor Liability on the Certificate of Insurance.
  - Adherence to OLCC and City of Bend regulations
  - Selling alcohol requires an OLCC Liquor License.
  - Bartenders are required to be licensed.
  - Alcohol must stay in the room. Alcohol is not allowed anywhere else in the building.
- Please visit the [Sustainability Resource Page](#) to find ways to minimize waste, use reusables, and other options. Every little bit helps!

### **No Smoking**

No Use a Smoking Instrument or Inhalant Delivery System of any kind on District Property. "Inhalant Delivery System" has the meaning assigned to that term in OAR 333-015-0030(14)(a)

### **Signage**

Any signage intended to be affixed to fencing, structures, or staked in the ground must be pre-approved by BPRD. Signs may not block the view of the public, cause a distraction, or obscure any facility signage. General way-finding signage can be provided by BPRD staff to direct guests to event. Event specific signage may only be placed near entrances of reserved space. Signs may not be placed throughout building, outside of building, or in Park spaces without prior approval. All signs must be taken down upon conclusion of the reservation.

### **Cleaning Requirements**

Users are expected to return the facility to pre-event layout and cleanliness conditions. All personal items (catering, decorations, event supplies, etc.) must be removed from the facility upon conclusion of the designated rental time. Cleaning supplies are provided on-site. A detailed breakdown of Facility Cleaning Requirements are listed below. Glass recycling is not provided. Please plan on taking glass with you to recycle elsewhere. Failure to clean-up and/or restore Facility to satisfactory condition will result in additional charges at the rate of \$45/hour per District staff hour plus actual costs of supplies for cleaning



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and restoring the Facility to normal operating conditions. The following cleaning requirements are the responsibility of the renter to complete within the scheduled rental time. Failure to meet the requirements listed below will result in a partial or complete loss of damage and cleaning deposit, additional charges, and/or loss of future rental privileges.

Staff will have available for use: trash bags, towels, bleach buckets, brooms, dustpan and mop. Questions or concerns should be directed to Larkspur Community Center Manager or the Facility Shift Lead on duty at your event. **All clean up and guests must be out of the building by rental end time.**

To save time and maximize efficiency, it is recommended to do tasks in the order listed below.

### **Community Event Room**

- Take down all decorations and remove from building.
- Wipe down tables and stack against the north wall. Place grey tables next to storage room doors.
- Stack chairs 13 high. Our staff will put chairs back into the storage closet.
- Take out all garbage and recycling. Dumpster is located on the NW side of the building in the garbage enclosure at the end of the parking lot. Recycling containers are in the same area. Clean up all spills and sweep entire floor. Mop if necessary.

### **Multi-Purpose Room and Classrooms**

- Take down all decorations and remove them from building.
- Wipe down tables
- Arrange round tables in their original locations.
- Stack chairs eight high and put back in the storage closet.
- Take out all garbage and recycling. Dumpster is located on the NW side of the building in the garbage enclosure at the end of the parking lot. Recycling containers are in the same area. Clean up all spills and sweep entire floor. Mop if necessary.

### **Kitchen**

- Wipe down counters, appliances, sinks, sink drains (there are no garbage disposals, so food must be removed manually) and clean out dishwasher screens.
- Clean stove and grill, if used. Ensure sides of both are wiped down.
- Clean out refrigerator: remove all food brought in, clean up spills, remove empty boxes.
- Take out all garbage and recycling. Dumpster is located on the NW side of the building in the garbage enclosure at the end of the parking lot. Recycling containers are in the same area.
- Double check all appliances and refrigerator. Clean all floor spills and sweep entire floor. Mop floor of kitchen after all above items are completed.



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### **Restrooms & Hallways**

- Pick up loose paper on all floors and counters.
- Clean up any major messes.

**Before you leave the facility, check out with the Facility Shift Lead.**

### **Cancellations and Refunds**

- Reservations can be rescheduled up to 91 days prior to the event.
- Refunds for cancellations are issued as follows:
  - Full refund of the rental fee up to 91 days prior to the event.
  - 50% refund of the rental fee 90-31 days prior to the event.
  - No refund of the rental fee within 30 days of the event.

### ***Reservation and Facility Questions:***

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