**Requested facility/room/parks(s):**

**Coffield Community Center Parks**

\_\_\_ Entire Building \_\_\_ Fitness Room \_\_\_ Hyzer Pines Disc Golf Course

\_\_\_ Outlaw Club/Mtg. Rm. 1 \_\_\_ Parking Lot \_\_\_ Skatepark

\_\_\_ Mtg. Rm. 2 \_\_\_ Bathrooms/Showers \_\_\_ Bike Park 242

\_\_\_ Community Room

**Primary contact and/or organization**: (Name of person with primary responsibility)

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

Cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your organization is a 501(c)(3), please list the EIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day of event contact person** (Only if different than above)

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

Cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event information**

Event type:

\_\_\_\_ Family/social gathering \_\_\_\_ Classes/seminar/workshop

\_\_\_\_ Business meeting \_\_\_\_ Event/tournament \_\_\_\_Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested date(s) (if flexible, provide 2 or 3 options):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-up start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event start time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clean-up time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_

For multiple dates (on-going rentals) please attach a sheet with all dates and times listed.

**Event details**

Yes No

Is your event open to the public? \_\_\_\_ \_\_\_\_

Are you advertising to the public? \_\_\_\_ \_\_\_\_

Are you charging admission? \_\_\_\_ \_\_\_\_

Will you serve food or beverages? \_\_\_\_ \_\_\_\_

Are you hiring a third-party vendor? (Caterer, entertainer, etc) \_\_\_\_ \_\_\_\_

Will you be decorating the facility? \_\_\_\_ \_\_\_\_

Are you renting equipment from other facility? \_\_\_\_ \_\_\_\_

Other equipment requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please initial the following items to acknowledge you have read and understand the following information:

\_\_\_\_ I understand that I must provide a certificate of insurance covering the event in the amount of $1 million dollar per occurrence, $2 million aggerate, naming the Sisters Park & Recreation District, and Sisters School District as additionally insured no later than 30 days prior to rental date. Required for large events and any event with alcohol.

\_\_\_ I am aware I am responsible for my own set-up and clean up. My reserved time includes enough time for these activities.

\_\_\_ I am aware I must not arrive earlier than my rental time noted on my rental contract.

\_\_\_ I am aware that all persons, including third-party vendors, must comply with all SPRD policies and procedures, including state and local law.

\_\_\_ I am aware that SPRD is unable to provide storage or accept deliveries for my event.

\_\_\_ I am aware that I need to bring all items needed for my event including painters tape to hang decorations, utensils, lighter for birthday cake candles, etc.

\_\_\_ I am aware I am responsible for my group, and that all guests, including children, must stay within the rental space, and all children will always be accompanied by an adult.

\_\_\_ I understand all requests are on a first come, first serve basis and no date will held until a the rental application has been signed and all fees have been collected.

\_\_\_ I am aware that alcoholic beverages are not allowed at any SPRD facility or park without proper permits. Failure to comply with this expectation can lead to an immediate shutdown of rental.

Applicants signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

For office use:

\_\_\_ Application has been approved \_\_\_ Certificate of Insurance received

\_\_\_ Fee received \_\_\_\_ Facility has been scheduled

Rental fees:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Space** | **Details** | **ID Hourly Rate- During Business Hours** | **ID Hourly Rate-**  **Outside of Business Hours** | **OD Hourly Rate- During Business Hours** | **OD Hourly Rate- During Business Hours** |
| *Coffield Center*  *Entire Building* | Gains access to all rentable spaces in the building and ensures no other rentals are in the building at same time. | $100/hr | $150/hr | $130/hr | $195/hr |
| *Outlaw Club/Meeting Room 1* | AV; capacity- 60 with chairs; 40 with tables and chairs | $40/hr | $60/hr | $52/hr | $78/hr |
| *Meeting Room 2* | Capacity- 30 with chairs, 20 with tables and chairs | $25/hr | $38/hr | $33/hr | $43/hr |
| *Community Room* | Large round table; table tennis; not available during business hours; capacity- 10 | Not available | $38/hr | Not available | $43/hr |
| *Fitness Room* | Soft flooring, mirrored wall; capacity- 150 with chairs; 100 with tables and chairs | $40/hr | $60/hr | $52/hr | $78/hr |
| *Birthday Party Package A* | Up to 3 hours, includes set-up/take down time. Rental includes Meeting room 2, fitness room, and outdoor play area. | $150 | $225 | $195 | $293 |
| *Birthday Party Package B* | Up to 3 hours, includes set-up/take down time. Rental includes Meeting room 1, fitness room, and outdoor play area. | $200 | $300 | $260 | $390 |
| *Restroom/Shower Access Only* | Gaines access to indoor restrooms and showers only. | Not available | $35/hr | Not available | $46/hr |
| *Parking Lot* | Access to parking lot is included for rentals, however, if you need exclusive access (i.e. camping, or an event in the parking lot) it needs to be rented as well. | $50/day | $50/day | $50/day | $50/day |
| *Disc Golf Course* | Access to the Hyzer Pines Disc Golf Course. All tournaments or events require a course rental. | $50/day | $50/day | $50/day | $50/day |
| *Skatepark/Bike Park 242* | All events at parks require a rental. | Call for quote | Call for quote | Call for quote | Call for quote |

* SPRD has a limited number of tables and chairs available for rentals.
* An additional fee may be required for the fitness room if fitness flooring needs to be removed for rental.
* Approved non-profits receive a 25% discount. Not available with other discount packages.