



Sisters Community Recreation Center Facility Rental Application

611 E. Cascade Ave., PO Box 2215, Sisters, OR 97759 | 541-549-2091 | www.sistersrecreation.com

APPLICANT INFORMATION *(please print legibly)*

Date Application Received:

First and Last Name <i>(must be at least 21 years old)</i>		Group/Organization <i>(if applicable)</i>	
Birthdate <i>(mm/dd/yyyy)</i>	Contact Number	Email Address	
Physical Address		City	State
			Zip

RENTAL REQUEST INFORMATION *(please print legibly)*

Event Type/Activity		Requested Date(s)	Alternate Date(s)
Requested Times <i>(times must include set-up/clean-up; access will begin and end at times below)</i>			Estimated Attendance
Start:	☐ AM ☐ PM	End:	☐ AM ☐ PM
Requested Area(s) <i>(please check all that apply)</i>			
☐ Metolius Room ☐ Whychus Room ☐ Fitness Studio		☐ Classroom A-9 ☐ Classroom A-10 ☐ Gymnasium ☐ Community Commons ☐ Entire Facility <i>(after hours only)</i> ☐ Parking Lot <i>(after hours only)</i>	
Additional Equipment Requested <i>(additional fees may apply; please check all that apply)</i>			
☐ Volleyball Net: ☐ One (1) or ☐ Two (2) ☐ Pickleball Net: ☐ One (1) or ☐ Two (2)		☐ Other, please list any additional equipment requests:	
Supplemental Questions			
Are you a non-profit organization?		☐ Yes ☐ No	
		<i>If yes, please submit proof of your non-profit status.</i>	
Are you a 501(c)(3)?		☐ Yes ☐ No	
		<i>If yes, please submit proof of 501(c)(3) status.</i>	
Are you a for-profit business?		☐ Yes ☐ No	
		<i>If yes, you may be required to submit a certificate of insurance.</i>	
Is your event open to the public?		☐ Yes ☐ No	
		<i>If yes, you may be required to submit a certificate of insurance.</i>	
Are you advertising to the public?		☐ Yes ☐ No	
Are you charging admission?		☐ Yes ☐ No	
		<i>If yes, you may be required to submit a certificate of insurance.</i>	
Will there be decorations?		☐ Yes ☐ No	
		<i>If yes, please review our "facility rental packet" for decoration guidelines.</i>	
Will food or drink be served?		☐ Yes ☐ No	
Will you have a third-party vendor?		☐ Yes ☐ No	
		<i>Ex. caterer, entertainer, etc.</i>	
Do you wish to serve alcohol?		☐ Yes ☐ No	
		<i>If yes, additional insurance and permits may be required.</i>	
Please provide a detailed description of your event <i>(ex. special requests, entertainment needs, decorations, etc.)</i>			

FACILITY RENTAL AGREEMENT

Please review the *Facility Rental Information Packet* and the included *Rental Rules & Regulations*. All users are required to abide by the rules and regulations; failure to do so may result in the withholding of any deposit and/or additional charges for damages to the facility.

Please initial below indicating that you have read and understand each of the rules & regulations.

Alcohol

____ I have read and understand the *Alcohol Rules & Regulations* and agree to abide by them. I understand that alcohol consumption is prohibited on SPRD property without a pre-approval from the district.

Amplified Sound & Noise

____ I have read and understand the *Amplified Sound & Noise Rules & Regulations* and agree to be respectful of all facility users and neighbors.

Approved Use

____ I have read and understand the *Approved Use Rules & Regulations* and agree to only use the facility for the use my rental has been approved for. I understand that any use not listed on the rental application is prohibited and that any unapproved use may result in additional charges for damages to the facility and being barred from future rentals.

Cleaning Requirements

____ I have read and understand the *Cleaning Rules & Requirements*. I agree to return the rental facility to pre-rental layout and cleanliness, and remove all personal items (catering, decorations, event supplies, etc.) from the facility at the conclusion of the event.

Conduct

____ I have read and understand the *Conduct Rules & Regulations*. I understand I am responsible for all rental guests and that all rental guests are expected to follow all applicable district policies and procedures, and local and state laws.

Decorations & Set-up

____ I have read and understand the *Decorations & Set-up Rules & Regulations* and agree to abide by them. I understand that I am responsible for my own set-up and clean-up, and that I may not arrive earlier than the approved rental time.

Fireworks

____ I have read and understand the *Fireworks Rules & Regulations* and agree to abide by them. I understand that fireworks of any kind are strictly prohibited.

Food & Beverage

____ I have read and understand the *Food & Beverage Rules & Regulations* and agree to abide by them. I understand that I must supply all items needed for the rental. I understand that alcoholic beverages are not permitted on SPRD property without a proper permit and that I must comply with all applicable local and state laws.

Insurance

____ I have read and understand the *Insurance Rules & Requirements*. I understand that I may be required to provide SPRD with a Certificate of Insurance no later than 30 days before the rental.

Signage

____ I have read and understand the *Signage Rules & Regulations* and agree to abide by them. I understand that all signage must be pre-approved by SPRD and that I must remove it at the conclusion of the rental.

Smoking

____ I have read and understand the *Smoking Rules & Regulations* and agree to abide by them. I understand that smoking, vaping, and the use of tobacco or marijuana in any form is strictly prohibited.

Applicant Signature

Date

Completion of this form is a ***REQUEST ONLY***.

Your request is considered ***PENDING*** at this time. If your request is approved, district staff will contact you regarding the next steps.

- Office Use Only -		
☐ Application Approved	☐ Facility Scheduled	
☐ Application Declined	☐ Rental Fees Paid	
- Rental Fees -		
☐ In-District	☐ Individual	☐ After-hours Staff Fee (\$25/hour)
☐ Out-of-District	☐ Non-Profit	☐ Alcohol Permit Fee (\$50/rental)
☐ Fee Waiver: _____	☐ Commercial	☐ Other: \$_____
- Additional Requirements -		
☐ COI Required	☐ Alcohol Permit Required	☐ Alcohol Insurance Required
☐ COI Submitted	☐ Alcohol Permit Submitted	☐ Alcohol Insurance Submitted

Approval Signature

Date



Facility Rental Information Packet

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Thank you for your interest in a Sisters Park & Recreation District (SPRD) facility for your event. This Facility Rental Packet provides general information and outlines the rental process for facilities located at the Sisters Community Recreation Center (SCRC). Please note, SCRC is a multi-use community recreation facility, and all rentals are booked on a first-come, first-served basis as availability allows.

FACILITY OVERVIEW

Address

611 East Cascade Avenue
Sisters, Oregon 97759

Hours of Operations

Monday – Friday:	9:00 am – 5:00 pm*
Saturday/Sunday:	Closed*

**Please inquire about after-hours rental availability. All after-hours rentals are booked based on staff availability. Renter is responsible for paying after-hours staff fee of \$25 per hour per staff.*

Description

Sisters Community Recreation Center is a multi-use community recreation center with several multipurpose rooms, fitness studio, community commons, kitchen, and gymnasium available to rent.

RENTAL RULES & REGULATIONS

Please review the following rental rules and regulations. All users must abide by these rules and regulations; failure to do so may result in the withholding of deposit and/or additional charges for damages.

Alcohol Consumption

Alcohol consumption is prohibited on SPRD property without pre-approval by the district and a certificate of insurance with alcohol rider. An alcohol permit request must be completed and approved to consume alcohol. An alcohol permit fee of \$50 applies to all approved requests. Failure to comply with this expectation may lead to an immediate shutdown of rental and ban of future rentals.

Amplified Sound & Noise

Amplified sound and noise must be kept at a reasonable level and be respectful of other facility users and the surrounding neighbors. SPRD reserves the right to restrict amplified sound should it conflict with other facility users.

Approved Use

All rentals are limited to the approved use and room/area(s) on the rental application, unless other arrangements have been made with and approved by the district. Any unapproved use is prohibited and may result in additional charges for damages to the facility and result in being barred from future rentals. *Examples of prohibited uses include but are limited to: skating in commons or gymnasium, baseball with outdoor balls, archery, etc.*

Cleaning Requirements

Users are expected to return the facility to the pre-rental layout and cleanliness conditions. All personal items (catering, decorations, event supplies, etc.) must be removed from the facility at the conclusion of the event. Cleaning supplies are provided on-site, and the user will receive a detailed breakdown of the *Facility Cleaning Requirements* on the day of rental.

Conduct

The primary individual listed on the rental application is responsible for the conduct and behavior of all rental guests, including children, caterers, and third-party vendors. All rental guests are required to follow district policies and procedures, facility rules, and all local and state laws.

Decorations & Set-up

- Users are responsible for setup and takedown of all tables and chairs.
- Nothing is to be attached to walls, ceilings, or floors; the use of nails, staples, tacks, etc. is prohibited.
- Decorations may be attached to windows, tables or chairs using painter's tape or masking tape only.
- Freestanding decorations are permitted (kiosks, arbors, arches, etc.); please place a rug or other material under the stand to protect the floors.
- Fog machines are prohibited; the machines will set off the building's fire alarm.
- Glitter and confetti, loose or otherwise, are prohibited both inside and outside the facility.
- Rice and birdseed are prohibited, both inside and outside the facility.
- Spray or silly string is prohibited, both inside and outside the facility.
- Candles or flame-producing devices are prohibited. Sterno fuel containers are permitted when being used to heat catering dishes AND only when the table or countertop has been adequately protected from heat or flame. The use of battery-operated candles is highly encouraged as an alternative.

Fireworks

Possessing, discharging or using any kind of firework or other pyrotechnic device on SPRD property is prohibited. Whether accidental or intentional, people start wildfires every year in Central Oregon, costing hundreds of thousands of dollars and endangering lives and our natural resources.

Food & Beverage

- Users can have their event catered by the vendor of their choice; if the caterer would like to use the kitchen, this must be rented additionally.
- Users must supply their own dishes, cups, napkins, and utensils; we encourage the use of recycled and sustainable products. SPRD does not provide supplies, including utensils, coffee, and other event or meeting materials.
- Charcoal, pellet and wood grills, and fire pits are prohibited.

Insurance

Users may be required to provide a certificate of insurance (COI) with minimum limits of \$1 million per occurrence and \$2 million general aggregate, naming Sisters Park & Recreation District (611 E. Cascade Ave., Sisters, OR 97759) **AND** Sisters School District #6 (525 E. Cascade Ave., Sisters, OR 97759) as additional insured.

Higher limits may be required at the district's discretion based on rental size, duration, and estimated attendance, etc. The COI is due no later than 30 days prior to the event. Failure to provide a COI may result in rental cancellation without a refund due.

Signage

Any signage intended to be affixed to fencing, structures, or staked in the ground must be pre-approved by SPRD. Signs may not block the view of the public, cause a distraction, or obscure any facility sponsor signage. All signs must be taken down at the conclusion of the event.

Smoking

Smoking, vaping, and the use of tobacco or marijuana in any form is prohibited on SPRD property, whether it is in a vehicle or not.

HOW TO MAKE A RESERVATION

- Facilities/rooms may be reserved up to six (6) months in advance; special events may be reserved up to one (1) year in advance.
- The person submitting the rental application, either individually or on behalf of an organization, must be at least 21 years old.
- Complete the rental application and submit it to the district at least two weeks prior to the requested date.
- Please allow at least five (5) business days for SPRD to review request forms. Once the request form has been reviewed, SPRD will contact the primary individual listed with further information and the next steps for booking. All rental applications will be responded to in the order they are received.
- Rental time must account for **all setup and cleanup** of the facility.
- A minimum one (1) hour reservation is required for rentals that occur during regular business hours; additional time may be booked in half-hour increments.
- A minimum of two (2) hours reservation is required for rentals outside of regular business hours; additional time may be booked in half-hour increments.
- Rentals that occur outside of regular business hours will incur a \$25 per hour per staff staffing fee.
- Rental payment is due in full upon confirmation of the reservation. Certain reservations may require up to a \$500 damage/cleaning deposit that is due 30 days prior to the event date. The deposit is fully refundable if the user adheres to SPRD rules and regulations and cleaning requirements, and no damage has occurred to the facility.

CANCELLATIONS, REFUNDS & CHANGE REQUESTS

1. Refunds/credits for cancellations may be requested in person, via phone, or via email.
2. All rental refunds/credits are subject to a \$5.00 processing fee.
3. Refunds/credits will be issued as follows:
 - a. Full refund of rental fees up to 30+ days prior to the rental date minus processing fee.
 - b. 50% refund of rental fees up to 15-29 days prior to the rental date minus processing fee.
 - c. No refund of rental fees within 14 days of the rental date.
4. Refunds/credit will be processed within 14 business days. Renters can request an account credit to their RecTrac account for their refund.
5. Change requests will incur a \$5 processing fee. Change requests must be made at least 14 days prior to the date of your rental.

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