



## RIVERBEND COMMUNITY ROOM RENTAL PACKET

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Thank you for your interest in a Bend Park and Recreation District (BPRD) facility for your event. General information and steps to making a reservation for Riverbend Community Room are detailed below.

### **FACILITY OVERVIEW**

**Address** 799 SW Columbia St., Bend, OR 97702

#### **Description**

Need a flexible meeting space with the ability for attendees to flow easily from indoor to outdoor spaces? The Riverbend Community Room is located at the Bend Park and Recreation District Office. Facility rental includes: the community room, restroom access and exterior plaza area. Room rental does not include use of Riverbend Park or the picnic shelter unless reserved separately. Rental is not available Memorial Day - Labor Day.

#### **Room Dimensions**

- Length – 59 feet
- Width – 36 feet
- Ceiling height – vaulted
- Total sq. ft. – 2,124 feet

#### **Capacity**

- Indoor community room: 80 people
- Outdoor plaza: 50 people

#### **Amenities**

- 113 black stacking chairs on wheels
- 18 folding tables on casters (6 feet x 2.5 feet)
- Podium on casters
- Wireless Internet
- Counter and sink in room; no kitchen facilities
- Projector and screen available upon request

#### **Hours of Operation**

- Monday, Tuesday, Thursday, Friday; 8:00 am - 5:00 pm.
- Entry prior to 8:00 am is not permitted. This is not negotiable.
- Setup and cleanup are to be accounted for in rental duration.
- Wednesdays are not available.

### GENERAL RULES AND REGULATIONS

Please review the following rules and regulations set by BPRD. Failure to abide by rules and regulations may result in withholding of deposit and/or additional charges for damage to facility.

#### Accessibility and Parking

Parking is available at Riverbend Park on a first-come, first-serve basis.

#### Amplified Sound and Noise

Amplified sound must comport with the [Park Rules and Regulations](#) and respect the surrounding neighbors, park and building users. BPRD reserves the right to restrict amplified sound should it conflict with other park or area reservations or building use.

#### AV Equipment Use

A screen and projector are available for a \$75 fee and a \$1,000 refundable deposit. The use of the projector and screen must be reserved at least 7 days prior to 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 event. Cleaning supplies are provided on-site and the user will receive a detailed breakdown of the [Facility Cleaning Requirements](#).

#### Decorations, Setup and Floor Care

- Users are responsible for set up and take down of chairs and tables.
- Items may be attached to the wall with painters' tape only. The use of nails, staples, tacks, etc. is prohibited.
- 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, with the exception of Sterno fuel containers when used to heat catering dishes and only when the table or counter top is protected from heat or flame. The use of battery-operated candles is encouraged.

#### Food and Beverage

- Users can 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 briquette barbecues or fire pits are prohibited.
- Alcohol is not allowed at this facility.
- Non-refundable \$50 cleaning fee is required with any user bringing food.

### Insurance

Users may be required to provide a Certificate of Insurance (COI) and name Bend Park and Recreation District (799 SW Columbia St, Bend, OR 97702) as additionally insured. The COI is due no later than 30 days prior to your event. Additional details can be found in our [Rental Insurance Requirements](#).

### No Smoking

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

### Signage

Any signage intended to be affixed to 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 sponsor signage. All signs must be taken down upon conclusion of the reservation.

### Vendors

Users may use vendors of their choice. BPRD does not have a preferred vendor list, but a list of area vendors is available upon request.

### Steps to Making a Reservation

Person(s) renting Riverbend Community Room must be at least 21 years of age.

- Check the [Rental Calendar](#) on the BPRD website for availability.
- Download the [Facility Rental Information Request](#) form and email a completed copy to [FacilityRentals@bendparksandrec.org](mailto:FacilityRentals@bendparksandrec.org).
- Please allow at least two business days for BPRD to review request forms. Once the request form has been reviewed, BPRD will contact the primary patron listed with further information and next steps for booking. All request forms are responded to in the order they are received.
- To view the facility, please contact Rentals and Events at [facilityrentals@bendparksandrec.org](mailto:facilityrentals@bendparksandrec.org) or call 541-706-6149.
- A \$250 booking deposit (per day reserved) is required at time of booking and is credited toward the overall rental balance. **The booking deposit is non-refundable.**
- The remaining balance of the rental fee is due 30 days prior to the event. If a reservation is made less than 30 days before the event, payment for the rental is due in full.



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### RATES AND FEES

Riverbend Community Room can be reserved for most weekdays from 8:00 am - 5:00 pm, up to 3 months in advance. Rental time must account for setup and cleanup of the facility. **Early entry is not permitted.**

| Rental Type   | Mon-Fri<br>Hourly | Mon-Fri<br>Full Day |
|---|-------------------|---------------------|
| Commercial<br>In-District                             | \$65              | \$520               |
| Commercial<br>Out-of-District                         | \$78              | \$624               |
| Private<br>In-District                                | \$55              | \$440               |
| Private<br>Out-of-District                            | \$66              | \$528               |
| Non-Profit<br>501(c)(3) &<br>Governmental<br>Agencies | No Fee            | No Fee              |

### Cancellations and Refunds

- Reservations can be rescheduled up to 30 days prior to the event.
- Refunds for cancellations are issued as followed:
  - Full refund (less the booking deposit) of rental fee up to 30 days prior to the event
  - No refund of rental fee within 30 days of the event

### CONTACT US

Reservation and Facility Questions:

Bend Park and Recreation District Office  
Rentals and Events Division  
799 SW Columbia St, Bend, OR 97702  
[FacilityRentals@bendparksandrec.org](mailto:FacilityRentals@bendparksandrec.org)  
(541) 706-6149

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## LAYOUT:

