



La Pine Community Center

16405 First Street
La Pine, OR 97739

La Pine Community & Heritage Park is located at 16405 First Street (next to Deschutes County Library). The La Pine Community Center has a 12,200 square foot event space, restroom facilities, catering kitchen, a conference room and a computer lab. Heritage Park is 3 acres including a stage and outdoor restroom. There is also a public children's playground, drinking fountain, skate park, fountain and veteran's park.

Gym/Event Space

Dimensions 96' x 70'

With Bonus 40' x 16'

Ceiling Height 22'

Total 12,200 square feet

Capacity 467 seated at tables max capacity

Capacity 1000 seated in chairs max capacity

15" Glass Roll Up Door

Amenities

200 folding chairs

30 folding banquet tables (8' x 2.5')

3 - 9' Aluminum Bleachers with 5 rows

5 - 30 gallon rubber event trash cans

Wireless Internet Connection

inside building

Kitchen

Dimensions 34' x 16'
Refrigerator
3 Electric Ovens
Microwave
2 Roll Up Windows
2 Large Counters

3 Stainless Steel Sinks
High Heat Sanitizer
Ice Machine
Coffee Machine
Hand Washing Station

Wickiup Room (Conference Room)

Dimensions 30' x 15'
Ceiling Height 10'

12 chairs
6 conference tables (6' x 1.5')
TV
WhiteBoard

The Computer Lab

Dimensions 22' x 21'
Ceiling Height 10'

10 chairs
2 conference tables (6' x 1.5')
1 instructor computer station
5 student computers
Printer
Overhead projector

Bathrooms

Women's Bathroom
4 Stalls (1 Handicapped)
Baby Changing Station

Men's Bathroom
2 Stalls (1 Handicapped)
2 Urinals
Baby Changing Station

One Single Handicapped Bathroom
Baby Changing Station

Other Rentals

Small P.A. Sound System
Large P.A. Sound System
Projector & Screen
3 Aluminum Bleachers with 5 rows

COMMUNITY CENTER GENERAL RULES & GUIDELINES

Please review the following rules and regulations set by La Pine Park & Recreation District. Failure to abide by the rules and regulations may result in withholding of deposit and/or additional charges for damage to the facility.

Accessibility & Parking

Parking is limited to 19 spaces plus 2 handicapped spaces

Street parking is an option. Please do not block dumpster access, emergency exits, driveways, or streets.

No parking on the sewer tank behind the building.

The parking lot is shared with the JCJ Building, playground, fountain, veteran's park, skate park and park patrons. Renters may not deny access to the public parking lots or the park. Vehicles may not be driven on grass without permission.

If you plan to use the adjacent properties for overflow parking, LPRD will need a written confirmation from the property owner that the applicant has permission to use the space

Access to the facility is a concrete sidewalk.

Events with more than 100 participants, must provide a parking plan that includes emergency ingress and egress on a site plan. These events must have an event permit with the City of La Pine.

Animals

Animals are prohibited from the facility, with the exception of service animals. No comfort animals are allowed.

Dumpsters

Events with food or more than 100 participants must supply their own 1 yard dumpster, 200 participants must supply a 1.5 yard dumpster and a 2 yard dumpster for every 400 people in attendance. Dumpsters must be placed next to the LPRD dumpster and removed within 48 hours of the event. All loose trash is to be picked up and placed in a dumpster at the end of their event. La Pine's local dumpster service is Republican Garbage 541.236.1194.

Amplified Sound & Music

Amplified sound or disruptive noise is not allowed after 10:00 pm. Please be respectful of the surrounding neighbors and park users.

Cleaning Requirements

Renters are expected to return the facility to pre-event layout and cleanliness condition. 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 located in the storage room.

Decorations, Set-up & Floor Care

Renters are responsible for set-up and takedown of chairs and tables. Follow pictures attached to table and chair racks for proper storage. Conference tables in Wickiup Room and Computer Room are not for public use and are to stay in their assigned rooms.

Items may be attached to the wall with painter's tape or pins only. The use of nails or staples is prohibited.

Loose glitter, confetti or rice in and/or outside of the facility is prohibited.

Candles or flame producing devices are not allowed on the premises. The use of battery operated candles is encouraged.

No vehicles, trailers, or wagons are allowed on the gym floor. The Director give permission if requested.

Food & Beverage

Renters can have their event catered by the vendor or their choice (food trucks included).

Individuals or groups planning to provide food at any public event, where it is prepared or served for consumption, are required to have a Temporary Restaurant License and proof of current Food Handler's Permit for at least one food handler.

Renters supply their own dishes, cups, napkins and utensils.

Charcoal briquette barbecues, grills or fire pits are prohibited.

Selling alcohol requires an OLCC Liquor License and must provide a copy to LPRD to have on file during their event.

Alcohol can only be served by a licensed server.

No "bring your own alcohol" event will be scheduled.

Certificate of Insurance must specify an additional rider for Host Liquor Liability.

Renters must adhere to OLCC and City of La Pine regulations.

Insurance

Renters must provide a Certificate of Insurance (COI) for General Liability in the amount of \$2,000,000 per occurrence, and name La Pine Park & Recreation District (PO Box 664, La Pine, OR 97739) as additionally insured. The COI must be received 30 days prior to your event.

Insurance is required for all events with:

- More than 50 people
- Sale of alcohol, food, beverage or souvenirs
- Event open to the general public
- Conducting business (trade shows)
- Non-sanctioned sporting event or tournament

Tours

Please call the La Pine Park & Recreation office to set up an appointment.

Frontier Heritage Park Outdoor Rental Policies

Stage

Dimensions 24' x 15'

Ceiling Height 10'

Wooden Stairs No Disability Access

Potable Water

No potable water available at Heritage Park.

Utility Use

Heritage Park has 6 locations for 110 power.

- The power boxes near the stage have 3 RV - 30 amp outlets, 6 - 20 amp outlets, and 3 - 15 amp outlets.
- The side of the community building has 4 - 20 amp outlets.
- The power pole in the south west corner of the asphalt parking lot has 2 RV - 50 amp outlets, 3 - 30 amp outlets and 3 20 amp outlets.
- The power pole in the south east corner of the asphalt park lot has 1 RV - 50 amp outlet, 3 - 30 amp outlets and 10 - 20 amp outlets.
- Behind the outdoor restroom has 2 RV - 30 amp outlets and 3 - 20 amp outlets.
- The box between the restroom and stage has 2 RV - 30 amp outlets and 4 - 20 amp outlets.

Applicants must follow all safety precautions related to cords and the management of cords as it relates to the movement of people throughout the event area. A minimum 12-gauge rating is required for all extension cords. If a breaker turns off during an event and you need help, call Bo De Forest @ 541.480.4034.

Toilet Facilities

Heritage Park does have an outdoor restroom. It has a single stall for women and a single stall for men. In order to comply with health standards, one restroom for each gender is required for every 200 people in attendance. Renter must provide portable toilets if more than 200 people. Portable toilets can be placed near the outdoor bathroom or on the asphalt in the main parking lot near the power pole. Portable toilets must be removed within 48 hours at the conclusion of the event.

Wooden Picnic Tables

There are 10 - 8' x 4' wooden picnic tables at Heritage Park.

Vehicle Access

All vehicles must have permission to enter the park. The event director must meet with the LPRD maintenance person for directions into the park. All vehicle access is restricted to entering the park between the bathroom and fountain on 2nd Street. This minimizes damage to irrigation and prevents accidents. Please avoid driving on irrigation boxes.

Turf Repair

Any damage to turf areas or irrigation lines will be the responsibility of the applicant and will be billed based on staff time and materials needed to repair the damage.

Tents, Awnings & Chairs

The LPRD would like to see all tents and awnings be secured with weights or water barrels. Stakes may puncture irrigation lines. No restrictions on lawn chairs.

Glass Containers

Glass containers are prohibited. No food trucks or caterers may sell alcohol or beverages of any kind in glass bottles.

Generators

If a generator is used at an event, it must be UL-approved and be in good working order and condition. Fuel must be kept in an approved safety can and kept in a secure area away from the generator. Fire extinguishers must be available and kitty litter or similar fire retardant products should be on hand in the case of fuel spills. Fuel may NOT be refilled on turf areas or during the event while the public is present. A piece of plywood should be laid on the grass to protect the turf from exhaust damage.

Large Inflatable Play Toys

Placement of inflatable up toys must be pre-approved by LPRD to ensure care of turf and landscape. Inflatable toys must be held down. The District would prefer that toys be weighted with water containers.

Ice

Disposal of ice on turf can damage the grass. Ice should be spread out and not piled on the turf because it causes ice burn.

Clean Up

All outdoor areas are to be left free of trash and debris. If trash or debris is found, the cleaning deposit will not be refunded.

No Fireworks

Possession, discharging or using any kind of firework or other pyrotechnical devices on La Pine Park property is prohibited.

No Smoking

La Pine parks and facilities are smoke-free. The use of tobacco, marijuana, vaping or other drugs are prohibited on all La Pine Park & Recreation properties.

Playground

The playground is not available for exclusive use. The playground can not be blocked off and is open to the public during your event.

Decorations

No banners may be hung on the fence facing Huntington Street without prior approval from LPRD and the City of La Pine event permit.

All signs and flags must be removed at the end of the event.

Birdseed and bubbles outside of the building are permitted.

RATES & FEES

La Pine Community Center & Heritage Park can be reserved for weekdays and weekends from 9:00 am to 10:00 pm up to 18 months in advance. Rental time must account for set-up and clean-up of the facility.

La Pine Community Center Building

\$1000.00/day includes gym, kitchen, tables, chairs, bleachers

Private	\$100/hr	Public	\$75/hr	Nonprofit	\$65/hr
	max \$1000/day				

Event Space (Gym only)

Private	\$75/hr	Public	\$65/hr	Nonprofit	\$55/hr
	max \$750/day				

Kitchen

Private	\$45/hr	Public	\$40/hr	Nonprofit	\$35/hr
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Conference Room (Wickiup Room)

Private	\$35/hr	Public	\$25/hr	Nonprofit	\$15/hr
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Computer Lab

Private	\$40/hr	Public	\$30/hr	Nonprofit	\$25/hr
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Heritage Park

\$350/day includes bathrooms, power & use of the stage. Does not include tables & chairs.

Private	\$350/day	Public	\$250/day	Nonprofit	\$150/day
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Additional Rental Items

Projector & Screen	\$50 per event
Small P.A. System	\$125 per event
Large P.A. Sound System	\$300 per event plus \$30 per hour for LPRD Staff to run
Stage Lighting	\$75 per event
Scissor Lift	\$50 per event plus \$30 per hour for LPRD Staff to run
Tables	\$5 per table each day
Chairs	\$2 per chair each day

Damage & Key Deposit for each event is \$150.00.

A separate \$150.00 down payment to hold the event date is required at the time of submission and is not credited toward the overall rental balance.

The balance of the rental fee is due in full 30 days prior to the event date.

Refunds for cancellation are issued as follows:

- Full refund of down payment up to 30 days notice prior to event date.
- For reservations, cancelling with less than 30 days in advance, no refunds will be given.

Return of Damage & Key Deposit

A complete walk through is required with LPRD staff and event contact person before and after every event.

The La Pine Community Center has an alarm system. The renter is responsible for disarming and rearming the alarm system. The renter is responsible for unlocking and locking the facility. The alarm procedure will be covered in the walk through of the facility. If the alarm does sound, the event contact person should immediately call Bo De Forest @ 541.480.4034. If the alarm is set off, the renter may be charged a \$100.00 alarm fee. If LPRD is billed for the fire or police response then that cost will be taken out of the damage deposit.

The keys need to be returned by the next LPRD business day.

After a completed walk through with the event contact person, LPRD will review the post event report and determine the need to refund or withhold all or part of the \$150 damage deposit. The damage and key deposit is refunded on the condition that the cleaning requirements have been met and no damage has been done to the facility. Refunds of damage and key deposit may take 30 days and are mailed to you.

Staff Time

LPRD is not responsible for staffing your event. Staff hours will be billed at \$30.00 per hour each for LPRD employee on site time.

COVID - 19 Policy

Assumption of the Risk and Waiver of Liability Relating to Coronavirus (COVID-19) the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. LPRD cannot guarantee that your event participants or you will not become infected with COVID-19. Further, participation could increase your event guests and yourself of contracting COVID-19.

Your event agrees to:

Provide a monitor to enforce social distancing of 6 feet apart.

All guests must sign in for contact tracing.

All guests must sign a liability waiver.

All guests must sanitize their hands prior to entering the facility.

All guests must wear masks inside the facility.

The facility must be cleaned prior to leaving the facility.

All tables and chairs must be sprayed with Nutra Quad 64.

LPRD will provide Nutra Quad 64, sprayer and towels.

Let sit for 10 minutes prior to wiping off.

Your event being permitted to participate in the LPRD district facilities, I further agree to indemnify and hold harmless release from claims alleging negligence which are brought by or on behalf of guests or are in any way connected with such participation in your event.

Miscellaneous

For large events, LPRD will be given at least one free space as part of the rental contract.

LPRD will be allowed to use any photos of events held on District property for advertising purposes.