

## Use of ESD Facilities by Community Groups

1. The use of facilities by the High Desert ESD (ESD) Board and staff, or committees thereof, shall take precedence over use by outside groups.
2. The meeting rooms at the High Desert Regional Education Center and the Manzanita Building are generally available on weekdays between the hours of 4:00 and 11:00 p.m., and on weekends and holidays between the hours of 8:00 a.m. and 11:00 p.m. All requests from component districts and community groups will be coordinated through the designated building representative.
3. Upon approval of a facilities request, the building representative shall issue a key to the building to the person responsible. It is the responsibility of the requesting entity (whether ESD staff, component district or community group) to provide a designated person to oversee the event including opening the building, monitoring the meeting, completing the necessary clean-up and assuring that the building is secured after the meeting.
4. The Alyce Hatch Center will generally be available on weekdays between the hours of 4:00 and 11:00 p.m., and on weekends and holidays between the hours of 8:00 a.m. and 11:00 p.m. The Alyce Hatch Center is available for ESD Board and staff, or committees thereof and is not available to outside groups. No facility will be available for overnight use.
5. All requests from or committees thereof for use of Alyce Hatch Center shall be made to the secretary of the Preschool for Developmentally Disabled Children, 1406 NW Juniper, Bend, OR, 97701 (541-389-5437). Requests may be denied due to scheduling conflicts, previous violations of agreements or other reasons deemed sufficient.
6. It will be the responsibility of the requesting entity to provide, if needed, all refreshments i.e. coffee and/or food and also to complete any subsequent clean-up.
7. Technical assistance, if needed, will be requested from the building representative at the time of scheduling. If the meeting is scheduled before or after normal working hours a charge for the technical assistance will be levied.
8. The ESD may enter into long-term agreements with community groups. However, the district may preempt scheduled usage for district purposes, and with reasonable notice, may cancel long-term agreements.
9. Community groups using an ESD facility shall leave the facility clean and in good condition. No alcoholic beverages or other drugs will be allowed in the building or on its property. A user group shall be responsible for any damage to the facility or its furnishings that results from its use of the building. Key must be returned the day following use of the building.

# SKYLINER LODGE RULES AND REGULATIONS AGREEMENT

Between High Desert Education Service District (HDES D) and Applicant

Date of Reservation: \_\_\_\_\_ Applicant: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Representative: \_\_\_\_\_

The Board believes that the facility should be made available for community purposes when under the supervision of responsible persons, providing that such use does not interfere with the official business or the educational mission of the HDES D. The HDES D is precluded from sponsoring, financially supporting or participating in religious or political activities.

Application for the use of Skyliner Lodge not sponsored by the superintendent or HDES D staff shall be submitted to the superintendent or the designated representative on an Application for Building Use Form. The request shall state the time, space needed, the name of the organization desiring its use, the purposes for which it is to be used and the name of the individual who will be responsible for the care of the building and equipment requested. Organizations which do not qualify for free use of the facility shall be requested to pay the costs in accordance with the district's fee schedule. The schedule of fees shall be approved by the superintendent, reviewed and revised annually as needed.

Preference to competing requests will be granted according to the following order of descending preference:

- 1) HDES D programs and activities;
- 2) Component school districts;
- 3) Other public schools;
- 4) Adult education classes requested by the administrations of district community colleges or the Division of Higher Education of Oregon institutions;
- 5) State agencies providing services to children and families;
- 6) Other nonprofit groups of an educational, civic or service nature;
- 7) Private or commercial groups.

Where there is a question about the appropriateness of facility use, the superintendent is expected to consult with the Board chairman before granting such permission. No organization shall be eligible to use the HDES D facilities when, in the judgment of the decision-making authority, the activities proposed are detrimental to the building or its contents or unacceptable to the community or not in the public interest. The Board chairman may request that the matter be brought to the Board for a decision at its next meeting.

Waiver: Applicant shall indemnify, defend, and hold High Desert ESD harmless from any claim, loss, or liability arising out of or related to any activity on the Premises and any person who comes on the Premises at the invitation or with the acquiescence of Applicant. Applicant's duty to indemnify shall not apply to or prevent any claim by Applicant against High Desert ESD for injury or damage to Applicant or Applicant's property for which High Desert ESD may be liable.

I agree to the waiver and attest that the attached statements are true to the best of my knowledge. I and/or the organization I represent, understand that any violation of the provided agreement will result in forfeiture of deposit and immediate termination of event.

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

Please read each of the following Rules and Regulations and initial where indicated. Your initial will serve as your understanding and acceptance of the rules and regulations.

Initial

Skyliner Lodge Rules and Regulations

- \_\_\_\_\_ 1) Applicants must be at least 21 years of age and assume complete financial responsibility for: payment of fees, set-up and clean-up, any damages to equipment and/or property during rental use. Renter must provide adequate supervision of scheduled event.
- \_\_\_\_\_ 2) Parking is allowed in designated areas only. Skyliner Lodge has limited parking.
- \_\_\_\_\_ 3) **Reservations are confirmed only when the Building Use form has been signed, the Rules and Regulation agreement completed and a \$100 deposit received.** Payment is due in full 30 days prior to the scheduled event. Caterers, musicians, setup/cleanup crews and other event help used for the event must adhere to the use times listed on this contract.  
  
**A \$250 CLEANING FEE WILL BE CHARGED if the facility is not left in the same condition it was in upon arrival.**
- \_\_\_\_\_ 4) **Certificate of Insurance:** The user will be required to provide the district with a Certificate of Insurance with a minimum limit of \$1,000,000 per occurrence and naming High Desert ESD as Additional Insured.
- \_\_\_\_\_ 5) **Serving Alcohol:** It is the responsibility of the representative signing this agreement.
- \_\_\_\_\_ 6) **Caterer/Rental Company Information:** Provide contact names and numbers of caterer/rental companies used for the event.  
Caterer Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Rental Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- \_\_\_\_\_ 7) **Keys:** The renter is responsible for the key that is issued. Failure to return the key will result in charging the credit card on file \$100. Arrangements to get the key should be made with HDESD.
- \_\_\_\_\_ 8) **Rental Items:** All rental items must be removed by 7:00 am the day following the event unless other arrangements have been made.
- \_\_\_\_\_ 9) **Cancellation:** The HDESD reserves the right to cancel at any time any and all permits issued for use of its facilities when such action is necessary for the best interests of the district.
- \_\_\_\_\_ 10) **Garbage Removal:** Renter is responsible for removing their own trash. If trash is left behind, the charge for disposing of trash will be charged to the credit card on file.
- \_\_\_\_\_ 11) **Removal or Modification of Trees or Vegetation:** is strictly prohibited without written prior consent.
- \_\_\_\_\_ 12) **Animals:** are prohibited except for the use of a service animal.
- \_\_\_\_\_ 13) **Candle Policy:** Flame producing candles are not allowed at Skyliner Lodge. Battery operated candles are allowed.
- \_\_\_\_\_ 14) **Decorating:** No nails or staples should be used.
- \_\_\_\_\_ 15) **Amplified Sound/Stereo:** Music is allowed outside during wedding ceremonies only. No amplified sound is allowed outside of the building during receptions at Skyliner Lodge.
- \_\_\_\_\_ 16) **Overnight Parking:** Overnight parking/camping at the event is prohibited without written prior consent.
- \_\_\_\_\_ 17) **Facility Capacity:** Dining Room 15x30 = 450 sq ft  
Front room 16x11 = 176 sq ft  
Backroom 16x11 = 176 sq ft
- \_\_\_\_\_ 18) **Reservable Space:** Renters may not deny access to public common areas. Rental of this facility entitles the renter to use the building and surrounding areas only.
- \_\_\_\_\_ 19) **Fireworks:** Are not allowed on park property.
- \_\_\_\_\_ 20) **Personal Briquette BBQs:** Are prohibited. Propane BBQs are allowed.
- \_\_\_\_\_ 21) **Portable Fire Pit:** Is prohibited.
- \_\_\_\_\_ 22) **Rental allows access to the main facility only.** The basement and upstairs are off limits and should not be used for any reason.

## SKYLINER LODGE RENTAL RATES

		MID WEEK Monday- Thursday 1-12 Hours	WEEKEND Friday-Sunday or Holiday 1-12 Hours
<b>CLASS I</b> Schools and organizations cooperating with schools to implement or produce programs primarily for the benefit of students		Free of Charge ◆◆◆	Free of Charge ◆◆◆
	<b>CLASS II</b> Government, education, home school and non-profit organizations recognized under section 501c of the IRS code or individuals engaged in charitable activities.	No Admission Charge	\$125 ◆◆◆
	Charging Admission	\$150 ◆◆◆	\$300 ◆◆◆
<b>CLASS III</b> Family/Individual Use	No Admission Charge	\$300 ◆◆◆	\$450 ◆◆◆
	Charging Admission	\$350 ◆◆◆	\$550 ◆◆◆
<b>CLASS IV</b> Commercial/Private Business	No Admission Charge	\$300 ◆◆◆	\$550 ◆◆◆
	Charging Admission	\$400 ◆◆◆	\$650 ◆◆◆

◆◆◆A \$250 CLEANING FEE WILL BE CHARGED if the facility is not left in the same condition it was in upon arrival.

Half Day rental for set up or clean up may be possible if approved by High Desert ESD.

Contact: High Desert Education Service District  
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 Bend, OR 97701  
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