



FACILITY RENTAL POLICY

1195 SE Kemper Way Madras, OR 97741 | ph: 541-475-4253 | macrecdistrict.com

Section 1. Purpose

The purpose of this policy is to establish the MACRD policies for patron, partner, and business rentals of the Madras Aquatic Center (MAC) facility.

Section 2. Definitions

Terms used in this policy include:

District is a designated area of a county and/or cities, especially one regarded as a distinct unit due to an election that was held to give it taxing authority.

Extended hours are those that occur outside of regular business hours and/or outside of the designated facility rental time blocks.

In-district resides and/or own property within the boundaries of the district and pays property taxes to the district or organizations that serves residents within the district

Members are patrons who have paid for an annual, monthly, or punch card membership with the MACRD.

Non-profit, 501c3 are organizations that are recognized by the federal government as exempt from taxes.

Non-refundable deposit is charged to cover the cost of any spills, damages, or clean up required after a rental that includes food in the meeting rooms.

Out-of-district are those that reside outside of the boundaries of the district and, as a result, do not pay property taxes to the district and/or serve residents within the district.

Partners are those organizations with which the MACRD has an active formal agreement for services.

Party Corner is a section of the natatorium that is designated for parties and allows food and drink.

Refundable deposit is held until the rental is complete and, if all terms are satisfied, will be returned to the renter within 48 hours of the completed rental.



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Section 3. Types of Rentals

1. MAC facility or sections of the MAC natatorium
 - a. The MACRD Fees schedule, adopted by the board of directors annually, outlines the cost for each of the rental options.
 - b. Generally, rental requests will be reviewed on a case-by-case basis, and depending on scheduled programming and activities will be accommodated to the best of staff's ability.
 - c. Rental applications must be received at least 10 business days prior to the rental date and rental fees paid in full using a credit card at least 10 business days prior to the rental date, including the refundable deposit.
 - d. A refundable deposit is required for these rentals and must be paid by credit card.
 - i. Deposit refunds are processed within 48 business hours of event completion (to the original payment credit card) if all terms of the rental contract were met, including:
 1. Following posted MAC rules.
 2. Leaving the facility as clean as it was at the start of the rental.
 3. No damage is identified as a result of the rental.
 - e. Rental fees cancellation refunds:
 - i. 100% refund (less the processing fee) to original payment method if the rental is cancelled at least 10 business days in advance of the scheduled event.
 - ii. All cancellation refunds will be assessed a 6% processing fee to cover ActiveNet fees. Any credits to an account will not include the processing fee.
2. Party Corner



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- a. Party corner rentals are generally available during regular open swims or splash down open swims.
 - b. Rentals may occur up to the day before the scheduled rental and do not require a rental request form.
 - c. A refundable deposit is required for these rentals and must be paid by credit card.
 - i. Deposit refunds are processed within 48 business hours of event completion (to the original payment credit card) if all terms of the rental contract were met, including:
 1. Following posted MAC rules.
 2. Leaving the facility as clean as it was at the start of the rental.
 3. No damage is identified as a result of the rental.
 - d. Rental fees cancellation refunds:
 - i. 100% refund (less the processing fee) to original payment method if the rental is cancelled at least 10 business days in advance of the scheduled event.
 - ii. 100% credit to patron/organization account if the rental is cancelled at least 5 business days in advance of the scheduled event.
 - iii. No refund/account credit if the rental is cancelled with less than 5 business days' notice from the scheduled event unless approved as an exception by the executive director.
 - iv. All cancellation refunds will be assessed a 6% processing fee to cover ActiveNet fees. Any credits to an account will not include the processing fee.
3. Meeting rooms
- a. The MAC facility has two meeting rooms that can be combined into one if a larger space is needed. Rental requests will be reviewed on a case-by-case basis, and



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depending on scheduled programming and activities will be accommodated to the best of staff's ability.

- b. Rental applications must be received at least 10 business days prior to the rental date and rental fees paid in full using a credit card at least 10 business days prior to the rental date, including the refundable deposit.
- c. A non-refundable cleaning deposit will be required if food will be served as part of the rental.
- d. A refundable deposit may be required for these rentals and must be paid by credit card.
 - i. Deposit refunds are processed within 48 business hours of event completion (to the original payment credit card) if all terms of the rental contract were met, including:
 1. Following posted MAC rules.
 2. Leaving the facility as clean as it was at the start of the rental.
 3. No damage is identified as a result of the rental.
- e. Rental fees cancellation refunds:
 - i. 100% refund (less the processing fee) to original payment method if the rental is cancelled at least 10 business days in advance of the scheduled event.
 - ii. All cancellation refunds will be assessed a 6% processing fee to cover ActiveNet fees. Any credits to an account will not include the processing fee.

Section 4. Procedures

1. Proof of residency within the district will be required to ensure proper fees are calculated for rentals. Proof includes documentation with the residential address (driver's license, utility bill, etc).
2. Fees will be developed with the following cost recovery methodology:



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- a. At least 25% cost recovery for partner and public organizations, as well as 501c3 organizations serving in-district residents and school districts serving in-district families.
 - b. At least 100% for in-district patrons and out of district public, 501c3, and school district organizations.
 - c. At least 125% for out-of-district individuals and for-profit businesses.
 - d. Extended hour rentals will be charged 25% (in addition to the base fee).
3. The executive director, and/or their designee, has the authority to grant refunds should an emergency situation occur that was not anticipated in this policy.

Section 5. Responsibilities

The executive director, and/or their designee, is responsible for administering the provisions of this policy.