

## **FACILITY USE POLICY FOR NAVARINO NATURE CENTER RENEWABLE ENERGY EDUCATION COMPLEX**

The Navarino Nature Center Renewable Energy Education Complex is a privately owned building which may be used by a variety of groups and organizations for a variety of purposes. This policy sets the general conditions by which the building may be used.

### **General Policy:**

After the needs of Navarino Nature Center (NNC) are met, consideration will be given to other groups in the following priority:

1. Non-profit groups having goals and purposes compatible with the goals of Navarino Nature Center.
2. Other groups and organizations determined acceptable by the Director, Naturalist and the NNC Board of Directors.

Priority will be given to groups wishing to use the building during normal business hours (i.e. weekdays, 8:00 am to 4:30 pm) and during the less busy times of year (i.e. winter and summer). Groups wishing to use the building after normal business hours or on weekends may be denied based solely on the availability of staff to open, close, and monitor use of the building.

The building may be used for meetings, training, education programs and family gatherings deemed appropriate by NNC Board of Directors or the Navarino Nature Center Director. It may not be used for political, religious, or commercial purposes. Use of the building may be denied at the discretion of the nature center through the Director and the NNC Board.

### **General rules and Regulations:**

The following rules must be adhered to:

Smoking is not permitted in any part of the Education Center at any time.

All events must end by 10:00 pm during the week. All weekend evening events must conclude by 11:00 pm.

Groups having food services will be responsible for cleaning all areas utilized, removal of personal equipment and assuring that the premises are in the same condition as when the group arrived on the premises. This includes but is not limited to the following:

- All tables and chairs must be wiped off and clean. Tables and chairs should be stored on the carts provided.
- All users must adhere to NNC's "pack it in / pack it out" policy, all materials (recyclable & TRASH) brought in to the facility need to be "packed out", failure to do so will result in the forfeit of the security deposit.

The storage of any equipment or other accessory items belonging to the users is not permitted and the NNC is not responsible to any equipment or other accessory items left at the Center.

The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to or from the ceiling or walls is strictly prohibited.

Candles are allowed only if the flames are enclosed in a glass covering.

Glitter, rice, bird seed, confetti and similar material cannot be used in the building or on the grounds.

Dishes of any kind including serving ware, cups, and silverware are not provided.

Pets are prohibited access to the center, except guide animals for visually impaired individuals, and must be leashed and under the owner's control outdoors. Owners must clean up after their pets.

**Parking:** The small upper lot is designated for handicapped parking, loading & unloading, passenger drop-off / pick-up, carpooling and hybrid vehicles. The larger lower parking lot is for general parking. Groups are asked to use the lower parking to keep the upper lot open for its designated use, and for emergency vehicles.

### **Scheduling Policy:**

Reservations are required by all groups wishing to rent the NNC. All reservations are made by calling the nature center at (715) 758-6999.

Reservations are confirmed only when the necessary paperwork is completed, final payments and security deposits have been made.

Reservations within the calendar year are taken any time after January 1<sup>st</sup> of that year.

### **Rental Fees:**

Great Room - room size: 68' x 38'

Maximum capacity: Theatre seating - 150 people  
Table seating – 100 people

Conference Room - room size: 30' x 25'

Maximum capacity: 30 people

<b>Facility</b>	<b>½ Day or Evening</b>	<b>Full Day</b>	<b>Weekend</b>	<b>Cleaning</b>
<b>Non-Profits / other Govt.</b>	<b>½ Day</b>	<b>Full Day</b>	<b>Weekend</b>	(- 25%)
Conference Room	\$50	\$70	\$100	
Great Room	\$70	\$90	\$110	
<b>General Public / Business</b>	<b>½ Day</b>	<b>Full Day</b>	<b>Weekend</b>	(standard rate)
Conference Room	\$70	\$90	110	
Great Room	\$90	\$125	\$175	

### **Definitions:**

**½ Day or Evening** -- A rental of no more than 4 hours, which would be half of an eight hour work day.

**Full Day** -- a rental of building from 4 to 12 hrs, consisting of a full work day.

**Weekend** -- a rental of the building on a Saturday or Sunday.

**Fee is for one day not both, double the fee if renting both days.**

**NNC Programs:** Navarino Nature Center staff may be able to offer a special program on a topic of interest to your group. Additional fees for these programs do apply, contact NNC staff to discuss these options.

The above fees, under special circumstances may be waived or modified by the Director and/or NNC Board.

Payable to: Navarino Nature Center or NNC. (CREDIT CARD or CASH IN ADVANCE)

**Equipment Availability:**

TV/VCR  
Overhead Projector (transparencies & pens not included)  
Flip Chart Stand (paper & markers not included)  
Slide Projector  
Floor Podium  
Microphone  
Black Board / Dry Erase Board  
Screen  
Projector  
Internet CAT5 hookup & Wi-Fi

**Security Deposit:**

A security deposit of \$100 for non-profit, government and general public use, a security deposit of \$200 for businesses will be charged when renting the Education Center. Security deposits will be returned in part or in full, depending on the condition the building is left in. Security deposits will be retained if facility rules are not followed or if damages have resulted to the facility, its equipment or furnishings, or if the grounds around the facility are not free of litter. Major expenses to the building and/or grounds may result in additional compensation per damages, or legal action.

**Revisions:** This facility use policy may be amended at anytime by the Navarino Nature Center Board of Directors or Director / Naturalist. Notice of revisions will be given to scheduled renters following policy changes or amendments.

**General Information:**

Paper work and fees sent to:

Navarino Nature Center  
Attn: Director  
W5646 Lindsten Road  
Shiocton, WI 54170

For information, please call (715) 758-6999  
Tuesday through Friday  
8:15 a.m. - 4:00 p.m.

Fax: (715) 758-6999 - Please call ahead to notify of send the fax.

Email: [navarinonc@gmail.com](mailto:navarinonc@gmail.com)

Navarino Nature Center (NNC)  
W5646 Lindsten Road  
Shiocton, WI 54170  
Phone (715) 758-6999

**FACILITY REQUEST APPLICATION  
NAVARINO NATURE CENTER (NNC)  
BUILDING USE AGREEMENT**

**This agreement is in accordance with the Building Use Policy (attached) for the Navarino Nature Center (NNC)**

**Organization/Applicant Name:** \_\_\_\_\_

**Contact Person & Phone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Desired Date(s) of Use:** \_\_\_\_\_

**Setup Time & Date** \_\_\_\_\_ **Arrival Time** \_\_\_\_\_ **Depart Time** \_\_\_\_\_

<b>Desired Facility Use:</b>	<b>Great Room</b>	\$ _____	\$ _____
	<b>Conference Room</b>	\$ _____	\$ _____
	<b>Equipment</b>	_____	\$ _____
		_____	\$ _____
		_____	\$ _____
		_____	\$ _____
	<b>Security Deposit</b>	_____	\$ _____
	<b>TOTAL DUE</b>	<b>(Enclosed)</b>	\$ _____

**CREDIT CARD or CASH**

**I have read and agree to the attached Building Use Policy**

**SIGNED** \_\_\_\_\_ **Date** \_\_\_\_\_

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**APPROVED BY** \_\_\_\_\_ **Date** \_\_\_\_\_

**PAYMENT RECEIVED - AMOUNT** \_\_\_\_\_ **Date** \_\_\_\_\_

**DENIAL BY** \_\_\_\_\_ **Date** \_\_\_\_\_

**REASON** \_\_\_\_\_