

## Rental Guidelines

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### Fees Table (Assumes rental is during open hours; there is an up-charge for after-hours rentals.\*\*)

Facilities	Audience Occupancy*	Occupancy at Tables*	Flat Rate 4 Hours	Each Additional Hour
Multipurpose room:				
Small	30	20	\$150	\$38
Large	70	50	\$180	\$45
Full	130	100	\$220	\$55
Sky Room (3 <sup>rd</sup> floor)***	50	36	\$170	\$43
Backyard			\$220	\$55
Library/Conference Rm	N/A	10	\$140	\$35

\*Capacities are approximate. \*\*After Hours Upcharge: \$50/hour outside of our normal open hours.

\*\*\* Not always available. Call for details.

Rental of Audubon facilities does not exclude others, including the general public, from using other parts of the facility.

### Table Settings — \$1 each

A table setting includes all or any of: fork, knife, spoon, dinner plate, salad plate, cloth napkin, coffee cup, and tumbler.

### A/V Equipment — \$25

A 70" TV with a speaker bar, laptop, projector, and white boards are available for your use if needed. Please be aware that because of the rural location, internet access can be unreliable. If your presentation relies on the use of the internet, you will need to have a backup plan.

### Kitchen — \$30

The kitchen is available for limited use and is not designed for the preparation of meals for large numbers of people. For this purpose, you should use the professional services of a caterer. You are welcome to use the stove, coffee maker, refrigerator, sink, and dishwasher. Food, coffee, tea and all other related items for the preparation and serving of snacks and meals must be supplied by you. It is your responsibility to clean and return the kitchen to its original condition prior to leaving the premises.

### Tables and Chairs

Audubon has approximately 100 chairs, ten six-foot and four five-foot rectangular folding tables for indoor use. There is no added charge for their use. If you require additional chairs or tables, you must furnish them at your own expense. You will be asked at the time of reservation for the number of tables and chairs you will require.

### Discounts

<b>Nonprofit Organizations</b> .....	10%
<b>Nature Center Membership</b> .....	10%

## Setup

You are responsible for your own setup. The chairs and tables will be placed in the room, but it will be up to you to arrange them the way you want them. Please include your setup time in your 4-hour block. You may set up your rental space at a different time if arranged in advance, during regular business hours as long as it does not interfere with other scheduled uses.

## Decorations

- **Walls and fixtures:** tacks, nails, screws, etc. may not be used on any walls or fixtures. Masking tape may be used on the walls as long as it is carefully removed immediately following the event.
- **Woodwork:** Only removable mounting tape or masking tape may be used on woodwork.
- **Tables, chairs, and other furniture:** tacks, nails, screws, etc. may not be used on these items. Table skirts may be attached using double sided tape as long as it is carefully removed immediately following the event. Tables may not be used to stand on.
- **Miscellaneous:** All celebratory traditions must be approved in advance by ACNC. For example, rice throwing and balloon releases are not acceptable, but birdseed tossing and blowing bubbles are acceptable.

## Parking

All vehicles must be parked on the asphalt parking areas or in the overflow parking areas. Parking along Riverside Road, the entrance drive, or on the lawn is not permitted. Vehicles parked in the designated handicapped parking areas must have a handicapped sign on display.

## Supervision

One or more Audubon staff members or volunteers will be present in the building to monitor the activities of your group and to assure the security of the premises. Audubon staff will not perform any service such as waiting on tables or preparing food.

You are responsible for the activities and behavior of your guests, ensuring they abide by the rules of ACNC and those stated in this contract, and act in a safe manner. If your group includes children, you are responsible for the activities and behavior of the children. Children must be supervised by an adult at all times. Adults should enforce these rules:

- Children must be supervised at all times.
- Food and drink must stay in the rental space.
- No running.
- Use inside voices.
- Do not jump on or off the furniture.
- Respect the animals. Do not tap on the glass or put your fingers in their homes.
- Use the elevator as intended, not as a toy.

## Music

Bands and other music performances are permitted at a volume not causing disruption to visitors or wildlife.

## **Publicity**

Audubon is not responsible for any publicity related to the purpose of your rental. All inquiries must be directed to the private individual or organization responsible for the event.

## **Sales**

Nothing may be sold nor can a commitment for future payment be made from those attending your rental without prior approval. If vendors are present, they must set up a contract with Audubon Community Nature Center.

## **Alcohol**

Consumption of alcohol is permitted if you are using a caterer who arranges for proper NYS license.

## **Smoking**

Smoking is prohibited throughout the building and on its decks and within 50 feet of any building or play area. Please do not litter.

## **Prohibited Activities**

The following activities are prohibited on the property: hunting, fishing, bicycling, motorized vehicles, or walking dogs on the trails, the possession of firearms and fireworks, and activities or behaviors determined as threatening to the safety and security of individuals and their property or to wildlife.

## **Cleanup**

You are responsible for cleaning your rental space, which includes the kitchen, tables, chairs and any dishes or linens. A cleaning checklist is provided with your contract and must be filled out with an Audubon staff member before checkout. Costs associated with excessive cleaning beyond normal wear and tear are deducted from the damage deposit.

All garbage generated from your rental *must* be bagged and placed in trash cans prior to leaving the premises. Garbage bags and recycling services are provided by Audubon. Audubon strongly encourages the practice of recycling and requests you and your guests separate your recyclables.

Table and chair storage after the event is the responsibility of Audubon.

# Reservation Procedure

**Step 1.** A **50% non-refundable reservation deposit is required** to secure the date(s) and facilities for your rental. You may elect to pay the reservation fee in full at this time.

**Step 2.** A **separate damage deposit check of \$150 is required.** This deposit becomes the property of Audubon Community Nature Center upon payment and may be retained, in part or in full, at its discretion for, but not limited to, damages to the building and grounds or their contents, or to cover excessive cleaning costs. Damage deposits are returned by mail once the facility has been inspected and approved by an authorized Audubon staff member. Damage deposits are returned if you cancel your reservation.

**Step 3.** A final payment, if not paid in full in step 1, is **required one week prior to your rental date.**

## Cancellation

A refund, less the non-refundable deposit, will be given in the event of cancellation.

*If, on the date(s) of your rental, Audubon needs to close the building due to extreme weather conditions or other emergency situations, you will receive a full refund of your reservation fees. Audubon will not be held liable for any additional expense(s) incurred by you due to the emergency closing of the facility.*

## Rental Checkout Form

The Audubon staff on duty will inspect the rental space at the end of your event and use this form to determine whether the damage deposit will be returned.

Name of responsible person: \_\_\_\_\_ Date: \_\_\_\_\_

How many people attended your rental? Adults: \_\_\_\_\_ Children: \_\_\_\_\_

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| All Audubon tables and chairs are wiped down and ready to be stored.                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| All decorations and tape have been removed from all surfaces.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| All garbage from the rental has been bagged and placed in the trash bins.                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| All used linens have been gathered into the laundry basket in the kitchen.                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| All recyclables have been placed in the recycling bin in the kitchen.                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| All personal belongings associated with the rental have been removed.                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| All table settings rented from Audubon have been taken to the kitchen, rinsed, and stacked for washing. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Items rented from Audubon, such as laptop, projector, etc. are turned off and left in room.             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| A final inspection has been completed by staff.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Comments:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Renter has been cleared for 100% refund of deposit. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Deposit refund is pending.                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Signature of Renter	Date	Signature of Staff Person	Date
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