

# FACILITY RENTAL POLICIES

JAY C. HORMEL NATURE CENTER • PO Box 673, AUSTIN, MN 55912

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## 1. General Rules & Guidelines

- a. Renter is responsible for communicating policies and rules to all guests prior to their event.
- b. All existing Nature Center ordinances apply, including no smoking and no alcohol.
- c. No fires, barbecues, picnics, foraging, biking, camping, and pets are allowed on the grounds.
- d. No recreational equipment in the building; outdoor recreational equipment must be approved by staff.
- e. All children must be supervised in all of the rental spaces.
- f. Use of the rental spaces must stay within the open hours of the Nature Center: 6:00 a.m.-10:00 p.m. *All renters and security staff are required to be off the premises by 10:00 p.m.*
- g. Any use of the rental spaces must be approved by Nature Center Director and/or the Austin Parks & Recreation Board. *Types of uses: Service organizations, shows, family reunions, graduations, parties, wedding receptions, anniversaries, youth programs, business seminars, memorials, etc.*
- h. Anyone wishing to get married on the Jay C. Hormel Nature Center property must rent the Ruby Rupner Auditorium for the duration of the event.
- i. When renting Interpretive Center rooms during normal business hours (9:00 a.m.-5:00 p.m. Monday through Saturday, 1:00-5:00 p.m. Sunday), bathrooms are shared with the public.
- j. If rental occurs when the Interpretive Center is closed, building access will be restricted to the rental space and restrooms.
- k. Facility renters may use the log cabin with advance notice.
- l. The Park and Recreation Department, Nature Center, and other city government functions have priority as well as free use of all rental spaces.

## 2. Rental Space Specifications

### a. Ruby Rupner Auditorium

- Seats 150 for banquets and 175 for programs.
- 25 tables (72" x 34"—can seat six people comfortably).
- 175 chairs. *If you are interested in looking at a variety of interior table and chair setup designs, please ask the Nature Center Assistant/Auditorium Coordinator.*
- Technology (fee required): Sound system with two wireless handheld microphones, DVD player, projector and screen, conference phone (upon request).
- Additional equipment: Phone, easels (without paper), recycling bins.
- Kitchen: Two 100-cup coffee makers, two 30-cup coffee makers, one 12-cup coffee maker, three insulated serving carafes, four pitchers, two punch bowls, and a variety of dishware, drinkware, silverware, and serving utensils. *Dishwasher available.*

## **b. Interpretive Center Classrooms**

- Maximum Occupancy: Classrooms A & B—60 each (120 total for both rooms); Multipurpose Room—40.
- Technology (fee required): Sound system with two wireless handheld microphones, Blu-ray/DVD player, projector and screen, conference phone (upon request).
- Additional equipment: Phone, easels (without paper), recycling bins.
- Kitchen: Two 100-cup coffee makers, one 12-cup coffee maker, two insulated serving carafes, four pitchers, one small punch bowl, and a variety of dishware, drinkware, silverware, and serving utensils. *Dishwasher available.*

## **c. Gordon Lonning Resource Room—Interpretive Center**

- Seats 20 people. (Maximum Occupancy: 22.)
- Technology (fee required): three TVs with an integrated sound system, conference phone.
- Recycling bins available.

## **3. Technology**

**a.** Wi-Fi is free in both Nature Center buildings.

**b.** Renters can schedule a time to bring in their laptop to check compatibility with our projection systems. *To connect via cable to our systems, Apple laptops need an adaptor (not provided).*

- Ruby Rupner Auditorium: HDMI cable.
- Interpretive Center Classrooms: HDMI cable (for better video quality) OR wireless connection (USB port required).
- Gordon Lonning Resource Room: Wireless connection (USB port required).

## **4. Setup & Cleanup Responsibilities**

**a.** Renter/lessee is responsible for all setup of chairs and tables before their event.

**b.** Renter/lessee is responsible for cleanup of the rental space after their event, including vacuuming, cleaning tables, cleaning the kitchen, and sweeping floors. Follow the direction of the security person. *The building is to look as it did when the renter/lessee arrived.*

**c.** Bathrooms and garbage are the responsibility of the security person. The security person is also responsible for adjusting the temperature, the window shades, and the fireplace.

## **5. Chairs & Tables**

**a.** Use chair carts for moving chairs. *Please do not drag chairs across carpeted rooms.*

**b.** Do not move table carts in Ruby Rupner Auditorium. *Please carry the tables to where you would like them set up. To minimize damage to carpet and walls, tables and chairs must be returned to the west wall of the room under the direction of the security person.*

**c.** Tables in Interpretive Center Classrooms easily wheel out for setup and back in place for cleanup.

**d.** Tables, chairs, and dollies must remain in the rental rooms and may not be set up outside.

## 6. Decorations & Furnishings

- a. All interior furnishings and decorations must remain in the rental rooms.
- b. Bird safety window decals are not to be removed, and taxidermies and artwork are not to be taken down.
- c. No candles allowed (exceptions: birthday cake, wedding unity candle). *Tablecloths, flowers, and centerpieces are acceptable.*
- d. No taping, tacking, or stapling to any surface.
- e. No installed dance floors.

## 7. Food & Beverage

- a. Food items may be catered or prepared at home and brought in.
- b. Refrigerator and microwave are available.
- c. Crockpots are allowed for warming food, but we do not allow cooking food on griddles or waffle makers. *Our serving areas are not electrically equipped to handle multiple appliances.*
- d. Alcohol and smoking are not allowed in any part of the Jay C. Hormel Nature Center.

## 8. Rental Requirements & Payment

- a. The Jay C. Hormel Nature Center is now using the CivicRec online platform for making building rentals. Users may go online to make a rental request and Nature Center Staff will either approve or decline the request within 5 business days. Upon approval, users will need to login and pay the balance within 7 days or the reservation will be removed. Online payments will be made with a credit card.
  - b. For those not wishing to use the online platform, rentals may be done in person at the Interpretive Center using cash or checks.
  - c. There is a \$30.00 fee for any returned check due to non-sufficient funds.
  - d. A fee equal to a 2½-hour rental is the minimum fee for all the rental spaces.
  - e. Rental rates are by the hour at half-hour increments only.
  - f. Hours for setup and cleanup must be included when determining your rental time.
  - g. General liability insurance is required with all private rentals. An insurance certificate shall be delivered no later than seven days prior to the event. *A copy of the front page of the renter's home or business owner's insurance form will meet this requirement.*
  - h. Fees assessed the day of the rental will be for the security person and time in excess of the contracted time (up to the maximum daily rate). They can be paid with cash or check only.
  - i. The security person will inspect the rental for damage prior to your departure. If any damage has occurred as a result of the rental, the security person will notify you of the amount to be withheld from your damage deposit. If the damage deposit exceeds the damage deposit, the whole deposit will be withheld and additional fees will be billed to the renter by the City of Austin.
- Any portion of the damage deposit to be returned will be returned in the form in which it was received. If you paid with credit card, it will be refunded within 5 business days to the card. If you paid with a check, a refund check request will be submitted to the City of Austin within 5 business days. If you paid with cash, you may stop into the Interpretive Center during normal business hours to receive your refund.

j. If you cancel your reservation, you will be charged a \$100 (\$50 for the Gordon Lonning Resource Room) cancellation fee while processing your refund. At the Nature Center Director's discretion, based on extenuating circumstances, this fee may be waived.

k. If you change the date of your rental fewer than 90 days from your rental date, a \$100 (\$50 for the Gordon Lonning Resource Room) rental adjustment fee will be added to the rental. Adjustments more than 90 days from the rental will incur no fee.

l. Time adjustments may be made at any time up to 7 days preceding the rental.

## 9. RENTAL FEES ARE AS FOLLOWS

### a. Ruby Rupner Auditorium

- Security Fee—\$12 per hour paid directly with cash or check at the end of the rental to the security staff assigned to the rental by the Jay C. Hormel Nature Center
- Rental Fee: \$40 per hour *or* \$300 for more than 7.5 hours
- Damage deposit—\$100 (Will be refunded, less any damage costs, within 5 business days of the rental.)

#### Optional Fees:

- If you are serving food and beverages—\$20
- Technology use (projector, sound system, DVD player, conference phone *[upon request]*)—\$25

### b. Nonprofit Rates for Ruby Rupner Auditorium *[Proof of 501(c)(3) status required]*

- Security Fee—\$12 per hour paid directly with cash or check at the end of the rental to the security staff assigned to the rental by the Jay C. Hormel Nature Center
- Rental Fee: \$20 per hour *or* \$150 for more than 7.5 hours
- Damage deposit—\$50 (Will be refunded, less any damage costs, within 5 business days of the rental.)

#### Optional Fees:

- If you are serving food and beverages—\$10
- Technology use (projector, sound system, DVD player, conference phone *[upon request]*)—[fee waived for nonprofits]

### c. Interpretive Center Classrooms

- Security Fee—\$12 per hour paid directly with cash or check at the end of the rental to the security staff assigned to the rental by the Jay C. Hormel Nature Center
- Rental Fee: \$30 per hour per room *or* \$225 for more than 7.5 hours per room
- Damage deposit—\$100 (Will be refunded, less any damage costs, within 5 business days of the rental.)

#### Optional Fees:

- If you are serving food and beverages—\$20
- Technology use (projector, sound system, DVD player, conference phone *[upon request]*)—\$25

### d. Nonprofit Rates for Interpretive Center Classrooms *[Proof of 501(c)(3) status required]*

- Security Fee—\$12 per hour paid directly with cash or check at the end of the rental to the security staff assigned to the rental by the Jay C. Hormel Nature Center

- Rental Fee: \$15 per hour per room *or* \$112.50 for more than 7.5 hours per room
- Damage deposit—\$50 (Will be refunded, less any damage costs, within 5 business days of the rental.)

Optional Fees:

- If you are serving food and beverages—\$10
- Technology use (projector, sound system, DVD player, conference phone [*upon request*])—[fee waived for nonprofits]

**e. Gordon Lonning Resource Room**

- Security Fee—\$12 per hour paid directly with cash or check at the end of the rental to the security staff assigned to the rental by the Jay C. Hormel Nature Center
- Rental Fee: \$20 per hour *or* \$150 for more than 7.5 hours per room
- Damage deposit—\$50 (Will be refunded, less any damage costs, within 5 business days of the rental.)

Optional Fees:

- If you are serving food and beverages—\$20
- Technology use (TV presentation system, conference phone)—\$25

**f. Nonprofit Rates for Gordon Lonning Resource Room — [*Proof of 501(c)(3) status required*]**

- Security Fee—\$12 per hour paid directly with cash or check at the end of the rental to the security staff assigned to the rental by the Jay C. Hormel Nature Center
- Rental Fee: \$10 per hour *or* \$75 for more than 7.5 hours per room
- Damage deposit—\$25 (Will be refunded, less any damage costs, within 5 business days of the rental.)

Optional Fees:

- If you are serving food and beverages—\$10
- Technology use (TV presentation system, conference phone)—[fee waived for nonprofits] (*Wi-Fi access is free.*)

## FAQs

- **Can I have alcohol at my rental?** No, alcohol is not permitted anywhere at the Nature Center.
- **Can I come in early to set up my rental beforehand?** Your setup time is included in your rental time. For example, if your rental starts at 9am and you want to come in an hour early to set up then your rental contract would be from 8am to the time you finish cleaning up.
- **I want to get married outside on the Nature Center grounds, do I really need to rent a space?** Yes! If you are getting married, you must rent the Ruby Rupner auditorium. This is in case it rains as well as to ensure that you and your guests have all the space and facilities you need for your special day.
- **What am I responsible for with setup/clean up?** As the renter, you are responsible for set up of tables and chairs before your event. You are responsible for vacuuming, cleaning off your tables, cleaning the kitchen, and sweeping the floors after your event. All other clean-up will be taken care of by your security person.
- **Can I take chairs, tables, etc. outside?** No. All chairs, tables, and other equipment are to remain in Ruby.
- **Why do I need a security person?** This is to ensure that rental policies are followed and that your event runs as smoothly as possible and is not interrupted by random visitors.
- **Why are there extra fees for food/beverage and technology?** This is to ensure that our facility is provided the proper respect as well as help with cleanup costs in the case of accidental spills, etc.
- **Can I cook my food at the facility?** No. Food brought from home can be warmed in the microwave or in crockpots. Food may also be stored in the refrigerator as needed.
- **Can I just pay my whole rental fee at once?** Yes. You will pay your rental fees and damage deposit once the rental is approved. If your rental lasts longer than expected, the security person will collect payment for any additional time, as well as the security fee of \$12 per hour for the security person's time. Payment for additional time will be made to the Jay C. Hormel Nature Center. Payment for security will be made to the security person directly.
- **Can I pay with a credit card?** Yes, through the CivicRec online registration system.
- **Why is a copy of the front page of my homeowner or renter's insurance required?** This is to hold you accountable on the chance that something were to get out of hand and our facility were damaged. While we hope that this does not happen, and so far has never been the case, this helps ensure that any such cases can be properly addressed.
- **How long can my rental be?** Your rental must be a minimum of 2½ hours for all rental spaces and must be during Nature Center Grounds hours: 6am – 10pm. All parties including staff and renters must be off Nature Center Grounds by 10pm.
- **Can I have my pet on grounds?** No, pets are not allowed in the buildings or on the grounds with the exception of ADA approved service animals. Emotional support animals are not recognized by the ADA.