

# FACILITY RENTAL POLICIES

JAY C. HORMEL NATURE CENTER • PO Box 673, AUSTIN, MN 55912  
Phone: 507-437-7519 • Fax: 507-396-2903 • Email: info@hormelnaturecenter.org  
Luke Reese, Director/Naturalist • Julie Champlin, Assistant/Auditorium Coordinator

## 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. Smoking permitted in parking lot only. Alcohol is not permitted anywhere on the Nature Center property.
- c. No barbecues, picnics outside on the grounds, collecting, biking, camping, and/or pets.
- 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 Luke Reese and/or the Austin Parks, Recreation, & Forestry 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: VGA 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 the kitchen, and sweeping and mopping 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

- 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.*

### 8. Rental Requirements & Payment

- a. Down payment is non-refundable and will be cashed upon signing your rental agreement (in case of inclement weather, renter may reschedule the event). *\$30.00 fee for any returned check due to non-sufficient funds.*
- b. 2½-hour minimum rental for all the rental spaces.
- c. Rental rates are by the hour or half-hour increments only.
- d. Hours for setup and cleanup must be included when determining your rental time.
- e. 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.*
- f. Fees for the rental balance and the security person must be paid separately on the day of the rental.
  - Cash or check only.
  - Rental fee includes garbage bags and garbage removal by the security person.

**9. RENTAL FEES ARE AS FOLLOWS (cash or check preferred; down payment portion may be paid by credit card):**

**a. Ruby Rupner Auditorium**

- Security Fee—\$12 per hour (Required)
- Rental Fee: \$40 per hour *or* \$300 for 8+ hours
- Down payment—\$100 (required to book a reservation, applied toward rental fees)

Optional Fees:

- 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 (Required)
- Rental Fee: \$20 per hour *or* \$150 for 8+ hours
- Down payment—\$50 (required to book a reservation, applied toward rental fees)

Optional Fees:

- 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 (Required)
- Rental Fee: \$30 per hour, per room
- Down payment—\$100 (required to book a reservation, applied toward rental fees)

Optional Fees:

- Serving food and beverages—\$20
- Technology use (projector, sound system, DVD player, conference phone *[upon request]*)—\$40

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

- Security Fee—\$12 per hour (Required)
- Rental Fee: \$15 per hour, per room
- Down payment—\$50 (required to book a reservation, applied toward rental fees)

Optional Fees:

- 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 (Required)
- Rental Fee: \$20 per hour *or* \$150 for 8+ hours
- Down payment—\$50 (required to book a reservation, applied toward rental fees)

Optional Fees:

- Serving food and beverages—\$20
- Technology use (TV presentation system, conference phone)—\$40

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

- Security Fee—\$12 per hour (Required)
- Rental Fee: \$10 per hour *or* \$75 for 8+ hours
- Down payment—\$25 (required to book a reservation, applied toward rental fees)

Optional Fees:

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