



## Rental Policies and Procedures

(Beginning fall 2020 due to COVID-19)

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## **1. Rentals at Springbrook Nature Center**

Thank you for your interest in Springbrook Nature Center as your rental destination. We are excited to offer indoor and outdoor space in our brand new Pavilion Activity Center (PAC), as well as our outdoor amphitheater for your rental needs. Our facility is nestled amongst the natural beauty of forests, prairies and wetlands, providing the perfect backdrop for your event. If you are interested in renting a space, please give us a call and we will be happy to help you plan your event.

## **2. Outdoor Portion of Pavilion Activity Center (PAC) Rental**

This rental is for the outdoor portion of the Pavilion Activity Center (PAC) ONLY. It is available for rent for up to 4 hours between 9am and 4pm daily. Requests for rentals outside of this time frame are considered on a case by case basis.

### **Cost**

Fridley Resident: \$65 + tax

Non-Fridley Resident: \$100 + tax

Non Profit Organization (proof required): \$65 + tax

Damage Deposit of \$100

### **Amenities**

- Available for use by up to 25 people
- 6 picnic tables
- Access to PAC concessions room (includes: running water, counter space, electricity)
- Access to a PAC restroom (which is available to public too)
- Waste receptacles for trash, recycling and organic waste

## **3. Indoor Portion of Pavilion Activity Center (PAC) Rental**

This rental is for the indoor classroom portion of the Pavilion Activity Center (PAC) ONLY. It is available for rent for up to 4 hours between 9am and 4pm daily. Requests for rentals outside of this time frame are considered on a case by case basis.

### **Cost**

Fridley Resident: \$65 + tax

Non-Fridley Resident: \$100 + tax

Non Profit Organization (proof required): \$65 + tax

Damage Deposit of \$100

### **Amenities**

- Available for use by up to 10 people
- Use of up to 10 chairs and 1-14 tables (5.5ft x 2.5ft); set up by staff before your rental begins
- Access to PAC concessions room (includes: running water, counter space, electricity)
- Access to a PAC restroom (which is available to public too)
- Heat; windows that open
- Waste receptacles for trash, recycling and organic waste

## **4. Rental of Entire Pavilion Activity Center (BOTH indoor and outdoor spaces)**

This rental is for BOTH the indoor classroom and outdoor portion of the Pavilion Activity Center (PAC). It is available for rent for up to 4 hours between 9am and 4pm daily. Requests for rentals outside of this time frame are considered on a case by case basis.

### **Cost**

Fridley Resident: \$130 + tax

Non-Fridley Resident: \$200 + tax

Non Profit Organization (proof required): \$130 + tax

Damage Deposit of \$100

### **Amenities**

- Available for up to 25 guests, limit of 10 guests inside at one time
- Use of up to 10 chairs and 1-14 tables (5.5ft x 2.5ft); set up in indoor classroom by staff before your rental begins
- Use of 6 picnic tables in outdoor space
- Access to PAC concessions room (includes: running water, counter space, electricity)
- Access to a PAC restroom (which is available to public too)
- Indoors: heat; windows that open
- Waste receptacles for trash, recycling and organic waste

## **Pavilion Activity Center Rules and Regulations**

- The applicant listed on the rental application must be in attendance during use of the Pavilion Activity Center and is responsible for all guidelines and rules being followed. This includes responsibility for any damage to sod, utilities, irrigation system, trees, shrubs, tables, shelter or other city resources related to the facility and grounds.
- The rental of any portion of Pavilion Activity Center gives access to that portion only. The rest of the park, trails and building must remain open to the public.
- Rental group activities may not endanger persons or property, or create a dangerous condition on park property.

- Tents or other structures with stakes, tarps, or that attach to the building are prohibited. Free Standing canopy tents are permitted with staff approval.
- All waste must be placed in appropriate receptacles, or removed from area when rental is finished. Renters are required to remove any materials, equipment, furnishings or rubbish that cannot be contained in the trash receptacles provided. No equipment or supplies may be left beyond the end time of the event.
- Please leave charcoal in the grill after use.
- All equipment or material brought in by renter must be taken out when rental period is over.

## 5. Outdoor Amphitheater Rental

Springbrook Nature Center's Amphitheater, made possible by the Fridley Lions, has a social distancing seating capacity of approximately 50 guests on concrete seat walls. Two 20 amp circuits power four electrical outlets at the amphitheater.

Stand-alone fee for daily rental between 9am and 5pm. (Requests for rentals outside of this time frame are considered on a case by case basis.)

Fridley Resident \$225 + tax

Non Fridley Resident \$300 + tax

Non Profit Or Organization (proof required): \$225 + tax

Damage deposit \$100

A portable P.A. system may be made available from the nature center for an additional daily \$50 rental fee. This amenity is subject to availability.

### Amphitheater Rules and Regulations:

- All trails and public areas surrounding the outdoor amphitheater must remain accessible to nature center visitors
- Ceremony chairs and arches for outside ceremonies can be rented through outside vendor
- All decoration and set up must be approved by nature center staff
- No landscaping or plant life may be changed or damaged
- Motor vehicle and bicycle use is prohibited on trails, unless special permission is given by staff.
- Music or other audio amplification is allowed, but must not disturb other park users, according to the discretion of nature center staff.
- The outdoor amphitheater may not be used for paid events unaffiliated with the City of Fridley.

## **6. Reservation and Payment Policy**

At the time of reservation, 50% of the full payment is due. Your Payment can be made with a Visa or MasterCard, cash or check. Final payment must be received 7 days prior to the rental date.

Your reservation is not confirmed until a signed copy of the reservation agreement is received. Please read and return immediately.

### **Non-Profit Organizations Rental Rates**

Non-profit 501(c)(3) organizations may rent spaces at Springbrook Nature Center at the approved City of Fridley resident rate. Any requests to waive or reduce this rental fee must be made 60 days in advance of the requested rental date. Requests must be made in writing and presented along with a non-profit designation letter to the Springbrook Nature Center Director. Requests will be presented for consideration to the City of Fridley Parks and Recreation Commission.

## **7. Damage and Code of Conduct Policy**

A damage/code of conduct deposit is also due at the time of the reservation. This fee will be processed and then issued as a credit if no damage is incurred.

\$100 per facility rental

Normal site maintenance is included in your reservation fee. If no damages occur or excessive cleaning is not necessary, and all guidelines are followed, the deposit refund will be processed by the City of Fridley within 30 days of your reserved date.

If damages or excessive cleanup occurs, and/or guidelines are not followed, all or part of your deposit will be retained. If your group causes extraordinary maintenance and/or cleanup, you will be charged to cover labor and maintenance costs, and any repair costs. This includes the exhibit area, nature center grounds and nature center equipment.

Springbrook also reserves the right to withhold all or part of renters damage deposit if rental facility is not vacated at the agreed upon time as stated in the renters contract.

## **8. Cancellation Policy**

Springbrook has adopted a flexible cancellation policy during Covid-19. Please contact us as soon as possible if you will not be able to rent with us as planned. We will do our best to reschedule your rental (as time and space allows) or give you a full refund.

## 9. Facility Decorating Guidelines

- All decorations, tables, serving stations, storage, etc. for your event must be in your designated rental space. Public areas may not be used or decorated unless authorized by staff.
- No thumbtacks, pins, poster putty, tape of any kind may be used on the walls.
- Only magnets and masking/painter's tape are permitted on whiteboards.
- Open flame candles are not permitted. LED and battery-operated candles may be used. [Birthday cake candles are permitted as long as they supervised the entire time they are lit, blown out quickly after being lit and disposed of properly.]
- To protect our park ecosystem, confetti, rice, birdseed, streamers, glitter, fireworks (including sparklers) or party poppers may not be used indoors or outdoors.
- We **strongly discourage** the use of Helium filled balloons (indoors or outdoors) due to their ability to float away. Any Helium filled balloons used MUST be SECURLY tied down. If balloons are used, we encourage filling them with air instead of Helium.
- Signs and banners must be approved and may not be tied, taped, or otherwise affixed to or across trees, signs, or other structures without approval. All approved signs and banners must be set up and removed within the rental time frame.

## 10. Facility Setup and Cleanup Guidelines

Set-up and clean-up must be done within your reservation time. This includes decorating and deliveries.

The renting party is responsible for informing caterers and vendors of the scheduled delivery window. Please have your reservation application form with you to confirm your reservation rental times. No one can access rental room(s) before the rental period begins. Please inform guests and vendors that the building and rental room(s) will be locked if they arrive early.

## 11. Zero Waste Guidelines

Springbrook Nature Center is a "Zero Waste" facility. The nature center is committed to lessening our impact on the environment by reducing the amount of waste generated at events. Ample waste receptacles will be provided for garbage, recyclables and compostable items. The following Zero Waste practices are encouraged for your event:

Use of washable dinnerware, cutlery, glassware, linens, and linen napkins **OR** compostable paper products, cutlery, drink ware, table coverings, and napkins. Individual single use water bottles are not recommended.

## **12. Catering Guidelines**

If you choose to have your event catered:

- Caterers are only allowed to access the pavilion concessions room and/or indoor portion of pavilion during your rental hours.
- Please have caterers drop food off at rental site, not at Springbrook's front desk.
- Caterers may NOT drive up Springbrook's paved trail.
- Carts are available upon request.
- Caterers are responsible for linens, serving items and all tableware items.
- Commercial catering vehicles (food trucks) must be registered with the City of Fridley.
- No alcohol use allowed during rentals at this time.

If you choose to self-cater your event follow the listed guidelines:

- No alcohol use allowed during rentals at this time.
- The pavilion's concession's rooms is available for use during a pavilion rental. The room contains: running water, electricity, and counter space.
- Set up in the rented space can only be completed during your rental hours.
- You are responsible for your own linens, serving items and all tableware items.
- Use of "Zero Waste" guidelines as described in section 11 are highly recommended.

## **13. Alcohol Policy**

No alcohol use allowed during rentals at this time.

## **14. Tobacco Use Policy**

Springbrook Nature Center is a tobacco free facility and park. All forms of tobaccos use are prohibited. Your group is responsible for any damage and/or cleanup resulting from any tobacco use.

## **15. Supervision of Children**

Children must be supervised by an adult at all times, including in the exhibit area or on nature center grounds. Amusement or entertainment structures such as bounce houses are prohibited. Damage caused by guests, including children, will result in loss of damage deposit. Damage in excess of the deposit is also the responsibility of the rental party.

## 16. Music and Amplification Guidelines

Music is allowed during a facility rental. Music cannot disrupt other park activities taking place, per discretion of Springbrook staff.

## 17. Event Parking

There are 120 parking spots in the nature center parking lot, with 5 accessible parking spots. *Please be aware that all parking spots may not be available for your event.* The parking lot is open for public use from 5 a.m. to 10 p.m. and we cannot reserve parking. If you will have a large number of guests, contact us to discuss options.

## 18. Accessibility Statement

Springbrook Nature Center is accessible to people using wheelchairs and may be able to accommodate people with other disabilities. Please contact us prior to your event to arrange availability of disabilities equipment or needs.

## 19. Park Policies

A complete listing of City of Fridley park policies can be found at:

<http://www.ci.fridley.mn.us/DocumentCenter/Home/View/548>

In addition to the policies and guidelines detailed above, the following are **prohibited** at Springbrook Nature Center:

- Dogs and other pets other than service animals
- Picking or collecting of any plants, wildflowers, or animals
- Feeding of wildlife, especially bread to ducks and geese
- Alcoholic beverages outside of rental spaces and times
- Tobacco Products

Thank you for considering Springbrook Nature Center for your special event. Please let us know if we can be of any further assistance.