



Facility Rental Policies and Procedures

The Rental/Booking Process

Facilities Available to Rent

- Accessibility Statement
- Pavilion Activity Center
- Interpretive Center Indoor Classrooms
- Outdoor Amphitheater

Facility Rules and Regulations

1. Damage Deposit/Code of Conduct Policy
2. Code of Conduct
3. Facility Usage Expectations
4. Facility Decorating Guidelines
5. Facility Setup and Cleanup guidelines
6. Zero Waste Guidelines
7. Catering Guidelines
8. Event Parking
9. Cancellation Policy

Thank you for your interest in Springbrook Nature Center as your rental destination! We are excited to offer indoor and outdoor spaces in our Pavilion Activity Center (PAC), Interpretive Center classrooms, or 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 at 763-572-3588, and we will be happy to help you plan your event.

The Rental/Booking Process

Springbrook Nature Center offers a variety of rental spaces for one-time, private events between the hours 10am and 4pm. Our Interpretive Center is open nearly every day of the year (it may be closed on some City of Fridley holidays). If you are interested in renting a Springbrook Nature Center facility, please call the nature center to discuss options: 763-572-3588.

1. Rentals MUST be completely booked and fully paid, at least 7 days prior to event. Staff will do our very best to assist you in a timely manner but may not always be immediately available. Please take this into consideration when planning.
2. Once we find a date and time that works for your event, we need a signed rental application. Please note: The applicant listed on the rental application must be in attendance during the entire use of the rented facility and is responsible for all guidelines and rules being followed.
3. On the application, renters must be able to specify an estimated number of guests for their rental, indicate rental start and end times which includes your time needed for set up and clean up. Additional fees may be charged for early arrival and late departures outside of your rental period and may result in forfeiture of your damage deposit.
4. Once the rental application is turned in, Springbrook staff create a rental contract in our system. Once the contract is created, we will be able to accept payment for the rental. At least 50% of the rental fee, plus the facility damage deposit, is due at the time of reservation. The second half the of the rental fee is due one week prior to the event. Full payment may also be accepted at the time of reservation. Springbrook accepts the following payments: credit cards by phone; or cash, check or credit in person.
5. The rental applicant is asked to check in and out with the front desk in the Interpretive Center building when arriving or departing a rental.

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 discuss your accommodation needs.

Facilities Available to Rent:

The facilities Springbrook Nature Center has available for rent are listed on the following pages. Information includes cost, and amenities or rules specific to rented area. The rental of any facility gives access to that specific facility only. The rest of the park, trails and building must remain open to the public.

Pavilion Activity Center (PAC)

Available to rent May 1 through October 1, and limited to weekends only during June, July, and August due to use by our summer camp program.

There are two different options for renting the PAC:

1. 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 to rent for a 4-hour time block, between 10am and 4pm daily except as noted above.

Outdoor Portion of PAC Cost, per Four Hour Time Block

Fridley Resident: \$80 + tax

Non-Fridley Resident: \$120 + tax

Non-Profit Organization (proof pf status required): \$80 + tax

Damage Deposit of \$100

Amenities

- Seating for up to 50 people at 9 picnic tables
- Access to PAC concessions room (includes a refrigerator, microwave, running water, counter space, electricity)
- Access to a PAC restroom (which is available to public too)
- Waste receptacles for trash, recycling and organic waste
- Use of outdoor fireplace*, which includes one bundle of firewood, matches and a fire starter.

2. Rental of Entire Pavilion Activity Center (BOTH indoor classroom and outdoor space)

This rental is for BOTH the indoor classroom and outdoor portion of the Pavilion Activity Center (PAC). It is available to rent for a 4-hour time block, between 10am and 4pm daily except as noted above.

Entire PAC Rental Cost, per Four Hour Time Block

Fridley Resident: \$170 + tax

Non-Fridley Resident: \$250 + tax

Non-Profit Organization (proof required): \$170 + tax

Damage Deposit of \$100

Amenities

- Outdoor space seats about 50, indoor classroom seats up to 48 depending on layout.
- Use of up to 48 chairs and 1-14 tables (5.5ft x 2.5ft); set up in indoor classroom by staff before your rental begins
- Use of 9 picnic tables in outdoor space, 3 are accessible.
- Access to PAC concessions room (includes a refrigerator, microwave, running water, counter space, electricity)
- Access to indoor PAC restrooms.
- Indoors: heat; windows that open

- Waste receptacles for trash, recycling and organic waste
- Use of outdoor fireplace*, which includes one bundle of firewood, matches and a fire starter.

***Use of Outdoor Fireplace at PAC:**

The use of Springbrook’s outdoor fireplace is an amenity that is included with rental of the PAC, and includes one bundle of firewood, matches and a fire starter. The following rules and guidelines MUST be followed when using the fireplace, failure to comply may result in forfeiture of your damage deposit and additional charges for any incurred damages:

- A fire MUST be attended by an adult at all times.
- Facility renter MUST inform staff of their intention to use the fireplace when they book a rental. Staff cannot guarantee use of the fireplace if they are not informed in advance rental date.
- The fireplace may only be used during rental of the PAC.
- Do NOT bring firewood to the nature center.
- Do NOT gather firewood onsite.
- Fire must be extinguished at the end of the rental by breaking apart remaining fire and carefully pouring water over the fire and coals.

Interpretive Center Indoor Classroom(s):

Indoor classrooms are available for rent from 10am until 4pm daily and you must rent for a minimum of two hours.

Classroom Options

Each classroom is 20' x 40' and can seat up to 40 people depending on layout. Classrooms can be combined to accommodate larger groups.

- Woodland Classroom features carpeted flooring; projector and projection screen; an attached catering kitchen with a freezer, refrigerator, microwave, Bunn coffee maker and large sinks.
- Wetland Classroom features carpeted flooring and 2 white boards
- Prairie Classroom features carpeted flooring and 2 white boards
- Oak Savanna Classroom features linoleum flooring, a projector and large projection screen

Pricing Per Classroom:

- Resident of Fridley rate: \$40 per hour + tax (2-hour minimum rental)
- Non-Resident rate: \$65 per hour + tax (2-hour minimum rental)
- Non-Profit Organization* rate: \$40 per hour + tax (2-hour minimum rental)
- Damage Deposit of \$50 per room

***Non-Profit Organizations**

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 Manager.

Amenities Included with Rental of Interpretive Center Classroom(s)

- Use of 5-foot diameter round tables, 6- and 8-foot-long rectangular tables and chairs.
- Audio Visual system, including microphone, and projection screen.
- Staff liaison to coordinate site amenities.
- Magnetic dry erase boards (part of operable partition walls and not available when partitions are open)

Outdoor Amphitheater Rental

Springbrook Nature Center's Amphitheater, made possible by the Fridley Lions, has seating capacity of approximately 150 guests on concrete seat walls. Two 20-amp circuits power four electrical outlets at the amphitheater.

Stand-alone fee for daily rental between 10am and 4pm.

Fridley Resident \$225 + tax

Non-Fridley Resident \$300 + tax

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

Damage deposit \$100

Portable P.A. system may be rented from the nature center for an additional daily \$50 rental fee. This amenity is subject to availability and is only available in conjunction with a facility rental at Springbrook Nature Center. Please note that the Portable P.A. system is **NOT** water resistant and may not be used in inclement weather conditions. The Portable P.A. system must be attended by a responsible adult from your group the entire time that it is set up and in use. Staff will set up and take down the system.

Facility Rental Rules and Regulations

The following rules apply to all Springbrook Nature Center facility rentals.

1. Damage Deposit/Code of Conduct Policy

A damage/code of conduct deposit is collected at the time of facility rental booking and processed through Springbrook Nature Center's financial system. The deposit will be returned after a facility rental if:

- The rented facility was not damaged during the rental.
- All rules, expectations and guidelines were followed by the renter and all of their guests throughout the specified rental period.
- No excessive cleanup or extraordinary maintenance/repairs were necessary after the rental (this includes, but is not limited to the exhibit area, nature center grounds, nature center equipment, as well as any damage to sod, utilities, irrigation system, trees, shrubs, tables, shelter or other resources related to the facility and grounds).
- The renter and all rental guests exited the facility by the end of the rental period and did not arrive before the specified rental period indicated on the rental application.

Assuming the guidelines above are followed, the deposit refund will be processed by the City of Fridley within 30 days of your rental date. No cash refunds will be given.

Damages in excess of the damage deposit is also the responsibility of the rental party.

2. Code of Conduct Rules

Renters and their guests are expected to follow the code of conduct listed below, at all times, during the facility rental:

- A. Rental group activities may not endanger persons or property or create a dangerous condition on park property.
- B. Children must be supervised by an adult at all times, including in the exhibit area or on nature center grounds.
- C. Renters and guests are expected to follow all City of Fridley park policies during their rental. A complete listing of City of Fridley park policies can be found at: <https://www.fridleymn.gov/Document Center/View/548>.
- D. Staff reserve the right to terminate a rental immediately if rental code of conduct or facility usage expectations are not being followed by a rental.**

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

- **Dogs and pets other than service animals are prohibited.**
- Picking or collecting of any plants, wildflowers, or animals is prohibited.
- Feeding of wildlife, especially bread to ducks and geese is prohibited.
- **Alcoholic beverage consumption is prohibited.**
- **Use of recreational cannabis is prohibited.**
- Tobacco use, including smoking, vaping and/or chewing tobacco are prohibited.
- Riding bikes, rollerblades, skateboard, scooters or hoverboards on Springbrook's trails (strollers and wheelchairs are allowed).
- Rallies and events with public speaking.

3. Facility usage expectations:

- Rentals are limited to a specific number of guests and are not for available for public events.
- Rental groups may only use the facility they have reserved for their event. No other spaces, public or otherwise, may be used for activities such as "breakout sessions", catering, greeting tables, gift tables etc. All activities and event items must be kept in the space you have rented.
- Motor vehicle and bicycle use is prohibited anywhere other than parking lot, unless special permission is given by staff ahead of time.

- Music or other audio amplification is allowed, but must not disturb other park users, according to the discretion of nature center staff. **Live bands and DJs are not permitted.**
- Amusement or entertainment structures such as bounce houses are prohibited.
- Propane heaters, grills, portable fire rings, tiki torches or anything which creates an open flame is prohibited in the amphitheater and prohibited within 15 feet of the Pavilion Activity Center per state and local fire code. Renter may request approval for use of small candles used during ceremonies.
- Tents or other structures with stakes, tarps, or that attach to the building are prohibited. Free standing canopy tents are permitted with staff approval.
- No landscaping or plant life may be changed or damaged.
- Fridley rental spaces may not be used for paid events unaffiliated with the City of Fridley.
- All outside vendors or entertainers must be approved ahead of time by nature center staff.

4. Facility Decorating Rules and 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 indoors. LED and battery-operated candles may be used. [Birthday cake candles are permitted so long as they supervised the entire time they are lit, are 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 SECURELY 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.
- Amphitheater decoration and set up must be approved by nature center staff ahead of time. Ceremony chairs may be rented through an outside vendor.

5. 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.

- Rental party must wipe down all counters, tables and chairs at the end of the rental period with warm soapy water (a cleaning cloth, soap and bucket will be provided).

No equipment or supplies may be left beyond the end time of the event.

6. 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 is encouraged. Individual single use water bottles are not recommended.

7. 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/or interpretive classroom(s) during your specified rental period.
- Please have caterers drop food off at rental site, not at Springbrook's front desk.
- Caterers may NOT drive on 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 and approved by Springbrook Nature Center before your event.
- Cotton candy makers are not allowed.
- **No alcohol allowed.**

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

- **All alcoholic beverages are prohibited.**
- Cotton candy makers are not allowed.
- The pavilion's concession's room is available for use during a pavilion rental. The room contains: a small refrigerator, a microwave, running water, electricity, and counter space.
- Catering kitchen is available for use by groups renting the Woodland classroom. **There is no stove or oven available for cooking.** A microwave, coffee maker, and food warmer are available. Please let us know ahead of time if you wish to use these appliances.
- Access to electrical outlets is included in the catering kitchen.
- A refrigerator and freezer are available for use. Space may be limited.
- Set up in the rental room(s) can only be completed during your rental hours. Use of the hallway or exhibit area is prohibited during business hours.
- You are required to use the exterior door to access the catering kitchen. You must use the pathway from the curb to the exterior catering door to cart food and supplies to and

from the building. You may not drive up to the exterior door of the catering kitchen. Two carts are available for your use.

- You are responsible for your own linens, serving items and all tableware items.
- Use of "Zero Waste" guidelines as described in section 6 are highly recommended.

8. Event Parking

There are 120 parking spots in the nature center parking lot, with 5 accessible parking spots. *Please be aware that not all parking spots may 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.

9. Cancellation Policy

- More than 30 days prior to rental date: 100% refund
- 14-30 days prior to rental date: 50% refund
- Less than 14 days prior to rental date: no refund
- No refunds are given due to weather conditions unless the park or facility is officially closed due to severe weather conditions.

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