



Facility Usage Guidelines & Agreement

Nature At The Confluence facilities may be rented by organized civic, community, school, church, and social groups from the greater Beloit and South Beloit area. The facility is not intended for use for large events such as weddings, receptions, birthdays, family reunions, political campaigns, etc. We reserve the right to decline rental to any group/organization. Reciprocal arrangements may be made with organizations for usage and rental of this space upon discretion of Nature At The Confluence staff. All proceeds from rentals goes directly to our mission of environmental education and conservation.

Rental for the Indoor Learning Center

- _____ \$100 for two hours
- _____ \$25 for each additional hour
- _____ \$200 for full day rental (7:00am-11:00pm)

Rental for the Outdoor Learning Pavilion and Indoor Bathrooms

- _____ Half day (4 hours) - \$75
- _____ Full Day (8 hours) \$125

Rental for the Indoor Learning Center and Outdoor Learning Pavilion

- _____ Half day (4 hours) - \$150
- _____ Full Day (8 hours) \$300

How many people anticipated for event: _____

How many 6ft folding tables do you need? _____

- The facility usage agreement must be completed and approved at least 7 days prior to the event.
- A deposit of \$100 will be required for any damages to, or required cleanup of the facility following the event. The deposit will be refunded within 14 days after the key and checklist are returned if no charges need to be made.
- The exact date(s) and time listed on the Facilities Agreement must be followed unless permission has been granted otherwise. Usage is restricted to the hours of 7:00 AM to 11:00 PM.
- The occupancy capacity of the Indoor Learning Center is limited to 75 individuals. Tables are available to accommodate 64 people, but many of them are in the storage shed and will need to be arranged ahead of time.
- Additional chairs for outside use can be rented. Tables and chairs from the main building may not be removed from the building to the outside.
- The Outdoor Learning Center does not have a capacity limit. There are picnic tables for use, but they must not be moved.
- Electrical outlets are available both inside and outside of the facility.
- The TV monitor is available for your use. An HDMI cord is provided for your convenience, and it is the only way that you can connect with the TV. WiFi is available.
- The user will have access to the agreed upon areas of the property, restrooms, parking lot, and the property's grounds. The grounds are always open to the public and cannot be restricted for personal use during your rental period. The main office cannot be used. Please be courteous of areas that are still under development such as the prairie re-creation, etc. Use of the fireplace is by special request only and this must be requested and approved prior to the date of use. No other fires are allowed.

- All trash must be removed to the outside dumpsters following the event. New trash bags installed.
- All areas will be cleaned and returned to their original condition, including bathrooms. Inside floors will be swept. Tables and chairs returned to their original position. Tables must be wiped down. A vacuum, broom, dustpan, mop, and cloth are provided for cleanup and are stored in the women's bathroom.
- Nothing may be affixed to any of the walls inside or outside. Decorations are permitted in areas that will not cause damage to a building or to the grounds. Helium balloons cannot be used inside the learning center. Helium balloon "releases" are not permitted on the property. **Use of confetti, rice or any similar items that may be thrown may not be used indoors or outdoors.**
- A key will be made available before your event, but you only have access during your agreed upon rental time. You are responsible for unlocking/locking the building. Please check all outside doors to ensure they are securely locked when you depart, even if you think your guests did not use them. Key and Rental Checklist must be returned within 3 days of use.
- No alcohol may be consumed on the premises for private events or meetings.
- All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. We will not be held responsible for any items left at the facility by the renter.
- Outdoor amplified music is not permitted.
- Smoking is not allowed on our property, inside or outside.
- Weapons, firearms, fireworks and explosives are not allowed on the property.
- Fires are not allowed in the fireplace unless under special arrangement (additional fee applies) Fires are not allowed in any other area of the property, but you may bring in your own gas grill (charcoal grills are not permitted).
- All laws and ordinances of the City of South Beloit must be followed.
- The users will assume all liability and may not hold Nature At The Confluence, the City of South Beloit, nor their employees responsible for accidents or injuries.

Additional Items Available for Rental

- _____ Firepit and firewood (\$15)
- _____ Bluetooth Amplifier with Microphone - \$15
- _____ Refrigerator in Storage Shed - \$15

Nature at the Confluence Facility Usage Agreement

Date of Reservation: _____ Time: _____ to _____

Organization: _____

Responsible Party: _____

Phone : _____ Address: _____

City: _____ ZIP: _____

Email: _____

I understand the usage guidelines of Nature at the Confluence. I have reviewed the cleanup checklist. I understand that deductions will be made from my security/cleanup deposit in the event of damages and/or failure to properly clean the NATC facilities and grounds prior to departure. The space rented is expected to be left in as good, if not better, condition than when the renter first arrives.

Waiver:

I, the renter, agree to release, waive, discharge and indemnify Nature At The Confluence, its agents, affiliates, offices, directors, trustees, and employees, from any and all demands, losses, damages, expenses and costs based upon or arising out of any bodily injury or property damage, including but not limited to permanent disability and even death or allegations to the furthest extent allowed under Illinois Laws. Further, I agree to indemnify Eco Justice Center from any and all third party claims or allegations based upon or arising out of the my/my guests' actions or inactions to the furthest extent allowed under Illinois Laws.

The conduct of all event participants while on the Nature At The Confluence property will be my responsibility. Failure by an individual or group to follow all applicable laws, rules, and regulations will be cause for eviction. Nature At The Confluence retains the right to evict objectionable persons from the premises. If the facility is unavailable because of unforeseen causes beyond the control of Nature At The Confluence, my deposit and any other payments will be returned and I will waive all rights to any claims against Nature At The Confluence. Nature At The Confluence will have no obligation to provide alternative facilities.

I will be liable to the Nature At The Confluence for reasonable attorney's fees incurred by the Nature At The Confluence in connection with the collection, or attempt to collect, any payments due under this agreement or any damages arising from an act of omission of myself or my guests.

I agree that not only have I read the Waiver/Indemnify Agreement but that I fully understand each section and that I do not have any questions about the language or intent of this Agreement.

Signature of Applicant _____

Printed Name : _____

Date : _____

For Confluence Staff

Date Application Received: _____

Application Received by : _____

Amount Received: _____ Cash or Check (circle)

_____ Deposit Received _____ Cash or Check (circle)

Date Key and Checklist was

received _____ Date Deposit was

mailed: _____ **Document Version:** January 2024