



Facility Use Request Form

Contact Information

Name of Household / Organization: _____

Contact Name: _____

Contact Address: _____

Contact Email: _____

Contact Phone: _____ Contact Cell: _____

Event Information (See pricing on page 2)

Date Requested: _____ Time Requested: _____

Facility Type Requested (see options below): _____ Interpretive Center _____ Classroom

of People Attending: _____ Number of Tables: _____ Number of Chairs: _____

Describe Event (activities planned, supplies bringing, other organizations involved, etc.):

Add-On Rental, Please check all that apply. (See pricing on page 3)

_____ Amphitheater _____ Trail Rental, specify _____

_____ Naturalist Program, specify _____

Time requested on your event date: _____

Equipment Rental Requested (see pricing on page 3)

Equipment subject to availability and use guidelines. Must return equipment in condition it was rented.

Fees may be applied for damaged or lost equipment.

Aluminum Snowshoes #Small _____ # Medium _____ # Large _____

Child-sized Snowshoes (plastic) # _____ GPS Unit # _____

Compasses # _____ Magnifying Glasses # _____ Pond Dipping Nets # _____ Prairie Nets # _____



Interpretive Center Rental (Accommodates up to 100 people)

Available for rent 8:00 am - 8:00 pm. Rentals must conclude by 8:00 pm.

Rental includes the following,

- Tables and chairs, setting up and arranging tables and chairs (indoor only).
- Exclusive access to the interpretive center, bathrooms and classroom.
- Food and beverages can be brought into your rental space. Caterers are welcome.
- Picnic tables are available for seating outside.

Rates:

Monday - Friday	Half day (4 Hours) \$350, Member Rate \$250 Full day (up to 6 hours) \$550, Member Rate \$450
Saturday & Sunday	Half day (4 Hours) \$450, Member Rate \$350 Full day (up to 6 hours) \$650, Member Rate \$550

Additional hourly rate \$70 per hour (applies to full day rental only)

Classroom Rental (Accommodates up to 25 people)

Available for rent 8:00 am - 8:00 pm. Rentals must conclude by 8:00 pm. 2 Hour minimum.

Rental includes the following,

- Tables and chairs, setting up and arranging tables and chairs (indoor only).
- Exclusive use of the classroom for privacy
- Food and beverages can be brought into your rental space. Caterers are welcome.
- Picnic tables are available for seating outside.
- Note that the main interpretive center and bathrooms will be shared with the public

Rates:

Monday - Friday	Hourly rate \$50, Member Rate \$30
Saturday & Sunday	Hourly rate \$75, Member Rate \$55



Rental Add-Ons

Amphitheater (Accommodates up to 50 people)

Available for rent 8:00 am - 8:00 pm. Rentals must conclude by 8:00 pm. Concurrent with IC or classroom rental.

Rental includes the following,

- Exclusive use of the amphitheater with firepit for private events
- Food and non-alcoholic beverages can be brought into your rental space. Caterers are welcome.
- Picnic tables are available for seating outside. You can bring your own blankets & lawn chairs
- **Note that wood for bonfires will be provided by RBNC. Do Not Bring in outside wood to prevent the spread of plant pests and diseases.**

Rates:

Flat rate \$150, Member Rate \$100

Naturalist Program (Accommodates up to 15 people)

One of the best parts of holding an event at River Bend is access to our professional naturalist staff. Add a fun and educational program to your event. Programs include guided hikes, live animal presentations and snowshoeing, archery, geocaching or orienteering programs. 1 hour minimum.

Rates:

Monday - Friday Hourly rate \$100, Member Rate \$50

Saturday & Sunday Hourly rate \$125, Member Rate \$65

Dedicated Trail and Natural Space Use

One of the best parts of holding an event at River Bend is access to the outdoors. Have something special in mind and want space to explore the outdoors with your event? Trail and certain natural amenities can be reserved as part of your rental for an additional fee subject to approval.

Equipment Rental

Equipment subject to availability and use guidelines. Must return equipment in condition it was rented.

Fees may be applied for damaged or lost equipment.

Rates:

Aluminum Snowshoes with/without hiking poles \$20 per pair, Members \$15 per pair

Child-sized Snowshoes (plastic) \$8 per pair, Members \$5 per pair \$10 per GPS unit

\$2 per Compass \$2 Magnifying Glass \$5 per Pond Dipping Net \$5 per Prairie Net



Facilities Use Request Waiver

Outside organizations are allowed to use River Bend facilities provided they adhere to the below policies, and their use does not interfere with general public access to River Bend or conflict with ongoing River Bend programs.

Facility Use Policies:

1. Rowdy, abusive, or dangerous behavior is prohibited, including disturbing the peace and tranquility of River Bend such as playing loud or amplified music or sound.
2. Creating hazardous conditions for guests or River Bend’s general guests is prohibited.
3. Pets must remain on leash at all times and are prohibited in buildings.
4. Motor vehicles must remain on Rustad Road or parking lots at all times.
5. Alcohol, smoking, or illicit drugs are prohibited.
6. No animal, plant, or artifact is to be released in RBNC or taken from RBNC.
7. Only participants in the event are allowed in the facility.
8. Use or display of explosives, fireworks, weapons, or weapon-like items is prohibited.
9. Intentionally representing River Bend to general guests is prohibited.
10. Disseminating literature or information to general guests is prohibited.
11. Intentionally breaking any laws or regulations is prohibited.
12. River Bend must be notified if any property is damaged or lost during the event.

Failure to follow the above policies will result in immediate removal from the premises without refund and/or forfeiting the organization’s right to make future reservations at River Bend.

We reserve the right to refuse a reservation request based on schedule, availability of staff, or conflicting interest with River Bend’s mission, beliefs, and attitudes, or prior conduct and other potential conflicts.

I have read and understand the above terms and conditions. By my signature below, on behalf of myself, my heirs, next of kin, successors in interest, assigns, personal representatives, and agents, I hereby:

1. Waive any claim or cause of action against and release from liability River Bend Nature Center, its officers, directors, employees, and agents for any liability for injuries to persons or property resulting from participation in this event;
2. Agree to indemnify and hold harmless River Bend Nature Center, its officers, directors, employees, and agents for any claims, causes of action, or liability to any other persons arising from participation in this event;
3. Assume full responsibility for and risk of bodily injury, death, or property damage which the participants may suffer or experience due to negligence or intentional act of any person while participating in this event; and release, waive, discharge and covenant not to sue RBNC on account of any claim which is caused or alleged to be caused by RBNC, its officers, directors, employees, or agents related to this event;
4. Authorize the use of participant’s photograph in all forms and media and in all manners, including composite or other representations, for any lawful purposes, and waive any right to approve the finished product; and
5. Acknowledge that I am signing below for myself as a representative for my party, organization, group, or class.

I have read this release and waiver of liability, assumption of the risk, and indemnity agreement and fully understand its terms, understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without any inducement, assurance, or guarantee being made to me and intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature: _____

Date: _____



RESPONSIBILITIES

The applicant/organization is solely responsible for any damages, accidents, or injuries to persons or property resulting from the use of the River Bend Nature Center Facility. Any applicant obtaining a permit shall be responsible for the control and supervision of attendees during the use of the Facility, preserve, grounds and parking area. Behavior of and noise from participants must be controlled, and if River Bend Nature Center staff consider behavior by participants out of control your program will be canceled, officers may be called to bring order and eviction and deposit and all fees will be forfeited. Applicants shall be responsible for any damage to the existing facilities, improvements, furniture or fixtures.

SECURITY: The need for security at any event will be evaluated on an individual basis. If alcohol is involved the applicant/organization must follow RBNC's alcohol policy. The renting party will arrange and pay for any security needed and provide proof of service purchased. Additional charges may apply and will be spelled out on the reservation form.

- The renting party is responsible for monitoring age appropriate drinking

LIABILITY INSURANCE: Proof of liability insurance is required for special events at the River Bend Nature Center. Any business or private party temporarily using or renting this facility shall indemnify/hold harmless River Bend Nature Center and maintain liability insurance coverage.

- A Certificate of Insurance naming River Bend Nature Center as an additional insured is required at least 2 weeks prior to your event, or your event will be canceled and forfeiture of your security deposit and rental fees will occur. Insurance coverage shall be maintained during the entire event and clean up.
- River Bend staff will work with you at the time of reservation to discuss insurance requirements.

Any violation of these provisions can result in a denial of further permits and requirements of financial reimbursement for the repair or replacement of the damages or loss upon demand.

HOW TO MAKE A RESERVATION



1. Call or visit to see if the date you want for your event is available.
2. After confirming availability, please complete the above form (River Bend Nature Center Facility Use Request Form & Waiver) and deposit of 50% the rental fee within 5 days.
 - If not received within 5 days the date will be released for other events, unless other arrangements have been made with River Bend staff.

By Mail: Send a completed River Bend Nature Center Facility Use Request Form & Waiver and a check (made out to River Bend Nature Center) for the appropriate fees to:

River Bend Nature Center
Attn: Associate Director of Administration
P.O. Box 186
Faribault, MN 55021

By Phone: To secure your reservation with a credit card, call (507) 332-7151.
You must also submit a completed copy of the Facility Use Request Form & Waiver by email to rbncinfo@rbnc.org or by mail.

In Person: Visit River Bend Nature Center Monday -Friday from 8:00 am-4:30 pm or 1st or 3rd Saturday 10:00 am-2:00 pm to turn in your Facility Use Request Form & Waiver and deposit.
The Nature Center is located at:

1000 Rustad Road
Faribault, MN 55021

1. Payment of a rental deposit is required within 5 days when the Facility Use Request Form & Waiver is turned in. This deposit will be 50% of your rental fee and will secure your date and bind you to the rental policies. The deposit will be deducted from the total amount due.
2. The final payment and remaining balance is due the day before your reservation.
3. A Facility Use Request Form & Waiver must be filled out to confirm your reservation. The form must be signed by an adult 21 years of age, accepting all responsibility as an individual or as a representative for a group.
4. All facilities must be left as they were found. Damage to the facility or trails will be the financial responsibility of the renting party.
5. Proof of insurance is due two weeks (14 days) prior to the rental date, when applicable.

Use Agreements not fully paid according to this schedule shall be considered void and the date and time of the scheduled activity shall be removed from the River Bend Nature Center Facility's rental schedule. The applicant's deposits and fees shall be forfeited according to the cancellation



schedule below. Client is responsible for keeping the payment schedule, unless other arrangements have been made with River Bend Nature Center's Executive Director and/or Associate Director of Administration.

FACILITY CANCELLATION FEES

- If event is canceled more than 90 days prior to the event 50% of the deposit will be refunded
- 31 to 90 days before the event: 25% refund of the deposit
- 14 to 30 days before the event: no refund of the deposit
- 0 to 13 days before the event: the full agreed upon amount shall be paid in full with no refunds

Cancellation fees pertain to both cancellation by the rental group and cancellation by the River Bend Nature Center due to the rental party's failure to fulfill the signed User Agreement.

FACILITY USE AGREEMENT POLICIES

1. The Board of Directors or staff of River Bend Nature Center, for just cause, reserves the right to disapprove any agreement or revoke any approved agreement, based on additional information that will substantially affect the risk or circumstances of a rental.
2. A Use Agreement to use the River Bend Nature Center Facility will be issued provided:
 - Issuance will not obstruct or interfere substantially with the public at large
 - The date and time requested have not previously been allocated by permit or assigned to another function. All applications will be processed on a first come, first served basis.
 - Staff is available to assist with your event. Open parties/pay at the door events are not allowed at the River Bend Nature Center.
 - A Special Use Permit may also be required if your event is something other than a meeting (i.e. corporate benefit or fundraiser, fun run etc.).
 - Allow at least six weeks lead time to process all permit requests.
 - River Bend Nature Center reserves the right to make special requirements of permittee for necessary protection of the facility and participants.

RENTAL POLICIES AND PROCEDURES



1. Requested hours for use, as stated on the Facility Use Request Form & Waiver, must include your set-up and decoration time and clean-up time.
2. If the nature or length of the event changes, or if the number of participants increases, River Bend Nature Center staff must be notified in advance. Additional fees may be charged (if security staff is necessary or if the event lasts longer than originally planned). If the event takes less time than planned and paid for, we are not able to give a refund.
3. All decorations must be non-flammable (paper napkins and tablecloths exceptions). No candles are allowed in the facility for use as table or any other decorations. River Bend Nature Center reserves the right to request the permittee to remove any decorations that are considered offensive.
4. No staples, nails or screws may be used. No duct tape, double-stick tape or any tape that is difficult to remove or leaves an adhesive mark or takes paint off.
5. No small glitter, confetti, rice, or releasing of balloons is allowed.
6. No amplified music may be played outside. No amplified music should be played inside the Facility that is so loud that it can be heard outside the Facility.
7. Storage facilities are not available for applicant's use.
8. Smoking is not allowed in the River Bend Nature Center facilities.
9. Heating, air conditioning, lighting or any other electrical or mechanical units at the facility will be *controlled by River Bend Nature Center staff*.
10. If smoking, loud noise, more attendees than are included in the agreement or any other violation of these policies continues after one warning by River Bend Nature Center representative, the offender will be evicted immediately, this event User Agreement at that point becomes null and void.
11. In emergencies or other special situations not specifically covered by these rules and guidelines, the interpretation and judgment of the River Bend Nature Center staff on duty shall prevail.

CLEAN-UP REQUIREMENTS



Listed below are the requirements for each rental group.

- Remove all decorations from the facility immediately following the event.
- Please put all garbage and recycling in appropriate containers provided.
- Wipe off all tables, chairs, counters, sink, stove, oven, refrigerator, or any other equipment used during your event. Any spillage should be wiped or mopped up. Sweep and/or mop all floors soiled by the event's activities.
- Remove all personal equipment and articles from the facility.
- Pick up and dispose of all trash in the parking lot or grounds left by your group.

Cleaning and damage expenses will be added to the bill for the following:

- Damage to facility, facility furnishings, or equipment.
- Staff time needed to clean up any special problems left from your event – i.e. cleaning walls or washing windows, party disturbances, etc.
- Repair or replacement of landscape features, damage to trails, signs or features on the nature center grounds.

As the responsible party, I agree to follow and uphold any and all items laid out in the above River Bend Nature Center Facility Use Request Form & Waiver. I understand that at any time these policies are not followed, River Bend Nature Center has the right to refuse the event and keep any funds that have been deposited, at River Bend Nature Center's discretion.

Printed Name: _____

Signature: _____

Date: _____