

Ney Nature Center Building Use Application
Please Review Rental Use Conditions Before Submitting

P.O. Box 93 Henderson, MN 56044

(507) 248-3474

neynaturecenter@frontiernet.net or www.neycenter.org

Date and Time of Use: _____ Estimated Group Size: _____
(Please confirm date/time with Director before submitting form.)

Name: _____ e-mail address: _____

Organization: _____

Address: _____

Phone Number: _____ Are you a Ney Nature Center Member? * Yes No

Purpose or type of activity: _____

The Ney Center has available for use the following: If you are interested in using these resources, please check the box.

Tables (12)	<input type="checkbox"/>	Audio-visual (additional deposit required)	<input type="checkbox"/>
Chairs (100)	<input type="checkbox"/>	Picnic Tables (6)	<input type="checkbox"/>
Coffee pots	<input type="checkbox"/>	Firewood (additional fee)	<input type="checkbox"/>
Projector Screen	<input type="checkbox"/>	Campfire ring (firewood collection not allowed)	<input type="checkbox"/>
White Board and Markers	<input type="checkbox"/>	Ski Chalet	<input type="checkbox"/>
Full-sized Refrigerator	<input type="checkbox"/>	Wagon (additional charge/check for availability)	<input type="checkbox"/>
Microwave and Sink	<input type="checkbox"/>	Wireless Internet	<input type="checkbox"/>

To open the building at the time of use, a key box is located to the left of the entry way. Your code will be the last four digits of the phone number you listed above. Enter this code and the box opens with a key inside. Return the key to the box at the end of your rental, using the same code. Code: _____

Liability and Supervision Statement:

The purpose of this statement is to determine liability in the event of damage to buildings and/or bodily injury that occurs as a result of the applicant or applicant's organization using the facility. Any individual or group who is authorized to use the facilities may be judged responsible for liabilities resulting from bodily injuries or building damages that occur during the time the facility is authorized for use by the applicant. By signing below, you are indicating that you have read and understand this liability and that you agree to pay rental fees and follow conditions of use as outlined in the NEEF Building Use Policies. Also, by signing below, the applicant takes responsibility for supervising the actions of their group while they occupy the building and grounds.

Applicant Signature

Date

For Office Use: Building Rental Fee \$ _____ Equipment/Firewood Fee \$ _____
Damage Deposit \$ _____ Other Fees \$ _____ Total Due \$ _____ Amt Received
\$ _____ (Date) Damage Deposit Returned \$ _____ (Date)

* Become a member at the \$25 Household level to receive member discount on day camp fees, for more information on membership visit <www.neycenter.org> or contact Becky 507-248-3474/neynaturecenter@frontiernet.net

Ney Nature Center Building Use Conditions

List of Conditions

- The users of the facilities will be expected to clean up after themselves and to secure the facilities.
- A checklist will be provided with the key.
- Food, with the exception of beverages, may not be prepared at the Ney Center; however, food that has been prepared elsewhere may be served on-site.
- The use of alcohol or tobacco is not permitted on the premises.
- Firearms are not permitted on the premises.
- Open fires are permitted only in the fire ring that is located in front of the Education Building.
- Firewood will be provided for an additional fee. Collecting firewood is not permitted.
- Users of the facilities are responsible for reimbursing the Ney Nature Center for damaged or lost property and unreturned key.
- Anyone who fails to abide by the established rules, or causes damage to property, will be prohibited from future use of the facilities.

Cost of Education Building Use

- Education, conservation, civic, governmental, non-profit and youth organizations will be charged \$10.00 for full or half day.
- Building use for all other reasons will be charged \$40.00 for a half day and \$80.00 for a full day, which includes evening use until 10:00pm.
- A half day is 4 hours or less.
- Large events, tents, and overnights will be handled on a case-by-case basis at the discretion of the NEEF Board of Directors.
- Wagon is a tractor-pulled wagon that holds up to 25 people. It can be rented for a fee of \$.

Reservations

- Reservations for building use can be made by calling the Ney Center's Office at (507) 248-3474, ideally one week in advance.
- A Damage Deposit of \$50.00 for building use is required at time of key pick-up. Deposit will be returned with the return of building key and approval of building and grounds condition.
- Building rental fee must be paid at time of reservation (payable to the Ney Center) to help cover utility/cleaning costs. User shall pick up and return keys to the Ney Nature Center Office.
- Large events (more than 100 people) need to be scheduled Three (3) months in advance to allow for NEEF Board of Directors approval.
- Building is secured by an alarm system during non-park hours.