

## **Room Rental Fee Schedule Hurstville Interpretive Center**

### **I. Room Rental Options**

The Hurstville Interpretive Center (HIC) has one room that may be rented for a variety of uses.

- A. Community Room with kitchen (Approx. 75 people with tables and chairs)
- B. Community Room without kitchen (Approx. 100 people, chairs only)

**All reservations need to be made 30 days in advance.**

### **II. Rental Fees**

These fees will be assessed for use of the HIC's community room. An additional fee may be charged if programs by the HIC staff are requested and require special equipment or materials. Fees may be waived for any event co-sponsored with the JCCB.

**A. First priority Conservation or Educational groups** may use the community room for board or general membership meetings at no charge. A damage deposit may be required if food or drink is served (See E). For special events or fund-raisers held by these groups, the same fees as those for second priority groups shall apply. Groups defined under III C, D, E – First Priority Uses (See Use Policy and Procedures) may be charged for use of the building after office hours.

**B. Teacher or Educational Workshops** held at the HIC and co-sponsored by the JCCB may use the meeting rooms at no charge. Workshops not co-sponsored by the JCCB may be charged:  
\$25 flat fee during business hours  
\$50 flat fee after business hours (minimum 2 hours)

#### **C. Overnight use of the facility**

1. **Overnight use is restricted to first priority school groups and youth groups** that desire to study natural environments and animals at night. Liability waivers must be signed and returned for overnight users.
2. These groups must designate an adult leader who will be present at all times. This leader must have been trained on the emergency procedures of the HIC.
3. An adult to child ratio of one (1) adult to every five (5) children (1:5) is required.
4. Use of the HIC is restricted to the basement multipurpose room, kitchen, foyer, restrooms, and trails, unless otherwise noted.
5. All other rules and regulations of the HIC and the JCCB apply.

#### **D. Second Priority Groups**

Second Priority Groups may have one free use of the HIC per year if the group is having a conservation related program presented by a HIC staff member. Any other second priority group will be charged for a minimum of two (2) hours based on the fee schedule. Use of other areas of the center may be granted by special permission by the director. Groups requesting reservations for any room need to be aware that during school field trip seasons a school group may be scheduled at the same time at the facility. The rates for these groups are as follows:

Summer hours (April – October)	<u>Mon-Fir (9-4)</u>	<u>Mon-Fri (4-10)</u>	<u>Sat &amp; Sun (Noon-5)</u>
Winter hours (November – December)	<u>Mon-Fri (9-4)</u>	<u>Mon-Fri (4-10)</u>	<u>Sat &amp; Sun (Noon -4)</u>
(January – March)			<u>Sat &amp; Sun (Closed)</u>

1. Community Room w /kitchen	\$75 flat fee	\$100 flat fee	\$75 flat fee
2. Community Room w/o kitchen	\$50 flat fee	\$75 flat fee	\$50 flat fee
		+ \$25/hr over regular operating hours	

**E. Deposits**

Community Room \$100 flat fee

Overnight youth and school groups \$100 if kitchen is used.

Staff may charge deposits for First Priority users if they deem it necessary. Damage deposits are assessed to partially cover damage or loss of items. Cleanup and set-up shall be the responsibility of the reserving organization. Rental time includes set-up and clean up. No tape or tacks may be used in the community room. The deposit is to be returned if room is found in satisfactory condition. If not found satisfactory, a portion of the deposit may be kept to assist with maintenance schedule. Penalties from this deposit will be assessed according to the following guidelines:

**F. Cleaning fees**

1. Cleanup taking up to ½ hour – subtract 50% of deposit  
Cleanup taking up to ½ to 1 hour – subtract 100% of deposit
2. The deposit is not to be construed as a limit of liability for damage to county property. The Conservation Board may take any legal action necessary to recover additional damage.
3. Damage to the exhibits, displays, and/or mounted animals will be assessed according to the replacement cost.
4. Missing or other broken items will be charged at their replacement value.

**G. Kitchen Use**

Groups using the kitchen may use all appliances and dishes, provided that, following the meeting the kitchen is thoroughly cleaned and dishes washed, dried, and put away. Cleanup is also required of other rooms that are used. Groups using the kitchen must provide their own dishrags, towels, paper towels and soap. No food brought by the renter is to be left in the refrigerator, cupboards or elsewhere.

**III. Payment**

- A. Payment of the reservation fee is due within seven (7) days of your verbal reservation. If payment is not received within seven (7) days, your request for reservation will be voided and the date made available to others.
- B. A reservation form must be completed and signed by the person responsible for the room rental.
- C. Two checks must be submitted (one for deposit and one for rental fee).
- D. Reservations cancelled less than one (1) week prior to the event may not be refunded.

**IV. Disclaimer**

The Jackson County Conservation Board intends to comply with the Americans with Disabilities Act and all other local, state and federal laws pertaining to equal treatment. If anyone believes he or she has been subjected to discrimination on the basis of race, creed, color, sex, national origin, religion, disability or age, they may file a complaint alleging discrimination with either: the Jackson County Conservation Board or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240.

All groups using the Hurstville Interpretive Center shall adhere to the policies and regulations written in the HIC Policy Guide and/or the Jackson County Conservation Rules and Regulations. Groups failing to do so will forfeit their rights for future use of the facility.

Please refer to JCCB Room Rental and Program Fees on the attached pages.

Approved by Jackson County Conservation Board 2-8-11.

Rick Small  
Rick Small, Chairperson

For 4

Eric Strathman  
Eric Strathman, Vice Chair

Against 0

Anne Hawks, Secretary

Absent 1

Jerry Millwright  
Jerry Millwright, Member

Steve Flynn  
Steve Flynn, Member