

## **LESLIE SCIENCE & NATURE CENTER (LSNC) RENTAL APPLICATION**

Leslie Science & Nature Center's facilities and meeting areas are designed primarily to meet the needs of the organization. Limited use by third-party organizations is permitted.

This policy outlines the rules and regulations under which Leslie Science & Nature Center shall make its facilities and equipment available for use by third parties. Any questions about this policy should be referred to LSNC's Office Manager.

It is the policy of Leslie Science & Nature Center to permit responsible individuals or organizations to use our facilities.

All groups renting LSNC's facilities are required to designate an individual, 21 years of age or older who will be responsible for the conduct of the group. This designated group leader must meet with a representative of Leslie Science & Nature Center prior to the scheduled use of the facility to review this agreement, rules and regulations and be oriented regarding each facility and/or equipment to be used.

Leslie Science & Nature Center requires a minimum ratio of adult supervisors as follows:

- 1 adult to 8 children, age 48 months to 60 months, no more than 16 per group.
- 1 adult to 12 children, age 60 months to 72 months, no more than 24 per group.
- 1 adult to 12 children, age 72 months to 108 months, no more than 24 per group.
- 1 adult to 15 children, age 108 months to 144 months, no more than 24 per group.
- 1 adult to 15 children, age 12 to 15 years of age, no more than 25 per group.
- 1 adult to 20 youth, age 15 to 20 years of age, no more than 30 per group.

This ratio may be achieved by the use of additional qualified volunteers of the group. The adults provided by the group are responsible for supervising all children within the group during the event at all times including when they are in the rest rooms, and throughout the rest of the facility and grounds.

### **Facility Use Guidelines**

The following rules apply with respect to the use of our facilities:

- A completed application must be submitted to the Office Manager.
- The application requests information about the nature of the group and event, the name and contact information of the responsible party, and the dates, times and space required for the function.
- Community organizations may apply to use LSNC's facilities for a fee, subject to availability. Proposed uses of our facilities that are deemed to be in conflict with the mission and purposes of Leslie Science & Nature Center will be declined.
- Applicants are responsible for the decorum of invitees, including spectators.
- Applicants must be present throughout the time the facilities are being used.
- No smoking is permitted in any of LSNC's buildings or grounds.
- Alcoholic beverages (beer and wine only) are permitted in LSNC's buildings but not outside of the buildings. We must be notified of your intent to have alcoholic beverages prior to the scheduled use of the facility.
- The applicant will adhere to the rental times in the application. LSNC Staff will not be present or available to open the building before the start time of the rental. Guests who are not helping to clean up will leave no later than the rental end time. The applicant and any guests who wish to help may stay 30 minutes beyond the rental end time to clean. The applicant must contact the LSNC staff person responsible for their event at the completion of the event. The staff person will tour the premises with the applicant prior to their departure. *Any additional time beyond the stated rental and clean up time will be charged according to the hourly rate.*
- All cancellations must be in writing in person, via mail or via email to [info@lesliesnc.org](mailto:info@lesliesnc.org).

Refunds will be issued by check and may take up to 4 weeks for processing.

<b>**All refunds are subject to an administrative fee, deducted from the total allowable refund**</b>		
<b>Time of Request</b>	<b>**Refund/Credit**</b>	<b>Administrative Fee</b>
46+ days prior to camp session, rental or program	100% of program fee	10% of original registration or rental fee
30-45 days prior to camp session, rental or program	50% of program fee	
15-29 days prior to camp session, rental or program	25% of program fee	
14 days or fewer prior to 14 days or fewer prior to camp session, rental or program	No refund or credit available*	

### **General Rules Regarding Facility Use**

The following rules regarding general use apply to all groups permitted to use or rent LSNC's facilities.

- A fee is customary for all individuals and organizations using LSNC's facilities to defray actual expenses of heating, lighting and the time required by staff to assist with facility use.
- Equipment and furnishings of Leslie Science & Nature Center shall not be removed, except as approved in advance.
- No open flame including gas or charcoal grills.
- No bounce houses, party tents, trampolines, or large lawn games.
- Applicants renting LSNC's facilities are expected to clean up after themselves and leave the space as they found it. We ask that you turn off lights, empty trash/recycling receptacles, put away chairs/tables, clean the kitchen area including used dishes, as appropriate. All doors and windows must be closed and locked. **The security deposit and/or additional fees will be used in the event of excessive cleaning or repairs to the building or furniture are needed at the end of the rental.**
- No tacks, nails, tape or other material that will deface LSNC's property shall be used. Decorations used during an event must be removed immediately following the event.
- Applicant may not play amplified music at any time
- When minors will be present for events the rental group must provide a written plan addressing how children will be supervised. Depending on the information provided and circumstances, additional information may be required by LSNC.

The following uses are not permitted:

- Sale of admission, alcohol, goods or services;
- Advertising, promotion or solicitation unless approved in advance as part of the rental agreement;
- Activities that disrupt the business of LSNC.

The safety and well being of participants in an event are the responsibility of the event applicant/renter.

## **Insurance Coverage**

The renting organization shall procure and maintain insurance for claims alleging injuries or losses to persons or property that arise in connection with the activity for which the rental has been sought. The coverage must be endorsed to protect Leslie Science & Nature Center, its agents, officers, representatives, employees. A certificate of insurance, evidencing coverage with minimum limits of \$1 Million per claim for general liability must be provided to the business office no later than one week prior to the date of the rental. The coverage must be for the entire duration of the rental day.

Sponsorship of an event must be clear in any publicity for events held at LSNC's facilities. Events not endorsed by Leslie Science & Nature Center may not appear to have the organization's sponsorship or endorsement. Questions about the appropriateness of references to Leslie Science & Nature Center should be directed to the Office Manager.

Leslie Science & Nature Center reserves the right to grant, at its sole discretion, free use of any portion of its facilities to any educational, charitable or governmental agency. The Board of Leslie Science & Nature Center reserves the right to change this policy at any time.

Leslie Science & Nature Center reserves the right to restrict the privileges of anyone who violates these policies.

## Facility and/or Fire Pit Application

---

Please fill in and review the information below as well as Rules and Regulations and sign. Deliver this application to the LSNC Office Manager and upon receipt the Office Manager will contact you to schedule a time to meet at LSNC. During that face to face meeting the date will be scheduled but this application is not a guarantee of scheduling. *Leslie Science & Nature Center, 1831 Traver Road, Ann Arbor, MI 48105* or scan to [info@lesliesnc.org](mailto:info@lesliesnc.org) or fax to: 734-436-0998.

Rental Date \_\_\_\_\_ Start Time \_\_\_\_\_ End time \_\_\_\_\_

**Renter Information**

Name of Renter (Individual-this is the responsible adult): \_\_\_\_\_

Name of Organization, if applicable \_\_\_\_\_

Renter Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please detail out the purpose of the rental. Include details regarding activities, presenters, food, drinks, 3<sup>rd</sup> party vendors/rentals, and LSNC grounds needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building(s) or space rented: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Do you require tables and chairs?    Yes No    If yes, how many of each? \_\_\_\_\_

Will any children or youth be in attendance? Yes No    If yes, how many of each? \_\_\_\_\_

If yes, please provide a written plan addressing how children/youth will be supervised.

Please note that our alcohol permit allows only for the service of beer and wine inside a building. No sale of alcohol is allowed. Liquor may not be served during your event. Guests may not consume any alcohol outside the rental building.

Will you be serving beer and/or wine?   Yes                      No

**Signature**

I have read the above information and verify that it is accurate to the best of my knowledge. I agree to the terms and conditions contained in this application.

\_\_\_\_\_

Rental Applicant

\_\_\_\_\_

Date

Date of on-site meeting:

\_\_\_\_\_

LSNC signature of Rental Approval

\_\_\_\_\_

Date

Rental Fee Total:

Paid date:

\_\_\_\_\_

Signature of Rental Responsible Party

\_\_\_\_\_

Date

Received Proof of Liability Insurance date: