



## Ney Nature Center Building Use Application

**\*Please Review “Conditions of Use” Before Submitting\***

P.O. Box 93 Henderson, MN 56044

(507) – 357 – 8580

info@neycenter.org or www.neycenter.org

**(Please print double sided to reduce paper waste)**

### Conditions of Use

- The users of the facilities will be expected to clean up after themselves and to secure the facilities as listed in our “After Building Use Checklist” below. The damage deposit will be returned if all aspects of the checklist are complete in a satisfactory manner as determined by the Ney Nature Center staff.
- Food, with the exception of beverages, may not be prepared at the Ney Nature Center; however, food that has been prepared elsewhere may be served on-site.
- Alcohol is permitted if served in cans or plastic cups. Please recycle.
- Beer kegs and glass bottles are not allowed (In event situations, special permission can be obtained. Contact the office with questions and requests).
- If tobacco will be used at an event, please provide your guests with proper waste receptacles to keep the grounds clean.
- 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 and only when scheduled with Building Use. Firewood will be provided with an additional cost of \$15. Collecting firewood is not permitted.
- Put out your campfire before leaving.
- Users of the facilities are responsible for reimbursing the Ney Nature Center for damaged or lost property and unreturned key.
- Alarm system: The Education Building alarm shuts off at 7:00 a.m. and arms itself at 10:00 p.m. so we ask that those times be respected for being out of the building (In event situations, special permission can be obtained to extend alarm activation time. Contact the office with questions and requests).

**Anyone who fails to abide by the established rules or causes damage to property will not receive their damage deposit back and will be prohibited from future use of the facilities.**

The Ney Nature Center has available for use the following that are included in the rental fee.

Tables (12 in education building only)

Wireless Internet

Chairs (100 in education building only)

Picnic Tables (6)

Coffee Pot, Microwave, Sink, and Full Size Refrigerator

**After Building Use Checklist**  
Please Keep for your Reference  
Your Key Code \_\_\_\_\_#

Here is a list of items we ask to be completed after using the Education Building as to ensure the return of your damage deposit.

Please:

- Put Education Building chairs back along the West wall in stacks no higher than 5 chairs.
- Wash, dry, and put away any dishes used. Dishtowels are under the kitchenette sink.
- Pick up all trash outside.
- Make sure there are no cigarette butts on the ground.
- Pick up debris off of education building floor. We will vacuum.
- Take garbage out to the dumpster. Bags are provided and can be found under the kitchenette sink.
- Turn off and clean coffee maker.
- Make sure all windows are closed and latched.
- Turn all lights off.
- Close the interior entryway door.
- Make sure the back door is locked.
- Make sure the front door handle is locked.
- Be out of the Education Building by your building use end time because the alarm system will set.
- If you leave early, please notify us by phone (phone number will be in confirmation email).

## Building Use Application Form

Please return to the Ney Nature Center after reviewing the "Conditions of Use" form above and checking with office staff for open dates. This form may be submitted by mail, dropped off at NNC, or emailed to [info@neycenter.org](mailto:info@neycenter.org). We accept cash, card, and check payments. Thank you!

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Name(s): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Purpose or type of activity: \_\_\_\_\_ Estimated Group Size: \_\_\_\_\_

Tent  Tent Size: \_\_\_\_\_ Tent Rental Company: \_\_\_\_\_

Tent Location (Must be approved before setup): \_\_\_\_\_

Are you a Ney Nature Center Member? \*    Yes    No

\*Become a member at the \$25 Family level to receive member discounts and invitations to special events.

For more information on memberships, visit [www.neycenter.org/membership/](http://www.neycenter.org/membership/).

Please note: From time to time, we may take pictures of events at Ney Nature Center for promotions.

### Ney Nature Center Usage Fees, Please Check:

One-Day Rental: \$100	<input type="checkbox"/>	Member One-Day Rental: \$90	<input type="checkbox"/>
Firewood: \$15/ wheelbarrow	<input type="checkbox"/>	Non-Profit One-Day Rental: \$25	<input type="checkbox"/>
Camping Fee: \$25/day	<input type="checkbox"/>	<b>Required</b> Damage Deposit: \$50	<input type="checkbox"/>

To open the building at the time of use, enter your code in the keypad by the door. Your code will be the last four digits of the phone number you listed above, followed by the pound sign. Enter this code, the light will turn green, and the door will grant you access. The handle will still be locked. Make sure the light is red at the end of building use. Your code is: \_\_\_\_\_ #

### 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 using the facility. Any individual or group who is authorized to use the facilities may be judged responsible for liabilities resulting in bodily injuries or building damages that occur during the time the facility is authorized for use by the applicant. The Ney Nature Center as well as their staff, board of directors, and volunteers, is hereby released from any and all liability for injuries that may occur during building use. The applicant takes responsibility for supervising the actions of their group while occupying the building and grounds. By signing below, you are indicating that you have read and understand this liability and supervisory statement and that you agree to pay rental fees and follow conditions of use as outlined in the NNC Building Use Policies.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Building Rental Fee \_\_\_\_\_ Firewood Fee \_\_\_\_\_ Deposit \_\_\_\_\_ Other Fees \_\_\_\_\_

Total Due \_\_\_\_\_ Amount Received \_\_\_\_\_ Date Received \_\_\_\_\_

Deposit Returned \_\_\_\_\_ Date Deposit Returned \_\_\_\_\_

Notes: