



Quarry Hill Nature Center Rental Policies

Payment:

- Required within 10 days of reservation as follows:
 - Rentals under \$150—full payment is required.
 - Rentals over \$150—50 % payment is required with balance due 30 days prior to rental.

Deposit:

- \$100 refundable deposit is due at the time of final reservation.
- Deposit will be returned within three business days after the rental date, provided no damage was sustained or additional charges incurred.
- A \$50 per hour charge will be taken out of the deposit for extra time beyond the agreed upon building exit time.

Cancellation:

- 45 + days prior to rental—full refund less \$20 processing fee
- 15-45 days prior to rental—50% refund
- Under 15 days is at the discretion of Quarry Hill Nature Center

Building Use Policies:

- **Duration of Rental:** A minimum 2 hour rental is required. Set up/Clean up time is inclusive of the rental time.
- **Set-up:** Quarry Hill Nature Center will provide tables/chairs and equipment as requested from our available stock. Renters are responsible for setting up and taking down of all furnishings unless otherwise pre-arranged.
- **Clean-up:** Custodial service is available at a rate of \$50.00/hour, payable in advance. Renters not requesting this service are responsible for sweeping or vacuuming floors, removing trash, decorations and personal items, cleaning table tops and cleaning kitchen (a check list is provided).
- **Damage and Conduct Responsibility:** Renters are responsible for the conduct of their guests and for any damage to the building and its furnishings.
- **Decorations:** Decorations, including staples or tape, must be provided by users and removed as part of cleanup. Tossing of confetti, flower petals, rice etc., should be avoided inside or outside unless plans for picking up all tossed items are made.
- **Alcoholic Beverages:** Groups serving alcoholic beverages should do so only if they plan for a maximum of two drinks (beer, wine, liquor) per adult. No Kegs are allowed in the Park unless specially permitted by the City of Rochester.
- **Smoking Policy:** Quarry Hill Nature Center is a smoke free facility.
- **Cooking Grills:** Portable grills, preferably gas, may be used in the pavilion or on the north patio, if supervised at all times by an adult. No grills are available on site. Ashes from charcoal grills **must not** be thrown in the trash bins or dumpster, but instead left with staff in a previously requested metal container. No open pit fires allowed.
- **Music:** Music and other noise must be kept at an acceptable level during open hours.
- **Exploration Hall:** Rental group participants may visit the Exploration Hall, Library and Bird Room.
- **Hold Harmless:** Renters shall save and hold harmless the City of Rochester, Friends of Quarry Hill Nature Center, Inc., and employees, from all claims, suits, or actions of whatsoever nature resulting from or arising out of this rental agreement. The Friends of Quarry Hill Nature Center is not responsible for lost or stolen items.

