



Rental Policies and Procedures
Friends of Quarry Hill Nature Center
701 Silver Creek Road NE
Rochester, MN 55906
507-328-3950 / QHNC.org

General Guidelines

Thank you for your interest in Quarry Hill Nature Center as your rental destination. A variety of rental spaces are available for public use and must be scheduled in advance through the Quarry Hill Nature Center Rental Coordinator. Inquires can be made by contacting the **Rental Coordinator at 507-328-3950 or by email at quarryhill@qhnc.org.**

Quarry Hill Nature Center activities take precedence over other requests for space; however, a confirmed rental will never be changed or cancelled for a Quarry Hill activity. Rentals are subject to staff availability.

The minimum age to rent a space is 21 years of age.

All renters must clearly state the purpose of the event and provide an estimate of the number of guests. Should the rental activity not be consistent with the stated purpose, Quarry Hill Nature Center staff reserve the right to cancel the event in progress and the renter forfeits all rental fees.

The use of Quarry Hill Nature Center facilities will not be authorized for events when the primary purpose of the occasion is fund-raising other than for or approved by Friends of Quarry Hill Nature Center.

Additionally, the following activities are restricted and require approval with Friends of Quarry Hill Nature Center:

- Events that charge admission fees, hold raffles, or sell merchandise
- A product promotion or any type of event which benefits, virtually or exclusively, an outside organization or renter
- Events of a religious nature
- Friends of Quarry Hill Nature Center, a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code, is prohibited from participating in or providing resources for any political campaign. Rentals for political activity are not permitted.

Rental Rates <i>(minimum rental is 2 hours)</i>	Room Features
Savanna Room: Non-member: \$100/hr Members: \$75/hour Limited availability from June – August.	<ul style="list-style-type: none"> • Seating for up to 80 • Adjacent full kitchen • Projector, screen, speakers, DVD player • Cathedral ceiling and direct access to the outdoors • Size: 45 ft x 35.5 ft – 1598 sq ft Rentals must conclude by 9:30 pm.
Prairie Room: Non-member: \$50/hour Members: \$40/hour Not available June – August.	<ul style="list-style-type: none"> • Seating for up to 40 • Projector, smartboard • Size: 32 ft x 32 ft - 1024 sq ft Rentals must conclude by 9:30 pm.
Quarry Room: Non-member: \$50/hour Members: \$40/hour	<ul style="list-style-type: none"> • Seating for up to 40 • Adjacent kitchenette with serving window • Easy to clean tile floor • Size: 42 ft x 20 ft - 840 sq ft Rentals must conclude by 9:30 pm.
Pond Pavilion: Non-member: \$35/hour Members: \$25/hour	<ul style="list-style-type: none"> • Up to 50 people • Picnic tables & built in perimeter benches • Restroom facility & drinking fountain (seasonally) • Easy access to parking lot from paved trail • View of Harry Buck Pond Rentals must conclude by 10:00 pm. Access to the Nature Center during regular business hours only.
Tables and Chairs: 4', 6', and 8' rectangular tables and chairs are available at no additional charge and can be requested at the time of booking.	

Renters will not sublet or transfer their reservation to another party or offer services already provided by Quarry Hill Nature Center.

Quarry Hill Nature Center is a public facility and may be open for normal operations during the time of rental. All renters are welcome to visit the public Exploration Hall, but otherwise are limited to the space they are renting. Children must be accompanied by a supervising adult at all times when they are outside of the rental space.

Payment:

Required within 2 business days of reservation as follows:

- Reservations under \$150—full payment is required upon booking.
- Reservations over \$150—50 % payment is required upon booking with balance due 30 days prior to rental date.

Payment can be made by cash, check, Mastercard, Visa, or Discover.

Damages/Additional Fees/Code of Conduct:

A valid credit card must be on file for all rentals and will only be charged for damages incurred, assessed to the renter at replacement costs.

Renters must have a contact person who is present at the reserved time from beginning to end and are responsible for the conduct of their guests and for any damage to the building and its furnishings.

Grounds for additional fees charged to credit card may include:

- Leaving the facility unclean (kitchen, tables, floors)
- Damaged facilities, floors, walls, and/or equipment
- Not returning facility to original set up (tables, chairs, equipment)
- Arriving early or leaving beyond the agreed upon rental timeframe

Quarry Hill Nature Center is not responsible for lost or stolen items.

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 the Friends of Quarry Hill Nature Center

No refunds are given due to weather conditions unless the facility is officially closed.

Renter Responsibilities:

Renters must keep to the scheduled time of the reservation. Times reserved include setup or decorating and any clean up/take down following the event. Renters that arrive or depart outside of the scheduled time of reservation will be charged for additional time.

Renters will not sublet or transfer their reservation to another party.

Renters may not offer services already provided by Friends of Quarry Hill Nature Center.

Renters are welcome to visit the public Exploration Hall, Bird Observation Room and Library, but are otherwise limited to the space they are renting. All children must be accompanied by an adult at all times when in the building, including the Exploration Hall, Bird Observation Room and Library.

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 all furnishings and returning the space to its original layout. Set-up time is included in your rental timeframe.

Decoration & Room Alteration Guidelines:

- Quarry Hill rental spaces are used as classrooms. Displays, animal tanks, and taxidermy should remain in place.
- All decorations, tables, storage, etc. for your event must be in rental rooms. Public areas may not be used unless authorized by staff.
- Decorations provided by renters must be removed as part of cleanup. Use of materials that do not cause damage to surfaces is required. No thumbtacks, staples or damaging tape is allowed.
- Open flame candles are not permitted. LED and battery-operated candles may be used.
(Candles on a birthday cake are permitted.)
- To protect our park ecosystem, confetti, rice, birdseed, glitter or party poppers may not be used.
- Signs and banners used outside of the rental space must be approved by Friends of Quarry Hill Nature Center.

Clean-up: Rental spaces should be left in their original condition upon conclusion of the event. Friends of Quarry Hill will provide cleaning supplies, garbage and recycling receptacles, brooms, and vacuums.

Food & Beverages:

Renters may provide food or use a licensed caterer of their choice.

Caterers are allowed to access the building and your rental space during the hours of your reservation only. Use of the hallways or exhibit areas for food service is prohibited.

Caterers must be instructed by the renter to use the main entrance to the Nature Center to cart food and supplies to and from the event. Caterers must park in the lot and may not back up to the entrance door.

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.

Alcohol may not be consumed in any part of the Exploration Hall until the building closes to the public.

Alcohol may not be consumed by any person under the legal age of 21.

Cooking Grills: Grills are not provided in the park. Portable grills provided by the renter must be gas and may be used in the pavilion or on the north patio of the building, if supervised at all times by an adult. Use of charcoal grills or open pit fires is prohibited.

Smoking Policy: Quarry Hill Nature Center is a smoke free facility.

(The term “smoking” means the inhaling or exhaling of smoke from any lighted cigar, cigarette, pipe or any other lighted tobacco or plant product. “Smoking” also includes carrying a lighted cigar, cigarette, pipe, electronic cigarette, personal vaporizer, electronic nicotine delivery system, or any other lighted tobacco or plant product intended for inhalation.)

Music: Music and other noise must be kept at an acceptable level during open hours and adherent to City of Rochester Ordinances Section 8.11.2 or Chapter 117.

Park Policies

Quarry Hill Nature Center is located in the City of Rochester Quarry Hill Park. Park ordinances apply. A complete listing of park ordinances can be found at <https://www.rochestermn.gov/departments/parks-and-recreation/parks-trails>.

Park ordinances include:

- Dogs must be leashed at all times in Quarry Hill Park.
- Picking or collecting of any plants, wildflowers, or animals is prohibited.
- Feeding wildlife, including bread to ducks and geese is prohibited.
- Only trained service animals as defined by the ADA are allowed at the Nature Center, provided that the animals remained properly leashed and controlled. For the health and safety of our animals; companion, emotional support, and therapy animals are not allowed. Pets are not allowed.

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.

A reservation is confirmed after a renter signature is received via email or signed rental policy and payment is made as outlined in the Payment section.

A signature indicates acceptance of all terms and conditions of the rental agreement and policy.

Renter Signature:

Date: _____