

General Policies and Procedures Governing The Use of Heckrodt Wetland Reserve Facilities

Please carefully read the following policies and sign and return the Facility Use Agreement indicating your understanding and acceptance of these policies. Failure to return the signed agreement will result in cancellation of your event.

Note: Policies and fees are subject to periodic revision and may be different than indicated. Use of facilities is on a first-come, first-serve basis. Rules of the Reserve are to be followed at all times. Heckrodt Wetland Reserve is a "leave no trace" resource. Heckrodt Wetland Reserve reserves the right to revoke a reservation or event at any time when rules have been broken.

- **Payment:** Pay rental fees by the date listed on your contract. Payment can be made in person at the Heckrodt Nature Center office or through the mail at 1305 Plank Rd., Menasha, WI 54952. You may pay by credit card by visiting the Nature Center or over the phone. A convenience fee will be added for credit card orders. No refunds will be made for early conclusion of an event.
- **Cancellation/Refunds:** Cancellations are accepted two weeks prior to the event or 50% of the fee will be forfeited.
- **Nature Center Operations:** Space rented will be closed to the public, however families and school groups will use the rest of the Nature Center during regular operating hours. Renters should expect a noise level in the building consistent with Nature Center operations, including large school groups and families with young children.
- **Rental Limitations:** HWR facilities cannot accommodate weddings, receptions or open-house style events. Your event must be wholly contained in the space rented. Your seating and registration cannot extend into the gallery or entrance hall of the Nature Center. Outdoor events are not permitted.
- **No Smoking or E-cigarettes :** Smoking or vaping is NOT ALLOWED anywhere on the Reserve. If your guests must smoke or use E-cigarettes, they may do so in their vehicles.
 - **No Alcoholic Beverages or Illegal Drugs:** The use of alcoholic beverages or illegal drugs is strictly prohibited anywhere on the Reserve or in any buildings.
 - **Music:** HWR staff must approve all music. The reserve is a public facility that will remain available to the general public during your function. We respect that many of our visitors come to the Reserve for relaxation and solitude.
- **Hours of Operation:** Reserve trails are open from 6 AM-9 PM daily. Heckrodt Nature Center is open Tuesday-Friday 8 AM-4:30 PM; Saturday 11 AM- 4 PM. The Nature Center is closed all major holidays.
- **Rentals Outside of Regular Operating Hours:** We do not rent our facilities outside of regular operating hours.

- **Parking:** All vehicles are to be parked in designated spaces in the Nature Center main parking lot. Temporary parking for unloading and loading is available behind the Nature Center near the kitchen, however all vehicles must be moved to the main lot immediately when finished unloading.
- **Room Setup:** A room setup form will accompany your room use contract. HWR will set up tables and chairs for your event according to your set up map, if possible. You will be advised of changes in advance if your set up map cannot be followed. Tables are 6' long and 3' wide. The tables will accommodate 3 chairs on each side.
- **Decorations:** Renters are responsible for their own decorations and flowers. Candles may be used as table decorations, but they **MAY NOT BE LIGHTED**. Lit candles are permitted only briefly as a part of a ceremony, but must be extinguished immediately. **NO HELIUM BALLOONS ARE PERMITTED**. Air-filled balloons, flowers, and tablecloths are acceptable. Confetti may not be used. Gender reveal activities that result in debris are not allowed. No decorations may be hung from light fixtures. Tape of any kind, thumbtacks, or similar fasteners are **NOT TO BE USED** on any surfaces including walls, ceilings, etc. Scotch tape may be used to affix paper to window glass on doors leading to the Solarium.
- **Doors:** The doors between the Solarium and the Presentation Room **MAY NOT BE PROPPED OPEN AT ANY TIME**. The Solarium is not an extension of the Presentation Room and is unheated and not cooled.
- **Guest Behavior:** Rules of behavior at the Reserve apply to your rental and must be enforced by the renter throughout the rental period. Children in the Discovery Den **MUST** be accompanied by a responsible adult or responsible high-school age youth. HWR reserves the right to limit your guests' access to the Exhibit Gallery, Discovery Den, and other Nature Center areas, and restrooms if your guests do not comply with behavior guidelines. (**Please note: the Discovery Den is closed for renovation at this time**).

The following Nature Center rules are to be followed at all times:

- Running is not permitted in the building
- Food and drink are permitted only in the presentation room and solarium.
- Do not put anything into the aquariums (hands, food, spit, gum, pencils, grass, twigs, etc). Do not blow on aquarium residents.
- Do not tap or knock on the aquarium glass
- Do not touch the animals
- Do not open aquarium lids or cabinet doors
- Do not climb on the stone wall surrounding the interior wetland
- Crayons and markers used for scavenger hunts should be used to write on the appropriate items only
- Do not climb the wooden rails on the observation platform – keep feet flat on the deck
 - Do not pick any plants or collect any animals
 - Inline skates, heeled shoes, etc are not permitted in the building
 - No bikes, skateboards, etc are permitted on the trails. Strollers and wheelchairs are welcome.

- No pets are permitted anywhere on HWR property. Uniformed service animals are welcome. Emotional Support Animals are not service animals and are not allowed.
- **Clean-up:** Facilities must be clean and a check out sheet must be signed by the HWR staff member on duty or you will forfeit your security deposit. Tables and chairs must be cleaned and left as they were found. Trash bags must be removed from trash receptacles and placed in trash containers behind the Nature Center. Recyclables must be separated from other trash and placed in the appropriate containers. All supplies and equipment must be removed immediately following the event. The renter must vacate the property by the time stated on their reservation agreement or additional charges will apply (see Fees).
- **Liability:** Damage to property or facilities will be billed to the renter. Renter agrees to pay HWR costs in attorney's fees incurred in enforcing policies and procedures or other agreements with HWR. Renter will indemnify and hold HWR harmless to any claims or liabilities arising from renter or renter's agents, employees, or guests use of the facility
- **Certificate of Insurance:** Certificate of Insurance may be required with limits and terms acceptable to Heckrodt Wetland Reserve. Certificate of Insurance is not needed from every renter. Renter will be notified if Certificate of Insurance is needed.
- **Security:** A Heckrodt Wetland Reserve staff member or contractor will be present during all events. In addition to the rental fee, a refundable security deposit of \$50 will be added to all rentals. Security deposits will be deposited upon receipt and a refund will be processed within 30 days if the money is not needed for clean up or damage repair.
- **Food:** Food may be served in the Presentation Room only. If the Solarium is rented with the Presentation Room, food may be served there as well. No food or drink except water is permitted elsewhere in the Nature Center. The Board Table may be used to serve or eat only if the protective cover is placed on it by HWR staff. Catered meals are welcome or renters may provide food. Kitchen facilities are available during your rental. Our kitchen is not a commercial kitchen. **NO OUTDOOR COOKING** is permitted at HWR, including catered BBQ intended to be cooked on site. Equipment from a catered event must be removed from the facilities by end of the rental period.
- **Styrofoam:** Due to its environmental impact, no styrofoam tableware may be used at Heckrodt Wetland Reserve. This includes cups, plates, bowls, etc. Paper equivalents are available and produce much less environmental impact.
- **Selling items during an event:** No event may be held in which items are sold for profit or to raise money for a non profit organization other than Heckrodt Wetland Reserve (craft shows, hostess parties, etc).
- **Fees:** Prices include facility rental, chairs, kitchen facilities and coffee maker use. Renters are to provide coffee, tea, cream and sugar, utensils and paper products. **Set up and clean up time for your event must be included in the time reserved. Access to the room outside of your reserved time will be unavailable.**

Fees are based on use of the facility for 4 hours and up – there are no rates for time periods less than 4 hours. Charges per hour after the initial 4-hour rate will be as listed in the attached schedule. In addition to loss of deposit, a fee of \$20 for every 5 minutes over the contracted rental time will be charged until the building is vacated.

Basic Fee Schedule

Facility	Corporations/ Individuals		Non-Profit Groups	
	4 hrs	Add/hr	4 hrs	Add/hr.
Presentation Room	\$120	\$30	\$100	\$25
Pres. Room and Solarium	\$125	\$35	\$115	\$30
Pres. Room Weekend Flat Rate 11 AM – 4 PM	\$ 150	NA	\$ 135	NA
Pres Room and Solarium Weekend Flat Rate 11 AM – 4 PM	\$ 175	NA	\$145	NA

Note: Solarium is not available without rental of Presentation Room.

Deposit: A \$50 reservation deposit will be added to each rental. Failure to clean up after your rental or to have the check out sheet signed by the HWR staff member on duty will result in forfeiture of your deposit. Rental deposit will be returned within 30 days of your event provided all requirements are met.