

Myrick Hixon EcoPark

789 Myrick Park Drive
La Crosse, WI 54601

EcoCenter Rental Application

(please print clearly)

Name: _____ Contact Person: _____

Phone: _____ Email: (print clearly) _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Function: _____ Hours of function: _____ am/pm to _____ am/pm Number of persons: _____
(hours should include all time needed for set up and clean up)

Description of event: _____

Will there be alcohol served? _____ Will food & non-alcoholic beverages be served? _____

Will the event be catered? _____ If yes, name of caterer: _____

Will there be music or amplified sounds? _____ Will there be music or amplified sounds outside? _____

Would you like a nature/environmental program provided? _____ (if yes, ask about prices)

Areas to be rented: (Chairs & Tables included in all rentals)

1. **Multipurpose Room** (36.5' x 44.6', 175 people max without tables. 120 with table seating): _____
2. **Kitchen** (16.8' x 10' - includes stove top, oven, refrigerator, microwave, sink, serving counter: _____
(with Multipurpose Room only) (no linens, or cookware provided)
3. **Administrative Conference Room** (12' x 17.6' - 16 people max, 8 at table): _____
4. **Outdoor Patio:** (approximately 50' x 25', irregularly shaped- 125 people max) _____
5. **Atrium** - No Alcohol ie. Weddings: (2524 sq. ft. - irregularly shaped - 225 people max) _____
6. **Special Event** - rate applies when have to close facility/occurs during closed hours & alcohol is involved _____

Equipment Needed:

___ Podium ___ easels ___ Wireless Internet ___ Portable dry erase/chalk board ___ Coat room

___ Microphone & Speakers ___ Flip Chart ___ laptop, projector & cart (\$10)

___ Coffee Maker - two (40) cup (includes coffee, cups, sugar & creamer) (\$10) ___ Water pitchers & glasses (\$5)

I agree to be responsible for the conduct of my guests in and about the building" and for any damage beyond normal wear and tear which may occur to this property incident to my occupancy thereof. I further agree that the property will be used in accordance with rules and regulations of Myrick Hixon EcoPark and that I shall be responsible for any and all liability arising from use of the property and hold Myrick Hixon EcoPark and the City of La Crosse, its officers, agents and employees harmless from any claims, costs or damages of any kind arising from my occupancy. I understand that the Myrick Hixon EcoPark reserves the right to cancel this permit for urgent reasons. I have read and agree to comply with the conditions included in this 4 page application and the attached rental rate sheet.

Signature: _____ Date: _____

Policy for use of the EcoCenter Myrick Hixon EcoPark, Inc. (MHEP)

Reservations: All reservations must be made at least ten (10) days in advance of the function. Those requesting reservations less than ten (10) days in advance are subject to approval and availability.

Reservations will not be accepted more than 12 months in advance.

MHEP reserves the right to refuse the use of the EcoCenter to any person or entity when, in the opinion of MHEP, in its sole discretion, the granting of such privileges would be detrimental to the best interest of MHEP.

Reservations can be made for events in the EcoCenter from 6 a.m. to 12 midnight. Events scheduled outside of normal open hours will be assessed a building manager fee of \$15.00 per hour, with a one hour minimum, and fractions of hours rounded up to the next half hour.

Rental Approvals

MHEP reserves the right to refuse use of the EcoCenter for any use that MHEP determines in its sole discretion is inappropriate or that may potentially adversely affect the building, adjacent grounds, MHEP's reputation or interests.

The EcoCenter is owned by the City of La Crosse. Any use of the building requires approval of the City of La Crosse Board of Park Commissioners. Certain categories of use have been pre-approved (A list of pre-approved categories are attached hereto.)

Policies and decisions related to use of the EcoCenter shall be made and administered without regard to sex, age, race, creed, color, disability, marital status, national origin, ancestry or sexual orientation, except the application shall be signed by a person not less than 18 years of age, and an adult aged 18 or older shall be on site at all times when the building is occupied by the rentee.

The Executive Director of MHEP and his or her designee shall interpret any questions about this rental policy, and may make exceptions when such exceptions are judged to be in the interest of MHEP.

Deposits: A refundable deposit must be made at the time a reservation is confirmed. The deposit shall equal one-half of the rental fee.

Deposits will be refunded if there is no damage to the facilities, all required clean up is satisfactorily completed, and all conditions of the rental agreement have been complied with. The person whose signature appears on the agreement will be responsible for payment of any charges incurred, or for damages to rooms and/or damage to, or theft of, MHEP property should damage costs exceed the deposit amount. Please allow 20 days for return of deposits.

Payment: Rental payment in full must be made at the time the reservation is confirmed, or not less than 30 days prior to the event, whichever is later. Rental fees are given on the attached page. MHEP's partner organizations may be allowed to use the building without paying rent or for a reduced rental fee subject to availability and purpose of use. Partner organizations shall be approved by the MHEP Board

of Directors.

Cancellations: All cancellations must be confirmed in writing. Deposits will not be refunded in the event of a cancellation. Rental payments will be refunded in full for cancellations received not less than fourteen (14) calendar days before the scheduled event. One-half of rental payments will be refunded for cancellations received at least seven (7) but less than fourteen (14) calendar days before the scheduled event. No rental payment will be refunded if cancelled seven (7) days or less before the scheduled event. If MHEP is forced to cancel an event due to extraordinary circumstances not related to the renting party, a full refund of the deposit and rental payment will be made.

Food & Beverage Service

The EcoCenter does not provide prepare food or provide any serving dishes, place settings, cookware, or linens. Water pitchers and glasses, and coffee makers, cups, coffee, creamer & sugar are offered.

Beer & Wine ONLY may be used or served with advance approval by MHEP and the City of La Crosse Park Department. (See Special Events) Any events involving sale of Beer & Wine, if approved by MHEP, will require an appropriate license from the City of La Crosse (See Rules under Special Events for Public Events). See Rules under Special Events for Private Events with Beer & Wine that do not involve sale. The Executive Director shall have discretion to authorize such events, with advance notice provided to the EcoPark Board. A soft drink vending machine is available on site.

Special Events

Special events are those events for larger groups, such as wedding receptions, retirement parties, and similar functions, where the larger rooms or areas are rented normally for hours when the Center is closed to the public. The following rules shall apply:

1. If Beer & Wine is served, the building must be closed for the event.
2. For **private** (invite only) events that **do not involve the sale of beer or wine** but will serve beer or wine:
 - a. Your event must be approved by MHEP Staff and the City of La Crosse Park & Rec Dept. MHEP will submit your event to the Park Board.
 - b. You may bring in your own supply of beer or wine
 - c. Beer & wine may only be served inside the building
3. For **public** events or any events involving the sale of tickets for dinner that is serving beer & wine or having a cash bar for beer & wine or money is involved in any way the following rules apply:
 - a. A Temporary Picnic License must be obtained by the renter from the City Clerks office at least one month prior to the event. Renter must contact the City Clerks Office.
 - b. A bartender must be provided to serve any alcohol
 - c. You may only sell/distribute beer & wine
 - d. You may bring in your own supply of beer & wine
 - e. The renter shall secure liability insurance acceptable to the MHEP director for the event.
4. Renter must clean up the same day of the event and return the property to the condition as existed prior

to the rental.

5. Garbage must be taken out and Recyclables must be separated and put in appropriate bins

Renter's Property

The Myrick Hixon EcoPark, the City of La Crosse, and their respective employee and agents shall not be liable for damages to, or loss of property owned by or in the care of the renter or renter's invitees. The EcoPark shall not be responsible for Renter's property or any property left on the premises as a result of the rental. Property which is not removed after the rental agreement has expired will be disposed of by the EcoPark at the Renter's expense.

Acts of God

If acts of God such as severe weather, public emergency, legal order or other events beyond the control of the EcoPark result in the closing of the premises, any rental charges will not be assessed for that time. The EcoPark will make reasonable efforts to reschedule the event to a mutually agreeable date. The EcoPark will not be liable for any losses or damages the Renter sustains as a result of cancellation of the rental agreement due to acts of God.

EcoCenter Rules:

No smoking is permitted in the EcoCenter, within 20 feet of any entrance, on the patio on the marsh side of the building, or within the fenced EcoPark grounds. Smoking is permitted on the sidewalks adjacent to the parking lot **IF** no cigarette butts are littered.

The EcoCenter may NOT be used for political rallies, events supporting or opposing referendums or supporting or opposing candidates for public office, or for other political activities.

All building regulations, including maximum capacity restrictions and maintaining clear exit paths, must be followed at all times.

No confetti, glitter, rice or other similar items may be used. Birdseed may be used outdoors with prior permission.

No butterflies or live animals of any kind may be released. No pets or other animals may be brought on the rented premises without specific advanced approval, excepting guide animals..

Helium balloons may not be released.

No fireworks, fire crackers, sparklers or other pyrotechnics are allowed.

No candles or other devices with open flames are permitted. Approved caterers may use sterno or similar heaters to keep food hot.

Frying is not allowed on the stove or in electric fry pans in the EcoCenter,

Crockpots or slow cookers are permitted. The user shall verify adequate electric circuit capacity.

Decoration of table tops is permitted (except for candles as noted). Tacks, nails, chalk, crayons or markers, tape or adhesives of any kind will not be permitted to be placed on any walls, floors, ceilings, doors, structural components, blinds, or other furnishings or fixtures. All decorations, signage, and furniture arrangements must be approved in advance by MHEP.

The party renting the multi-purpose is responsible for setting up chairs and tables in the multipurpose room to suit their event, and returning the chairs and tables to storage before leaving.

The party renting the EcoCenter is responsible for the removal of all decorations, food, beverages, etc. immediately after the event.

MHEP staff will discard any materials left and not picked up within 24 hours. Any valuable left will be delivered to the La Crosse Police Department.

Amplified music or live entertainment is subject to prior approval by MHEP.

Noise levels must be kept reasonable (as determined by MHEP or the City) to avoid disruption to other building users and park users.

The partition between the two halves of the multipurpose room permits some sound transmission between the halves. Please consult with staff if you are renting one half and concerned about noise from the other half, or if you event is likely to generate significant noise. **(NOTE: partition not yet installed)**

Assure Return of Your Deposit

1. Remove all decorations & signs put up by your group;
2. Clean off tables & chairs, wiping up any food or drink;
3. Sweep floors (mop with soap & water or vacuum if necessary);
4. Remove all trash to dumpster (bags provided by MHEP); Separate Recyclables and put in appropriate bins
5. Restore tables & chairs to the storage area, or to the set up in place when you arrived. (consult staff)
6. Place all MHEP cups and glasses used in dishwasher.
7. Unplug and clean MHEP coffee maker if used.
8. Clean any outdoor areas your group has used.

Please let EcoCenter staff know about any problems you encountered. We want to make your experience the best possible, and learn from any problems to improve future service.

Rental Categories Pre-Approved by the City of La Crosse Board of Park Commissioners

1. Birthday parties
2. Weddings & Receptions
3. Wedding rehearsals & rehearsal dinners
4. Anniversary parties
5. Retirement parties
6. Business meetings, retreats, & training sessions
7. Non-profit organization board or membership meetings
8. Classes & training sessions by non-profits
9. Business & non-profit organization holiday or recognition parties
10. Lectures
11. Non-profit fund raising dinners, auctions & indoor concerts
12. Graduation Parties
13. Family Reunions
14. Class Reunions
15. Recitals
16. Baby Showers
17. Ethnic celebrations
18. Dances

Approval by the City of La Crosse Board of Park Commissioners is required for any type of event not included in this list, or any event involving amplified music or other amplified sounds outside, fireworks, or for-profit sales events. The Board of Park Commissioners may from time to time change the list of pre-approved event categories.

Approved by Board of Park Commissioners 11/19/2009