



## FACILITY RENTAL POLICIES and PRICING

**LOCATION:** 318 Walking Mountains Lane, Avon, CO 81620

**MISSION:** To awaken a sense of wonder and inspire environmental stewardship and sustainability through naturalist science education.

**ABOUT US:** Walking Mountains is a non-profit Science Center on private property nestled in a wooded valley located next to a quiet neighborhood. All events on site will only be approved if deemed a match to our mission and community outreach goals. Please be thoughtful about the type of event you are looking to hold on this special site. We reserve the right to determine if an event is suitable for our site and mission. Availability for your rental will be determined by the Facility Rentals Manager.

**SUSTAINABILITY STATEMENT:** Walking Mountains is committed to sustainable development and use of the Eagle Valley and surrounding mountain environment. We value the ecological, economic, and cultural health of our community and home. Therefore we strive to engage our participants, visitors, and employees in environmental stewardship and sustainability practices. We are committed to sustainability and the “triple bottom line” approach including: environmental sustainability, financial sustainability, and social equity. We integrate sustainability into our management, facility operations, and all youth and adult programming and we highly encourage you to consider the environmental impact of this rental event. Please consider the following when planning:

- Choose responsible waste management practices. Strive to minimize the waste generated by your event.
- Purchase compostable plates, napkins, glassware etc. for food and beverage.
  - There are industrial compost totes available at the site for your use. You can compost all food waste including bones and grease, as well as natural materials like compostable dishware, bamboo, and certain cardboards.
- Buy recyclable decorations and avoid microplastics such as glitter and balloons.
- Be conscious of your use of water and energy.
- You have the option to make your event Zero Waste! You can do this by hiring extra staff from our team to educate your guests. They stand next to the trash/recycling/compost bins and direct your participants where their waste goes. This staff will also sort waste and compost and recycle as many materials as possible at the end of the event and break down these Zero Waste materials. You can also rent our educational materials and trash tents. It is your responsibility still to dispose of the waste into the proper bins and break down these materials when your event is over though. This pricing varies widely on your desires, so please enquire for your needs.

### ROOM OPTIONS AND CAPACITY:

- **Small Conference Room:** Projector or large TV screen for presentations. Access to kitchen. Bathrooms adjacent. Capacity up to 25 people per room seated at tables, up to 50 seated stadium style.
- **Large Conference Room:** Projector or large TV screen for presentations. Access to kitchen. Bathrooms adjacent. Capacity up to 72 seated at tables, up to 100 seated stadium style.

**PARKING:** Event parking is in our topmost Visitor lot behind the Mountain Discovery Center, behind the roundabout or in the lower Staff/Overflow lot. During business hours (9:00 am to 5:00 pm) we ask

that the diagonal spots directly across our entrance be left open for program participants and campus visitors.

**ALCOHOL POLICY:** It is the responsibility of the user to obtain a liquor license from the Town of Avon if liquor is to be SOLD on the premises by you or your caterer. If alcohol is to be served at your event, all Colorado State Liquor Laws apply including:

- Alcohol must be served by TIPS trained staff.
- Alcohol must be consumed during FUNCTION ONLY. Consumption of alcohol is prohibited during event set-up and tear-down.
- Alcohol must be consumed on the Walking Mountains' premises only.
- Walking Mountains Science Center reserves the right, at their discretion, to discontinue alcohol service at your function at any time based on renter and guest behavior.

To obtain information on the State of Colorado liquor laws, please access the State of Colorado website at: [www.state.co.us](http://www.state.co.us).

**CANCELLATION or CHANGES OF THE POLICY:** CANCELLATIONS MUST BE MADE PRIOR TO 5 DAYS BEFORE THE EVENT DATE FOR A REFUND TO BE GRANTED. A 25% CANCELLATION FEE OF THE TOTAL WILL BE CHARGED FOR CANCELLATIONS WITHIN 5 DAYS OF THE EVENT.

**SMOKING:** Walking Mountains Science Center is a no smoking facility. It is the policy of Walking Mountains Science Center that tobacco and marijuana products are prohibited on its property. The user is responsible for alerting event participants of this and is responsible for picking up all cigarette butts if this policy is broken. If there are cigarette butts left on site after you event you will be charged part of the cleaning/damage deposit.

**BREAKING POLICY:** If you as the renter (and your guests) break any of the policies or agreements as laid out in this form and the Facility Rental Request Form, you are liable to be charged for damages or cleaning.

**RIGHTS RESERVED:** Walking Mountains Science Center and its staff reserve the right to adjust, change, edit, and update any aspect of the rental based on campus changes in needs or staffing.

**CLEANING:** Trash bags and basic cleaning supplies are provided for renters.

Renters (or their caterers) are responsible for:

- Washing any dishes, utensils, and surfaces of Walking Mountains' kitchen items used.
- Emptying all trash bins used outside or in all buildings, including bathrooms, and replacing with fresh bags.
- Removing and disposing of all event decorations.
- Depositing all trash bags in the trash bins outside the kitchen. No bags may be left outside, any overflow will be left indoors until next available trash pickup.
- Breaking down and wiping tables, wiping down and stacking chairs, and replacing all items in the storage closet, unless you've chosen to pay Walking Mountains to set up and break down.

**ITEMS AVAILABLE:** All items below are available from Walking Mountains.

**We DO have available:**

- Kitchen space with basic oven, stovetop, microwave, toaster oven, dishwasher, sink, and shared standard size refrigerator and freezer. Everything is standard what you'd find in any home kitchen. We are not a catering facility for high capacity use. Evaluate your need to rent additional ovens or stovetops, and understand the cost is the renter's responsibility.
- Gas Grill, if needed. (We do not provide the propane for its use.)

- FSBC: Nine 60” brushed brown steel round tables that seat up to 8 people. (Must stay indoors.)
- BPC: Twelve 36”x72” charcoal laminate training tables. (Must stay indoors.)
- Up to 120 stacking black chairs. (Must stay indoors.)
- Up to 6 folding plastic rectangular tables (must be reserved ahead of time, so programs don’t reserve them).
- Each room has either a computer tower, projector and screen or TV, internet access, and speakers (indoor only, no outdoor speakers).
- Some rooms have hand held or handless microphones available.

**We DO NOT AND WILL NOT provide:**

- We do not provide any outdoor tables or chairs. There are four large and heavy outdoor picnic tables that seat 8. If you move these, you do so at your own risk and take responsibility for yourself and your guests in the case of injury. These tables must be returned to their original locations by the close of the event at risk of losing some or all of the Deposit. **NEVER DRAG THEM ACROSS THE PAVERS OR DIRT.** It **WILL** damage the landscaping and porous concrete pavers and you **WILL** be charged for replacement or landscape work. By signing the Rental Request Form you agree to these potential charges.
- We do not provide outdoor trash or recycling receptacles (aside from our 6 bear proof receptacles that are to stay in the trash receptacle areas only. All trash deposited into these bins must be bagged. Recycling should not be bagged.)
- We do not provide ladders, step stools, dollies, or equipment of any kind.
- We do not provide keys to buildings. You will receive a unique, temporary lock code to open doors. After your event ends, the buildings will be locked and armed and use of your code will result in the alarm company calling the police.
- We do not provide decorations or fasteners of any kind.
- We do not provide food, drink, condiments or ice.
- We do not provide propane for the gas grill on site.
- We do not provide coolers, hot pads, thermal boxes or bags, cambros, chafing dishes, etc.
- We do not provide utensils, plates, dishes, bowls, mugs, glasses, linens, napkins, silverware, etc.
- We do not provide additional dish towels. There will be several available in the kitchen but we do not provide additional towels for cooking or cleaning.
- We do not provide outdoor speakers or outdoor extension cords.
- We do not provide any additional outdoor lighting. There is very little outdoor light built into the space for environmental reasons and by signing the Rental Request Form you acknowledge you understand this.
- We do not provide childcare or programming (you can request programming for \$125 an hour based on availability).

**BOOKING PROCEDURE:** Visit our website and fill out an Inquiry Form to get more information or start the booking process. <http://www.walkingmountains.org/facility-rentals/>. Availability will be determined and booking information, including the price quote, will be sent out based on the availability of the space and type of event requested. Your use of the facility will **ONLY BE CONFIRMED** upon receipt of the specified deposit, signed contract and waivers. Once confirmed, your contract and payment may be submitted in one of three ways:

**By Mail to:** Walking Mountains Science Center, Attn: Rose Delles, PO Box 9469, Avon, CO 81620

**By Email:** [rosed@walkingmountains.org](mailto:rosed@walkingmountains.org)

**RENTAL SPACES AND FEES:**

	<b><u>During Business Hours</u></b> 8:00 am–5:00 pm Monday-Friday. Rental availability before 8:00 am requires the additional Hourly Rate, \$25/hour	<b><u>After Hours</u></b> Between 5:00 pm–10:00 pm on Weeknights and all day Saturdays and Sundays
<b>Small Conference Room Under 4 Hours</b>	\$50	\$100
<b>Small Conference Room 4-8 Hours</b>	\$100	\$200
<b>Large Conference Room Under 4 Hours</b>	\$100	\$200
<b>Large Conference Room, Full 4-8 Hours</b>	\$200	\$400
<b>Hourly Rate (applicable after 8 hours, or before 8:00 am)</b>	\$25/hour	
<b>Set-up and Break-down Fee</b>	Walking Mountains staff member will set up the room for your needs with tables and chairs and break down after.	\$50
<b>Additional Programming</b>	Based on our availability and your timeline, WM staff is available to create and lead educational programming.	\$125 an hour/instructor
<b>Additional Staffing</b>	If your event needs supportive staffing, there is pricing per hour with a 2 hour minimum.	\$25/hour (Two hour minimum)
<b>Zero Waste Staffing</b>	You have the option to make your event Zero Waste! You can do this by extra staffing from our team or by renting our educational materials and trash tents. This pricing varies widely on your desires, please inquire for your needs.	

We are open to the public 7 days a week (Sun-Sat) from mid-June to Labor Day and open 6 days a week (Mon-Sat) for the remainder of the year. Business Hours Availability is between 8:00 am to 5:00 pm and After Hours Availability is between 5:00 pm to 10:00 pm. All events must be cleaned up and gone by 10:00 pm. If your event starts before 5:00 pm but ends after 5:00 pm, it is considered a full after hours rental at the After Hours Rate.

**SPECIAL RATES:** No matter the size, facility rentals require Walking Mountains’ staff time, attention, prep and cleanup. As a non-profit we use facility rentals as one of our only purely revenue generating

programs. Non-profit/partner rentals are offered at 50% of the fee for events happening during business hours (8:00 am–5:00 pm). This applies to the room rental fee ONLY. Non-profits/partners still need to pay the full Set-up/Break-down fee and the full \$25/hour for staff time if desired. Quid pro quo pricing may be applicable, inquire with your Walking Mountains partner contact.