



## 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 30 people per room seated around 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 around tables, up to 100 seated stadium style.
- **Campus Center Rental (8:00 am – 10:00 pm** which includes set up and break down times. Available for full day rentals only on Saturdays and Sundays. This includes use of the FSBC Whole, FSBC Kitchen, Meadow Learning Studio, Exhibit Hall, and Solar Courtyard/Lawn. This

does not include any spaces in the Center for Sustainability. The campus will be closed to the public for Campus Center Rentals. Limited hours of the Exhibit Hall and multiple stall bathrooms availability based on additional Walking Mountains staffing. You may not set up the day or evening prior to your event. If additional event items are left to be picked up the following day by a third party renter, including but not limited to dishware or stemware, wedding alters, linen bags, and/or table rentals, a \$100 charge will be added to the full day rental cost. All items must be neatly packed away outside next to the trash bins and ready for pick up. Unplanned, additional cleanup and break down for the event on the day following the event will result in a full or partial loss of the Deposit. You will not have access to indoor spaces the following day unless you rent the space at the published price. Max capacity is 120.)

- **FSBC Kitchen** (only if FSBC or Campus Center is rented, use of appliances only. No dishware, glasses, linens, tablecloths, silverware, food, alcohol/drink, or platters provided by Walking Mountains.)
- **Lawn and Solar Courtyard** (only available if FSBC or Campus Center is rented, food and drink allowed during day time hours, there is no lighting on the field at night provided. Additional lighting is never provided.)
- **Patio and Entryway** (only available if FSBC or Campus Center is rented, no food and drink allowed to be served on the tile pavers, it is very minimally lit at night. Additional lighting is never provided.)
- **Whole Campus** (8:00 am – 10:00 pm which includes set up and break down times. Available for full day rentals only on Saturdays and Sundays. This includes use of the Center for Sustainability Meeting Rooms and Classrooms and BPC Kitchen, FSBC Whole, FSBC Kitchen, Meadow Learning Studio, Exhibit Hall, and Solar Courtyard/Lawn. The campus will be closed to the public for Whole Campus Rentals. Additional staffing by Walking Mountains Staff is required for this rental. Exhibit Hall and multiple stall bathrooms available. You may not set up the day or evening prior to your event. If additional event items are left to be picked up the following day by a third party renter, including but not limited to dishware or stemware, wedding alters, linen bags, and/or table rentals, a \$100 charge will be added to the full day rental cost. All items must be neatly packed away outside next to the trash bins and ready for pick up. Unplanned, additional cleanup and break down for the event on the day following the event will result in a full or partial loss of the Deposit. You will not have access to indoor spaces the following day unless you rent the space at the published price. Max capacity 120.)
  - **Adds BPC Kitchen** (only if BPC or Whole Campus is rented, use of appliances only. No dishware, glasses, linens, tablecloths, silverware, food, alcohol/drink, or platters provided by Walking Mountains.)
  - **Adds BPC Patio** (only available if BPC or Whole Campus is rented, it is very minimally lit at night. Additional lighting is never provided.)

**EVENT INSURANCE:** If your event is taking place after or outside of business hours, or if you are serving food and or alcohol, you must provide a Certificate of Insurance for Liability (minimum of \$1,000,000 coverage). If you are also serving alcohol, we also ask you to obtain Liquor Liability Coverage naming Walking Mountains Science Center as a covered entity for your event. If you are serving food or alcohol, your caterer may already be covered for liability and liquor liability, and they can provide the Certificate. If you are planning on serving sit down meal(s) and alcohol, we request you have an insured caterer provide the services and staffing for your event. If you are providing your own food and beverage without the assistance of a caterer and their staff, your event may not be approved at the discretion of Walking Mountains.

**PARKING:** Event parking is in our topmost lot behind the Mountain Discovery Center, behind the roundabout. 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. There is a Staff/Overflow Lot along the driveway if needed. If we ask that your event guests park in the Overflow lot, they will have to

walk up about 175 yards (0.1 miles) to get to the site. There is no lighting along the driveway after nightfall and we have a plow service that comes in the morning, but it may be a treacherous walk if it snows. There is no overnight parking, however, we do not want anyone to drive under the influence. If you think that there is any chance you might need to have overnight parking, please discuss this in advance and we will make arrangements.

**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).

**AMPLIFIED SOUND:** It is the responsibility of the user to obtain an Amplified Noise Permit from the Town of Avon if any music is to be played through outdoor speakers (iPod, DJ, or live music). Walking Mountains Science Center does not have or provide outdoor or additional indoor speakers or amps. We also do not provide extension cords.

**CONFIRMATION/PAYMENT POLICY:** To confirm your event, 50% of the total rental charge must be received within 15 days of the event confirmation by credit card or check. The remaining 50% must be received 30 days prior to the event date.

**EVENT LOAD-IN/LOAD-OUT/SET UP/BREAK DOWN/CLEANING:** Load-in of all rental equipment and subcontractors is allowed only beginning at the rental start time. Due to our program calendar and facility usage schedule, no early load-in is allowed. Subsequently, there is no overnight storage inside the facility for any event supplies or rentals. All rental items may be stored overnight by the trash receptacle area outside of the Field Studies Base Camp for pick-up the next day. If items are to be left out for pick up the next day, a \$100 charge will be added to the rental fee as we are often open to the public or have other events the subsequent day. Walking Mountains Science Center and its staff are not responsible for items left overnight or outside of the premises.)

**EVENT CONCLUSION:** Walking Mountains closes promptly at 10:00 pm. Thus, all events must be torn down, cleaned, and loaded out of the facility by that time. Failure to comply with your agreed rental timeline will result in partial or full loss of your Deposit. If you or your subcontractors arrive before or stay after your approved times, there is a \$100 fee per hour. Please allow ample time for you or your caterer to remove rental items and complete the cleaning checklist by 10:00 pm.

**DEPOSIT POLICY:** If the event takes place during business hours (9:00 am – 5:00 pm on days the Center is in operation), a credit card number is required for the Deposit, but will not be charged unless need is determined after the event takes place. The buildings and facility must be left as originally found, within the agreed time limits of the event, in order for the card not to be charged. If the event takes place outside of business hours (goes past 5:00 pm on days the Center is in operation or takes place when the campus is closed) the Deposit of \$500 must also be received within *15 days of the event confirmation*. \$500 will be deposited by check or charged on the provided card. Within 3 days after the event date, the Deposit Agreement will be completed by the Facility Rentals Manager and shared with the renter(s). Within 30 days, a deposit check refund will be mailed to the renter. The amount will be

\$500 or less the amount of damages, cleaning fees, trash fees, any additional Walking Mountains Staff hours, additional hours billed if Set Up begins before approved times or Clean Up goes past approved times, etc. as indicated by the Deposit Agreement. The buildings and facility must be left as originally found, within the agreed time limits of the event, in order for your full deposit to be returned. Please see Deposit Checklist.

**CANCELLATION or CHANGES OF THE POLICY:** CANCELLATIONS MUST BE MADE PRIOR TO 30 DAYS BEFORE THE EVENT DATE FOR A REFUND TO BE GRANTED. ALL REFUNDS WILL BE MAILED AND A 25% CANCELLATION FEE OF THE TOTAL AMOUNT PAID TO DATE WILL BE APPLIED. NO REFUND WILL BE ISSUED FOR CANCELLATIONS WITHIN 30 DAYS OF THE EVENT DATE. \*Any changes to details on your contract made after it has been signed and the deposit processed will still result in adjustment of the price for your rental if applicable.\*

**EVENT DECORATIONS:** No tape, nails, staples, thumbtacks, etc. are to be placed on walls, doors, windows, ceiling or furniture indoors or on the stucco outdoors. Candles are allowed as table decorations only if the candles are in a container and the flame is lower than the top of that container. No sidewalk chalk anywhere on campus. No confetti or flower petals. No fire pits can be brought or created on site.

**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.

**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 lose some or all of your Deposit.

**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.
- Removing all event items from indoor spaces.
  - If items are rented from a third party, all of the rental items must be organized and stacked neatly outside next to the trash bins for pick up the following day. No items can be left inside any of the buildings for clean up the following day. All event items must be taken from the premise at the culmination of the event. Only rental items may be left, neatly put aside, for pick up by the third party. If rental items are to be left on site for pick up the next day, a \$100 charge will be added to the rental fee. If more clean up needs to take place, or other event items or decorations need to be picked up the following day, it will result in a partial or full loss of the Deposit.

**ITEMS AVAILABLE:** All items below are available from Walking Mountains, **but all set up and break down of these items are the renter's responsibility.**

**We DO have available:**

- Kitchen space with basic oven, stovetop, microwave, toaster oven, two dishwashers, two sinks, 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.)
- 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 (FSBC East, FSBC West, BPC Classroom North, BPC Classroom South, BPC Meeting Room North, BPC Meeting Room South) has a computer tower, projector and screen, internet access, and speakers (indoor only, no outdoor speakers).
- The FSBC East and BPC Classroom South 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 Fax or Email:** 970.827.9730, Attn: Rose Delles or [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, Half Day (0-4 hours)</b>	\$50	\$100
<b>Small Conference Room, Full Day (4-8 hours)</b>	\$100	\$200
<b>Large Conference Room, Half Day (0-4 hours)</b>	\$100	\$200
<b>Large Conference Room, Full Day (4-8 hours)</b>	\$200	\$400
<b>Hourly Rate (applicable after 8 hours, or before 8:00 am)</b> *Not available for Campus Center/Whole Rentals	\$25/hour	
<b>Set-up and Break-down Fee*</b> *Not available for Campus Center/Whole Rentals	Walking Mountains staff member will set up the room for your needs with tables and chairs and break down after.	\$50
<b>Campus Center Rental (MDC, FSBC)</b>	Available Saturdays and Sundays only and Campus will be closed to the public.	\$2,000 8:00 am – 10:00 pm**
<b>Whole Campus Rental (MDC, FSBC, BPC)</b>	Available Saturdays and Sundays only and Campus will be closed to the public.	\$3,000 8:00 am – 10:00 pm**
<b>Second Day Item Pick Up</b>	If you have subcontracted some items that need to be picked up the day after your event and will be left on site.	\$100

<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\*\*. 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.

\*\*All events must be finished and cleaned up. No renters or guests may be on property past 10:00 pm.

**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. If you want, non-profits/partners still need to pay the full Set-up/Break-down fee and the full \$25/hour for staff time if necessary. Quid pro quo pricing may be applicable, inquire with your Walking Mountains partner contact.