

**Olmsted County Parks Facilities Use Agreement**

Oxbow Park Nature Center Meeting Space Rental

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| --- | --- | --- | --- |
| Name: |  | Organization: |  |
| Address: |  | E-mail Address: |  |
| Telephone: |  | Cell phone: |  |
| Rental Date: |  | Payment Type: |  |

**General**: This agreement made between Olmsted County, acting through its Parks Department (“Parks”) and person/parties primarily responsible for the rental or event. All “Users” must join in completing and signing a Meeting Space Rental Agreement prior to exclusive use of the facilities indicated in this agreement.

Oxbow Park and Zollman Zoo activities run by County Parks staff take precedence over other requests for space; however, a confirmed rental will not be changed or cancelled by staff. Rentals are subject to County Parks staff availability. Reservations can be made one year in advance.

All renters must clearly state the purpose of the meeting and provide an estimate of the number of attendees. Should the rental activity not be consistent with the stated purpose, Olmsted County Parks staff reserve the right to cancel the event following communication of the cancellation to the User(s).

**Contact:** Please email oxbow@olmstedcounty.gov or call 507-328-7340 to reserve

**Rental Times**: Meeting space will only be rented during Oxbow Park Nature Center’s hours of operation (8am-4pm). Half and full day options are available. Meeting space rental times include set up and clean up. Please plan accordingly.

**Must provide payment at time of reservation. Refund will NOT be given in event of a cancellation.**

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| --- | --- | --- | --- |
| Classroom Rental Rates  | One classroom  | Two classrooms | Three classrooms  |
| Half day8am-12pm OR12pm-4pm | $100 | $200 | $300 |
| Full day8am-4pm | $150 | $300 | $450 |
| Capacity | ~40 | ~80 | ~120 |

**Amenities:** Transport cart, sink, counter space, whiteboard/markers, free Wi-Fi, tables and chairs, cleaning supplies, waste and recycling containers.

**Technology:** Large flat screens are available in each meeting space. HDMI hook up and Bluetooth is supported.

**Food and Beverage:** Renters may provide food or use a licensed caterer. Alcohol is not allowed in the rental space or Nature Center at any time. Rental space must be cleaned and put back to original condition.

**Alcohol/Tobacco/Vapes/Cannabis Products:** NO alcohol, tobacco products/vaping, or cannabis products are allowed in the rental space or Nature Center at any time.

**Decoration & Room Alteration Guidelines:** Oxbow Park rental spaces are used primarily as classrooms. Displays and taxidermy must remain in place during meetings. All decorations, tables, storage, etc. for your event must be placed only in the rented space. Decorations provided by users must be removed as part of cleanup. **Use of materials that do not cause damage to surfaces is required.** No thumbtacks, staples or tape is allowed. Clip magnets are provided for hanging decorations/banners. Signs and banners used outside of the rental space must be approved by Oxbow Park staff. Users must clean up all decorations and return the rented space to its original condition.

**Renter responsibilities:** Renter may not transfer or sublet reservation. Renters must keep to the scheduled time of the reservation.

**Cancellation Policy**: Cancellations may be made at any time; refunds will NOT be given.

**Sound Levels:** Users shall maintain event sounds at a decibel level that will ensure that other events and activities occurring elsewhere in the Oxbow Park Nature Center and in the immediate area surrounding Oxbow Park are not disturbed. Oxbow Park Manager, or his/her designee, reserves the right to require sound levels to be lowered if requested to ensure that no unreasonable disturbance occurs.

**Capacities:** All Parks buildings have a maximum occupancy established to comply with the Minnesota Fire Code, which may not be exceeded. Oxbow Park Manager, or his/her designee, reserves the right to deny further entry into these buildings to protect public safety if it determines that the maximum occupancy limits for an event have been exceeded.

**Reservation Confirmation:** A reservation is confirmed after a user signature is received via email or signed rental policy and payment is made as outlined in the Payment section. A signature indicates the User(s) have read this rental agreement, User(s) understand it, and agree to be bound by all terms and conditions of the rental agreement and applicable County Parks Rules and Regulations and Policies.

Renter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oxbow Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_