

## Croydon Creek Nature Center Rental Information

Looking for a location to hold your child's next birthday, a meeting of your community group or a private business event?

The Croydon Creek Nature Center's classrooms and adjacent exhibit area can be configured to meet your needs and are available to rent hourly.

Rates (Effective January 1, 2014)

Rental Space	Resident Rate	Non-Resident Rate	City Community Organization * Rate
Classroom A or B	\$35 per hour	\$40 per hour	\$30 per hour
Classroom B and Exhibit area.	\$100 per hour	\$125 per hour	\$75 per hour

\*A community organization is defined as having nonprofit status, a City of Rockville address and 60 percent of its members are City residents.

### Room Descriptions and Capacities

Rental Space	Style	Capacity	Description
Classroom A	Tables and chairs	30	Linoleum floor, windows
Classroom B	Tables and chairs	30	Tile floor, basement level, no windows, elevator access
Classroom B and Exhibit area	Tables and chairs	60	Tile floor, basement level, elevator access

### Rental Agreement Guidelines

All paperwork (except the set up plan) and full payment must be completed at the time of the booking. The person signing the contract is the one responsible for the rental and must be in attendance the day and time of the rental.

The set up plan is required one week prior to the date of the rental. The center staff will set up the tables and chairs in accordance to the set up plan. In the event that the tables and chairs need to be rearranged the staff is to be notified.

The renter is responsible for returning the room to its original condition. This includes collecting all trash. The center will provide additional trash bags and cleaning supplies.

Renters must adhere to the starting and ending times agreed upon in the rental contract. Arriving prior to the start time and remaining past the ending time will result in additional charges. Set up and clean up is to be included in the rental time.

The renter is responsible for the behavior of all attendees. Failure to obey any facility rules and regulations, excessive noise, fighting, vandalism, etc. will not be tolerated. Attendees involved in unacceptable behavior will be required to leave immediately, or the event will be terminated.

Rentals are for private events only. Rentals are not allowed for events advertised to the public, events for which admission or tickets are sold, or for instructional classes.

The maximum number of people accommodated in Classroom A or B is 30; Classroom B and exhibit space is 60. If the number is exceeded the renter will be asked to end the event.

Staff must be notified in advance when contracted entertainment and amusement equipment are arranged for the event.

Catering or DJ equipment must be delivered and picked up on the day of the event. The center is not responsible for the equipment set-up or delivery. The facility does not supply utensils or other food handling equipment.

Cooking is not allowed in the kitchen. Foods are to be refrigerated or kept warm only. All caterers who are employed by the renter must be licensed by the Montgomery County Department of Health.

The City of Rockville reserves the right to deny future rentals if the above guidelines are not followed.