

ENVIRONMENTAL EDUCATION CENTER RENTAL RATES

HOURS

The Environmental Education Center offers space for room rentals, events and functions that adhere to its green policies. Weekday rental hours are from 8 a.m. to 5 p.m. Monday through Friday. *Evenings and weekends are considered "after hours" use. All renters must agree to follow the Environmental Education Center green policies.

PRIVATE EVENTS & BUSINESS MEETINGS

Meeting Room w/Kitchen:	\$100 per hour
Meeting Room w/Kitchen and Outdoor Event:	\$140 per hour
After hours technical support (evenings/weekends):	\$40 per hour additional*

NON-PROFITS/PUBLIC ORGANIZATIONS

Meeting Room w/Kitchen:	\$30 per hour
Meeting Room w/Kitchen and Outdoor Event:	\$40 per hour
After hours technical support (evenings/weekends):	\$40 per hour additional*

*Technical support includes set up of A/V equipment to your personal laptop, microphones, sound and visual test and returning equipment to its normal set up.

FOOD & DRINK

You may bring your own food or use a catering service. A list of caterers and restaurants providing locally-sourced foods is available upon request.

You will provide your own beverages. Both non-alcoholic and alcoholic drinks are acceptable but containers must be recycled properly.

China, glassware and silverware are available at no extra charge. Compostable plates and flatware are available for purchase at \$2.50 per quantity of 25.

GREEN POLICY

When booking the Environmental Education Center, you must review and agree to our green policies. These include best practices for recycling, reducing waste and actions that save water and energy. Your event serves as an educational opportunity for guests. With onsite recycling and composting, guests will learn how easy it is to go green.

CLEANING FEE

An additional cleaning fee of \$30 per rental hour applies to events with 25 or more guests.

DEPOSIT

A non-refundable deposit of \$125 is required to reserve the room.

For rental inquiries, please contact Renee Krebs-Bridges at 972-769-4130