



AURORA CONSERVATION COUNCIL'S MOEBIUS NATURE CENTER
Facility Rental Policies and Procedures

The following guidelines apply to ACC/MNC facilities and groups up to 50 people for an indoors only event and up to 75 people if the pavilion is also utilized.

1. ACC/MNC is available to rent to corporations, organizations, schools, clubs, and individuals, provided that such rentals do not interfere with regularly scheduled programs or special events. All rental requests are subject to approval by ACC/MNC. The person signing the rental agreement will be the responsible party and must be at least 21 year of age. Signer must be present at the time of the event.
2. ACC/MNC reserves the right to cancel, deny or modify facility usage to any group for any program or purpose which presents a potential safety liability or which appears inappropriate or inconsistent to ACC/MNC's mission. ACC/MNC reserves the right to approve any promotional materials, flyers, pamphlets or advertising for an event. Please submit any promotional materials, flyers or pamphlets with your rental request.

ACC/MNC also reserves the right to require ACC/MNC personnel at any rental of the MNC property. There is a cost of \$10 per hour; this \$10 per hour is paid in cash to the attendant at the beginning of the event.

On the day of the event ACC/MNC attendant will meet with the renter to introduce themselves and to discuss details and address any specific concerns. Any problem during the event should be reported to ACC/MNC attendant.

3. Reservations are made by submitting a written rental request to ACC/MNC and shall not be accepted less than two (2) weeks or more than one (year) in advance, unless approved by ACC/MNC.
4. ACC/MNC facilities are subject to construction, repairs and operational emergencies which may preclude use of the rental facility. Should such circumstances arise during a period when a rental has been scheduled, ACC/MNC reserves the right to cancel said rental.
5. Cancellation of a reservation within 7 days of rental date will result in loss of 50% of total fees. The security deposit is refundable. Security deposits will be accepted by check only. No credit card deposits will be accepted.
6. Decorations, entertainment and activities must be approved by ACC/MNC. No decorations will be permitted where such decoration requires the use of paste, glue, tacks, nails or other materials that will in any way mar or damage posts, ceilings, walls, fixtures, tables or chairs. **All decorations must be removed by the end of the scheduled event.**

7. The renter agrees to bear all responsibility for damage or destruction to the property. The renter assumes full responsibility for any and all damages caused by caterers, guests or subcontractors. In the event of damages the renter will be invoiced for all damages.
8. ACC/MNC reserves the right to monitor the sound level of music or other entertainment.
9. ACC/MNC does not provide storage for equipment or goods brought onto the grounds for rentals and assumes no liability for lost, stolen, or damaged items. Set-up of such equipment may begin two hours prior to the event. Earlier set-up will be permitted only with advanced approval.
10. Clean-up is the responsibility of the renter and must be completed within one hour of the end of the event. Containers will be provided and all refuse must be placed in the appropriate containers. Any clean-up that is required by ACC/MNC following the event will be deducted from the renter's deposit. Clean-up charge is \$50 per hour with a one hour minimum charge.
11. Ohio Revised Code 4301 prohibits consumption of alcoholic beverages or tobacco on or in any city-owned property. In addition no controlled substances or fire arms are allowed on the property. No boating, swimming or ice skating is allowed. No open fires are permitted in the City of Aurora-owned properties except in park grill units.

BRING YOUR APPROVED RENTAL AGREEMENT WITH YOU ON THE DAY OF YOUR EVENT!!

I have read the conditions herein and agree to abide by all provisions listed.

_____ Date: _____
Signature required

Return signed Facility Rental Policies and Procedures to:

ACC/MNC
P.O. Box 595
Aurora, Ohio 44202