

# Aurora Conservation Council's Moebius Nature Center

## Facility Rental Policies and Procedures

The following guidelines apply to ACC/MNC facilities for groups of up to 60 people for indoor-only events and up to 120 people if the pavilion is also utilized.

- 1. Facility Availability of ACC/MNC facilities** is available to corporations, organizations, schools, clubs, and individuals, provided that rentals do not interfere with regularly scheduled programs or special events. All rental requests are subject to approval by ACC/MNC. The individual signing the rental agreement will be the responsible party and must be at least 21 years of age. The signer must be present at the time of the event.
- 2. Right of Refusal and Promotional Material Approval** ACC/MNC reserves the right to cancel, deny, or modify facility usage for any group, program, or purpose that presents a potential safety liability or is inconsistent with ACC/MNC's mission. ACC/MNC reserves the right to approve any promotional materials, fliers, pamphlets, or advertising for an event. Please submit all such materials with your rental request. ACC/MNC also reserves the right to require ACC/MNC personnel at any rental event on MNC property. The cost is \$10 per hour, to be paid in cash to the attendant at the beginning of the event. On the day of the event, the ACC/MNC attendant will meet with the renter to introduce themselves, discuss details, and address any specific concerns. Any problems during the event should be reported to the ACC/MNC attendant.
- 3. Reservation Policy** Reservations must be made by submitting a written rental request to ACC/MNC and will not be accepted less than two weeks or more than one year in advance unless approved by ACC/MNC.
- 4. Construction and Operational Emergencies** ACC/MNC facilities are subject to construction, repairs, and operational emergencies which may preclude the use of the rental facility. Should such circumstances arise during a scheduled rental period, ACC/MNC reserves the right to cancel the rental.
- 5. Cancellation** of a reservation within 60 days of the rental date will result in the loss of 50% of the total fees. Cancellations within 30 days of the rental date could result in a 100% loss of fees. The security deposit is refundable if there is no damage and the center is left in clean order. Security deposits will be accepted by check only; no credit card deposits will be accepted.
- 6. Decorations and Activities Approval** No decorations or alterations are permitted using paste, glue, tacks, nails, tape, command strips, or any materials that may cause damage to posts, walls, ceilings, fixtures, tables, or chairs. Additionally, existing photographs or wall art may not be removed or relocated without prior written approval. Please note that any damage resulting from a violation of this policy or any lease terms will be itemized and deducted from your security deposit in accordance with Ohio law. If repair costs exceed the amount of the security deposit, you will be responsible for the additional expenses. \_\_\_\_\_ *Initial & Date*
- 7. Responsibility for Damages** The renter agrees to bear all responsibility for damage or destruction to the property. The renter assumes full responsibility for any and all damage caused by caterers, guests, or subcontractors. In the event of damages, the renter will be invoiced for all repairs. \_\_\_\_\_ *Initial & Date*

8. **Sound Level Monitoring** ACC/MNC reserves the right to monitor the sound level of music or other entertainment.

9. **Storage and Setup** 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. Setup of such equipment may begin two hours prior to the event. Earlier setup will be permitted only with advanced approval.

10. **Clean-Up Responsibility** 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 additional clean-up required by ACC/MNC following the event will be deducted from the renter's deposit. The clean-up charge is \$50 per hour with a one-hour minimum charge.

11. **Prohibited Activities** Ohio Revised Code 4301 prohibits the consumption of alcoholic beverages or tobacco on or in any city-owned property. Additionally, no controlled substances or firearms are allowed on the property. No boating, swimming, or ice skating is allowed. Open fires are only permitted in designated park grill units and designated fire pits.

**Release of Liability**

All renters and their guests agree to indemnify and hold the City of Aurora and the Moebius Nature Center, its employees, and officials harmless from and against any and all claims, loss or damage to personal property, bodily injury, accidents, liabilities, and costs, including attorney's fees, in connection with the rental of the Moebius Nature Center.

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

**Name (please print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please return the signed Facility Rental Policies and Procedures to:  
ACC/MNC P.O. Box 595 Aurora, Ohio 44202