



Rental Agreement (2023) for Non-Profit Organizations

Riverside Nature Center facilities may be used/rented by members, non-profits or for profit organizations or individuals in accordance with terms of this agreement provided all activities conducted are acceptable under any federal, state, or local law and subject to the approval of the Riverside Nature Center Board of Directors. [Members may extend their “member rates” to non-profit groups or organizations to which they belong provided the member makes the arrangements and attends the function.]

The Riverside Nature Center agrees to allow:

Organization/Agency: _____

Phone: _____

Email: _____

To use: _____

On _____

For _____

The rental fee for this use is \$ _____

Additionally, (individual. entity) _____ requests the use of _____ with the following equipment and services at these rates:

Rent—(additional space): _____ @ \$ _____

Equipment: _____ \$ _____

Services: _____ @ \$ _____

Custodial Service (if food/beverage consumed) \$ _____

TOTAL: _____

DEPOSIT

A deposit equal to 50% of the total fee (\$ _____) along with a signed copy of this rental agreement is required to confirm the reservation of the date and time. Refunds will be granted for the deposit if cancelled at least ten (10) days before the reserved date. The

balance due for the rental, services, and equipment usage will be due the day of the event.

CONFIRMATION

Reservations are considered tentative until the deposit, signed agreement, and evidence of insurance, if required, are received at the Center. Tentative means that Riverside may book another event at the same time with another organization if it provides the necessary deposit and documents. In case another request for the same time is received, Riverside will contact you to confirm or cancel your tentative reservation. In case Riverside cannot reach you by one month prior to the tentative reservation, we will consider that tentative reservation cancelled.

Rental Fee Schedule

All rates are for 3 hours or less. Rates for more than 3 hours are in 3-hour increments. Rent includes air conditioning, lights, and restrooms. Business Hours are Monday – Saturday, 10:00 a.m. – 6:00 p.m.

	Business Hours	After-Hours
Room A	\$50	\$ 60
Room B	\$50	\$ 60
Rms A & B	\$100	\$110
Atrium	NOT AVAILABLE – BUS HRS.	\$ 75
Nature Lab	\$50	\$ 60
Pavilion	\$50	\$ 60
Stone Circle	\$25	\$ 60

Equipment & Services Fee Schedule:

Equipment: as available and negotiable; tables and chairs owned by RNC may be used at no cost if user sets up and puts back as found.

Equipment:

Audio visual (laptop, projector, etc.) \$10
Kitchen ware/coffee urn \$20

Services:

Room Set (per room)	\$20	Pavilion Set-Up	\$40
Room Tear Down (per room)	\$20	Pavilion Tear Down	\$40

Custodial Service (if food/beverage consumed) \$20

MAXIMUM CAPACITY FOR MEETING SPACES

One meeting room (A or B): 50	
Both meeting rooms: 100	Nature Study Lab: 25
Seated dinner: 50	Pavilion: 125
Come-and-go reception: 350	

The maximum capacity of the building must be enforced to comply with the City of Kerrville's fire code.

INSURANCE

A Certificate of Insurance from a group or business, or evidence of homeowners insurance from an individual showing coverage for parties serving alcoholic beverages at no charge must be provided if alcohol is to be served at an event at the Riverside Nature Center.

RIVERSIDE NATURE CENTER GUIDELINES FOR RENTERS

1. RNCA Board of Directors reserves the right to refuse rental of Riverside facilities to any individual or entity.
2. Noise levels of any activity may not exceed the maximum allowed by city ordinance.
3. The renter is responsible for the conduct of all guests and any staff contracted by him for any damage to the facility or grounds. Guests who visit the grounds are required to stay on trails.
4. Renter is responsible that his caterer understands and follows all rules and has met with RNC staff prior to the event to review details of the event at least two weeks in advance.
5. If additional chairs or tables are needed, the renter is responsible to obtain these through the caterer or a rental agency, and to have them delivered and returned during regular staffed hours of the Visitor Center. All furniture brought into the Visitor Center must have rubber tipped legs or otherwise protect the floor from scratches.
6. Use of tobacco is not allowed on the premises.
7. Alcohol may be served provided it is offered to guests free of charge. Cash bars are allowed only when provided by a caterer licensed to serve alcohol.
8. No seeds, flowers, or other materials may be collected without permission of RNC staff. No seeds can be distributed at RNC without prior approval.
9. Any electrical needs (other than normal lighting) must be approved at the time the reservation is made.
10. Any cooking on the premises must be discussed and approved prior to event.
11. Nothing may be attached to walls.
12. Renter is responsible for leaving the facility in the same condition as found, with all trash put in available receptacles. Trash cans must be left inside a building.
13. No pets except service animals allowed on premises.
14. Children under 12 must be supervised on the trails by parents or other adults.
15. **All trash must be removed from the premises at end of event.**

I have read and understand this entire Riverside Nature Center Rental Agreement, and by my signature below and return of this statement, I agree to pay the Fee specified and abide by the Guidelines and all other terms of this Agreement. I am authorized to sign and accept this agreement and make arrangements for my organization, or party.

Signature

Printed Name

Organization

Date

Phone # _____

Number Expected

Amount of Deposit Paid

RNCA Authorized Representative

Date

LIABILITY WAIVER

In consideration of the Riverside Nature Center Association's (RNCA) agreement to permit the listed individual(s) or group to utilize the RNCA premises on _____, 20____, the undersigned individual, on his own behalf and/or on behalf of the group or entity hereby agrees to hold harmless and indemnify the RNCA and all of its members, officers, agents, and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any activity of the individual(s) and/or entities so named and/or their employees, volunteers, agents, and guests taking place on the RNCA premises, regardless of the source of such injury or damage, and regardless of whether any negligence by an RNCA member, officer, agent or employee was a proximate or producing cause of such injury or damage.

Signature

Printed Name

Organization

Date