

# Pringle Nature Center Rental Procedures

## **General Rules and Regulations**

The following rules must be adhered to:

1. A Pringle Nature Center (PNC) staff person, board member, or designee will be on site during any rental.
2. PNC is available for rental to individuals or groups at times that do not interfere with the nature center's regular programming.
3. There is no smoking or alcoholic beverages allowed at PNC at any time. Groups must adhere to the Kenosha County Parks Ordinances.
4. Kenosha County Parks close at 10:00 p.m. therefore all events must end by then.
5. Groups must leave the facility in the same condition as it was found. This includes but is not limited to the following:
  - a. All tables and chairs must be wiped off and clean.
  - b. All materials (recyclable and trash) must be put in the proper receptacle.
6. The PNC is not responsible to any equipment or other accessory left at the Center.
7. The use of nails, screws, tape, tacks, or the like to fasten decorations cannot be used in the building or on the amphitheater stage.
8. No helium balloons.
9. Candles are allowed only if the flames are enclosed in a glass covering.
10. Glitter, rice, bird seed, confetti, and similar material cannot be used in the building or on the grounds.

## **Scheduling**

1. Reservations are required by all groups wishing to rent the PNC, amphitheater stage, or fire pit. All reservations are made by calling the nature center at (262) 857-8008 or by filling out the Rental Request Form found on PNC's website and returning it to the nature center at least two weeks in advance.
2. The time you indicate on the Building Request Form is the time the building will be open for your use and time it will be closed. **Any decoration and clean up** must be completed during this time. Due to programs or other scheduled events going on at the center, you may not arrive earlier than your scheduled time.
3. Reservations are confirmed only when the necessary paperwork is completed and final payment has been made.

## **Fees**

1. The rental fee will be \$50 per hour for full use of the building by individuals and businesses, with a minimum of three (3) hours.
2. The rental fee will be \$25 per hour for full use of the building by non-profit groups with a 501(c)3 status and youth organizations such as scouting and 4-H groups, with a minimum of three (3) hours.
3. The amphitheater stage will be \$50 which includes electricity and lights. The sound system may or may not be available. Fees for the sound system are negotiable depending on the requirements of the group.
4. The rental fee will be \$50 for use of the fire pit. Firewood is provided.
5. A 50% deposit is required at scheduling time.
6. Fees can be paid in cash or check, payable to Pringle Nature Center and final payments are due eleven (11) business days prior to the rental date.

### **Cancellations**

1. You may cancel or reschedule a rental eleven (11) or more business days prior to the event at no charge. If cancellation occurs between six (6) to ten (10) business days prior to the rental date, you will incur a cancellation fee equal to 50% of the rental price. You are responsible for paying 100% of the rental price if you cancel five (5) business days or less prior to the rental date.

### **Facility Resources**

1. We will make every effort to ensure that all requested resources for the rental are in working order. In the event that a resource is unavailable due to repair or circumstances beyond our control, we will make every effort to notify the person responsible as far in advance as possible. We will not refund or partially refund for mechanical failure of equipment unless that equipment was an integral part of the rental (e.g. the stove was broken and the purpose of the rental was to teach a youth group how to cook).
2. PNC has a full kitchen, which includes a stove, microwave, dishwasher, sink, and dishes including serving ware, cups, plates, and silverware which you are encouraged to use. Since we are an environmental facility, we discourage the use of disposable dishes.
3. The following equipment is available for use:
  - a. TV/VCR/DVD
  - b. Overhead projector (transparencies and pens not included)
  - c. LCD projector (ceiling mounted)
  - d. Floor podium
  - e. Wet Erase Board
  - f. Screen (ceiling mounted)
  - g. Laptop
4. Nature center displays of preserved and living animals will not be removed or covered during the rental and should not be disturbed.

### **General Information**

Paper work and fees sent to:

Pringle Nature Center  
Attn: Naturalist  
9800 160<sup>th</sup> Avenue  
Bristol, WI 53104

For more information, please call (262) 857-8008  
Tuesday through Saturday  
9:00 a.m. – 4:00 p.m.

Fax: (262) 857-8008 – Please call ahead to notify sending of the fax.

Email: [naturalist@pringlenc.org](mailto:naturalist@pringlenc.org)