

**TIN MOUNTAIN CONSERVATION CENTER (TMCC)
NATURE LEARNING CENTER (NLC) SITE RENTAL POLICY
FOR NON-PROFIT ORGANIZATIONS**

Any non-profit organization may rent space at the Nature Learning Center, at the discretion of TMCC. TMCC reserves the right to decline any group due to unacceptable facility impact (e.g., band, alcohol, etc.). TMCC programs and events take precedence, and any bookings outside regular business hours (Mon-Fri, 9AM-5PM) must depend on the availability of a TMCC staff person to be present. Outreach Coordinator will take reservations in consultation with Executive and Education Directors.

TMCC requires any individual using our facility to provide a certificate of insurance showing that TMCC is named as a certificate holder and **additional insured**. As part of the Lease Agreement, individuals must sign a **hold harmless clause** that agrees to indemnify TMCC, and provide evidence of a homeowner's policy with an umbrella liability. Individuals must pay a **security/damage deposit of \$50** upon signing the Lease Agreement. If alcohol is served, the certificate of insurance must also state that the individual's policy does not exclude serving alcohol. If a caterer is serving alcohol they must provide TMCC with a copy of their certificate of insurance with **general, liquor, and auto liability**, and naming TMCC as a certificate holder and **additional insured**. Alcohol may not be served during regular center hours. All laws governing the distribution and use of alcohol apply. The security deposit or portion thereof not used by TMCC to pay for any cleaning or repair of damages caused by the event shall be refunded by mail within 15 days after the event. This deposit may not be used to pay rental fees. Tin Mountain NLC and its grounds are a **NO SMOKING** facility/property. TMCC requires all **RECYCLABLE** materials (glass, plastic, aluminum, cardboard) from the event to be bagged separately and placed in a designated location for removal by Lessee. NLC must be vacated by guests and caterers by midnight the night of the event.

When the scheduled event occurs only during regular business hours (Mon-Fri, 9AM-5PM), outside suppliers (e.g., caterer, etc.) and their equipment must be gone by end of regular business hours, excluding a tent. Outside suppliers (caterers, etc.) must also agree to meet with a TMCC staff member prior to the event to go over building procedures (e.g., recycling, compost, etc.) This orientation is only necessary once.

Groups may use our small kitchen upon request, which has a stove, oven, microwave, toaster oven, sink, dishwasher, refrigerator, and coffee maker. For full refund of the security deposit, the state of appliances and cleanliness must be that in which they were prior to the event. Groups must provide their own food, silverware, and dishes. **Please refrain from using Styrofoam.** The NLC is accessible to people with disabilities. Call (603) 447-6991 for any questions.

Facility rental pricing structure for non-profits with fee-based events(fundraisers):

M-F, 9AM-5PM

\$40/hr.

4 hrs. → \$160

8 hrs. → \$320

M-F, 5PM-12AM, S-S, 9AM-12AM

\$55/hr.

3 hrs. → \$165

6 hrs. → \$330

8 hrs. → \$440

NON-Fee based events 9-5 M-SAT \$30/hr

Great Room Dimensions: 48' x 31' (approx. 1,500 sq. feet)

Great Room & Library Capacity:

Max. 80-100* people seated at tables or

Max. 150* people seated auditorium style or

Max. 183 people standing room only

*only 100 chairs & 10 8' rectangular tables available

Library or Classroom Rental ONLY:

M-F- 9-5pm \$15/hr M-F, 5PM-12AM, S-S, 9AM-12AM: \$30/hr.

Max. 20 people seated at tables or 30 people standing room only

Evening fees include the cost of having a staff member on site. In addition to the rental fee, groups may request a nature program as currently priced for weekdays/weekends. Use of TMCC grounds, including the fields, trails, and picnic tables, including the use of a tent, must be negotiated before signing the lease agreement. Rental time includes set-up and tear down.

These conditions and rates are subject to change without notice and at the discretion of TMCC.