

General Rental Information

Why Rent the Urban Ecology Center?

- Choose from one of our Earth Friendly Caterers or use any caterer of your choice
- Convenient East Side location just five minutes from downtown
- Your guests will enjoy a memorable event in our award winning green building
- *Free* use of our AV equipment, sound system, furniture, kitchen, dishware, woodstove and parking lot
- Support our mission to bring environmental education to urban youth
- See our *Rental Amenities* handout for more details!

Member Rates *

	<u>Peak Season Rate</u>	<u>Off Season Rate</u>	<u>Security Deposit</u>
WHOLE BUILDING	\$2,000 flat fee	\$1,600 flat fee	\$500
2ND FLOOR (100 guests capacity)	\$200/hour	\$160/hour	\$300

Peak Season is from April to October

	<u>Hourly Rate First Three Hours</u>	<u>Hourly Rate After Three Hours</u>
LIBRARY	\$30/hour	\$10/hour
CLASSROOM	\$45/hour	\$15/hour
COMMUNITY	\$70/hour	\$20/hour

*Non-profit organizations are eligible for a 25% discount on all rental fees

*All fees increase by 15% for non-members. Become a member today and save!

The Urban Ecology Center is a member supported non-profit organization. Membership benefits include discounted rates for facility rentals and programs, our bi-monthly newsletter, and access to our equipment lending program which includes *free* loans of our kayaks, canoes, bikes, cross country skis, snowshoes, camping equipment and garden tools. Annual memberships start at \$25 for an individual, \$35 for a family. Donations from our members provide the critical support needed for the Center to carry out its mission 7 days a week to keep parks safe for everyone to enjoy and to get urban students outdoors learning, laughing and loving the natural world right in their neighborhood!

Contact Mike Larson, Rental Coordinator, at mlarson@urbanecologycenter.org or (414)964-8505 x 126 for further information or to schedule an appointment. Rates are subject to change as deemed appropriate by UEC.

Room Descriptions

Whole Building—1st Floor, 2nd Floor, Classrooms, Tower, Decks, Community Room & Grounds

Maximum Occupancy: 200 for seated meal split between the 1st and 2nd floor or 300 for social gathering

“Whole Building” rentals can accommodate for larger social gatherings, banquets, receptions, seminars and similar activities. The rental consists of exclusive use of the building, including the entire main floor atrium, the second floor exhibit hall with surrounding decks, the 60-foot outdoor observation tower and the outdoor grounds. This space is available for rent Fridays & Saturdays from 5-12pm and Sundays from 5-11pm.

Second Floor

Maximum Occupancy: 100 people

The 2nd floor area is suitable for meetings, socials, adult birthday parties, fundraisers, family gatherings, receptions and more! Featuring high vaulted ceilings & gorgeous wood paneling throughout, it is sure to take your breath away. The rental consists of the entire second floor exhibit hall with surrounding exterior decks, 60-foot outdoor observation tower, and use of the Camouflage and Citizen Science Room. 2nd floor rentals are available Fridays & Saturdays from 5-12pm and Sundays from 5-11pm.

Library

Maximum Occupancy: 10 for conference seating

The library, located in the 2nd floor office area, is the perfect space for small or intimate meetings and gatherings.

Classrooms - Camouflage Room, Citizen Science Lab or Underground Room

Maximum Occupancy: 30 per classroom

The three Classrooms (two on second floor with exterior windows, and one on the lower level off of the Community Room) are suitable for small meetings, parties, workshops, lectures and breakout groups.

Community Room

Maximum Occupancy: 80 set for table dining; 120 for lecture or social

The Community Room is suitable for meetings, seminars, workshops or luncheons. It is a spacious and relaxed meeting hall on the lower level, anchored by an impressive wood burning fireplace. There is a pull-down screen and wireless digital projector.

Kitchen and Kitchenette

The full commercial kitchen is located in the UEC basement off of the Community Room and has a refrigerator, freezer, microwave, gas stove and oven, dishwasher and serving sets for 100, in addition to a variety of other kitchen utensils and amenities. The second floor kitchenette has a sink, refrigerator, freezer and microwave. Additional tables and chairs are available upon request.

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