

Welcome! Thank you for your interest in the Urban Ecology Center's Facility Rental Program!

Are you...

- *An environmentally conscious couple looking for an eco-friendly facility for your green wedding?*
- *A local business, corporation, or fellow non-profit organization seeking a space for your next meeting or seminar?*
- *An individual interested in hosting a private party for friends and family?*

Whatever your event entails, the Urban Ecology Center is uniquely equipped to provide the perfect backdrop for your day.

What sets us apart, you might ask?

Choose us and you choose to support our mission too!

One hundred percent of rental-generated revenue goes toward supporting our mission to provide innovative, enriching environmental education to urban youth, adults and families. In a time when voting with your dollar is important, this is an investment you can feel good about.

We operate with the environment and community in mind

Our spaces proudly integrate green building techniques such as photovoltaic cells, green roofing and rainwater collection systems, geothermal heating and consistent use of recycled building materials. These features are not only functional and help us keep costs low (so we can pass those savings on to you), they are also great conversation pieces and teaching tools.

These features are also an important component of the Urban Ecology Center's function as a neighborhood community center. We are open to the public and encourage exploration of our space and the surrounding parks in which we operate. In choosing to rent the Urban Ecology Center, your guests are not confined to one space – we encourage them to wander around and discover what the Urban Ecology Center is all about!

No hidden fees!

As an organization that strives to build community and promote environmental justice, we strive for transparency. What does this mean for you? No unexpected costs or rate hikes! That's right – we offer the use of our dishware, glassware, utensils, commercial-grade kitchen, A/V equipment, parking lot, furniture and on-site event staff at no additional cost. Our rental rates are straightforward and easy to understand.

Rental Amenities

Hospitality and Informational Welcome

Never been to the Urban Ecology Center? Are your guests curious about how we started and what we do? No problem – just ask!

- We gladly offer a short welcome presentation given by one of our passionate staff members
- Welcome presentation can be given at any time during your event
- Talks are typically five to ten minutes in length
- We welcome your feedback and will happily answer any questions you or your guests might have

Free, Available Resources

By choosing the Urban Ecology Center to host your event, no matter how big or small, you benefit from FREE use of the following:

- **Ample parking.** Our parking lot accommodates 65 vehicles and neighborhood street parking is widely available without parking restrictions
- **Use of our audio/visual equipment.** Our guests are welcome to use our in-house sound speaker system, portable PA, laptops, projectors, and microphones. Urban Ecology Center staff will gladly set up and take down any equipment and give you and your guests a tutorial on the use of the equipment.
- **Wireless Internet connectivity.** We offer use of our wireless network throughout the building and to all guests. Simply select the network titled “UEC-Guest”.
- **Use of our professional-grade kitchen and its contents.** Guests are welcome to utilize our kitchen during the duration of their event. Our kitchen includes commercial/industrial appliances (stove, oven, dishwasher, refrigerator, freezer), a variety of small kitchen electrics (coffee maker and airpots, toaster, microwave), and a large variety of serving utensils, cooking utensils, pots, pans and place settings for 200.
- **Use of our furniture.** Our staff is happy to set up Urban Ecology Center furniture for you and your guests. We offer tables and chairs to accommodate seating for 200 people, including the use of our gorgeous handcrafted La Lune tables and chairs.

Facility Rental Rates

When you rent the Urban Ecology Center, all of the proceeds directly support the operation and mission of our organization. You can feel great knowing that you had the perfect venue for your event and that you contributed to a wonderful cause at the same time.

At the Urban Ecology Center, we pride ourselves on offering competitive, easy to understand rates without any hidden fees or obligations. Time needed for setup and clean up will be included when assessing the start and end time for facility rentals.

- **Whole Building** – \$4,000 flat fee
- **Second Floor** – \$300/hour (Only available outside of business hours*)
- **Community Room** – \$75/hour during business hours, \$100/hour outside of business hours (plus \$100 security deposit)*
- **Classrooms** – \$50/hour

Inquire about discounts for non-profit organizations or full day rentals of the Community Room or classroom spaces.

**Business hours: Monday-Thursday 9am-7pm, Friday and Saturday 9am-5pm, Sunday 12pm-5pm*

Room Descriptions

Whole Building*

Maximum Occupancy: 200 for seated meal split between the first and second floors, 230 for social gathering

Perfect for weddings and large parties, rental of the whole building gives you the flexibility to spread out and host your event in the best way you see fit. With a whole building rental, you get exclusive access to our first and second floor open areas including the deck and tower, all of our classrooms and the Community Room and kitchen in the basement.

Whole building rentals are available Fridays, Saturdays, and Sundays from 5:00pm – 12:00am.

**Required for Saturday evening rentals May through October.*

Second Floor

Maximum Occupancy: 100 for seated meal, 150 for social gathering

The second floor area is suitable for meetings, dinners, adult birthday parties, fundraisers, family gatherings, wedding receptions and more! This area features high vaulted ceilings and gorgeous wood paneling throughout and is sure to impress your guests. The rental consists of the entire second floor with surrounding exterior decks, 60-foot outdoor observation tower, and use of the Camouflage and Community Science Rooms.

Classrooms: Camouflage Room and Community Science Lab

Maximum Occupancy: 25-30 per classroom

Both of our second floor classrooms are suitable for small meetings, parties, workshops, lectures and breakout groups. Availability is subject to school groups and other Urban Ecology Center programming that may use the space.

Community Room

Maximum Occupancy: 80 set for table dining, 100 for lecture or social gathering

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. A pull-down movie screen and wireless digital projector are included in rent of the room.

Bookings and Cancellations

The Urban Ecology Center facility rental staff is happy to answer your questions and offer advice to help you plan your event. We have hosted hundreds of events at our facility and are happy to share tips for the best way to make your event a success!

Contact Information

If you have any questions, please contact our facility rental staff at any time. If we are unavailable, please leave a message including name, telephone number, and the reason for your inquiry, and we will get back to you as soon as possible.

Urban Ecology Center Riverside Park

(414) 964-8505

Booking Process

Please contact the Urban Ecology Center to speak with a member of our facility rentals staff to inquire about date availability, a tour of our facilities, or making reservations. Reservations are based on space and staff availability and are confirmed only upon receipt of a signed contract and security deposits and/or full rental fee. The reserved rental hours must be consecutive and include all set up and clean up time. Payment for any unused portion of time will not be refunded.

Payment Policies

Payment can be made via credit card or a check made payable to the Urban Ecology Center. All payments should be sent to the attention of the Facility Rental Coordinator. Invoices can be created for organizations that require it and receipts are available upon request. For classroom and community room rentals, rental payment and security deposit (if applicable) are due upon reservation.

For second floor and whole building rentals, a non-refundable security deposit of 50% of the facility rental fee is due upon reservation. The remainder of the rental fee is due 12 weeks prior to the event.

Cancellation Policies

If a renter wishes to cancel an event, they should contact the facility rental staff immediately. Security Deposits will not be refunded upon cancellation. Additionally, 50% of the full rental fee will be withheld for cancellation notices received less than eight weeks before an event.

The Urban Ecology Center reserves the right to cancel a reservation if the facilities are rendered unsuitable for the presentation of the event due to fire, calamity, weather emergency, natural disaster, notice of violation by any government agency, or any occurrence beyond our control. The Renter will not be liable for payment of fees for canceled events, nor will the Urban Ecology Center have any further liability with regard to said canceled event. We reserve the right to cancel an event at any point if the Renter fails to comply with the rental policies. Such cancellation will result in forfeiture of the Security Deposit and forfeiture of all rental fees paid to date and the event will not be rescheduled.

All cancellations are subject to a \$50 administrative fee.

Planning Your Event

A well organized event is a successful event. Make sure you have plenty of people to help with setup and cleanup and a clear understanding of your responsibilities as a renter to ensure your event's success! Please use the following information to help plan day-of event details:

Volunteers

A lot of effort goes into the preparation and cleanup of an event. In order to make sure all tasks reach completion, it is wise to appoint specific point people and groups of volunteers ahead of time and assign them specific duties. Creating checklists for your volunteers is very helpful. If you plan to serve alcohol at your event, it is important to remind your volunteers that they should be sober enough to effectively complete their assigned tasks at the end of the night!

Outside Vendors

Caterers, bartenders, musicians, DJs, party planners, photographers and street performers are all your outside vendors for the event. You can even hire folks to help with your setup and cleanup responsibilities if you prefer to not use volunteers. Outside vendors are responsible for their own equipment and setup and cleanup needs, though we will help them if they plan to use any Urban Ecology Center equipment during the night. It is important for us to know who they are and how to contact them before the event. We will gladly meet with vendors, answer their questions and give them a tour in advance of your event. Please have them contact us!

In addition, for any vendor/business who is working on sight, we will need a copy of their Certificate of Liability Insurance with Urban Ecology Center listed as certificate holder on file at least 4 weeks prior to the event.

Planning tools

As a facility renter at the Urban Ecology Center, you have exclusive access to a variety of tools to help you plan your event.

Event Details Planner

This planning sheet is specifically designed for events at the Urban Ecology Center and will help make sure you do not forget any details by keeping all of the pertinent information in one place. This document will be provided to you by the facility rental coordinator and is due four weeks prior to the event. This helps ensure that everything goes exactly the way you planned it.

Floor Plans

We provide you with dozens of pre-drawn floor plans to choose from to fit your particular needs. There is also room on each floor plan to draw or write your own specific instructions. This PDF is available to download directly from our website at www.urbanecologycenter.org. More of a do-it-yourselfer? We can provide blank floor plans and cut out furniture for you to design on your own!

Timeline Leading Up to Your Event

As your event draws near, it is important to keep these dates in mind and meet these deadlines to ensure success.

Booking

We prefer to book whole building and second floor events more than one month prior to the event date. Exceptions can be made for smaller classroom and community room events and meetings. Talk to our staff about altered deadlines for shorter notice events.

Security Deposit

For second floor and whole building rentals, a non-refundable deposit of 50% of the facility rental fee is due upon reservation.

For after-hours Community Room rentals, a security deposit of \$100 is due immediately upon booking. This security deposit is separate from the rental fee and will be refunded back to you within four weeks after the event less any damage, charges for additional time or extraordinary cleanup measures.

Rental Fee

The rental fee is due in full 12 weeks prior to the date of whole building and second floor rentals. For classroom and community room rentals, it is due immediately upon booking.

Event Details Planner

The Event Details Planner is due to us four weeks prior to the event. This includes all of the information about caterers, other outside vendors you have hired and timeline of your event.

Floor Plans

Floor plan selections and modifications are due to us four weeks prior to the event.

Security Deposit Refund

For community room and classroom rentals, security deposit will be refunded, less any necessary charges, within four weeks after the event. This will be either refunded back to the credit card charged or via check to the address on the contract.

Damages and Additional Charges

Any damage to the Urban Ecology Center facilities, property or equipment is the responsibility of the Renter. The Renter agrees to compensate the Urban Ecology Center for any damage or excessive clean up fee (i.e. vomit clean up) in a reasonable amount of time. Amount and due date will be assessed by Urban Ecology Center staff.

Failure for renters, their guests or vendors to be out by the end of their contracted time will result in additional hourly fees charged to the renter.

Timeline During Your Event

The day of your event is here! Here are some important times to keep in mind when planning your day's schedule. NOTE: this information is for whole building and second floor rentals that take place after the Urban Ecology Center has closed to the public. Classroom and Community Room rentals can be scheduled during public hours, so renters are required to do all set up and clean up within the rented time.

Caterers

Caterers are welcome to arrive earlier in the day to begin prep work in the kitchen. Usually after 3:30pm is fine - but this must be confirmed with our calendar to make sure another group is not using the kitchen at that time. Food should not be set out until after 5:00pm.

Furniture

Urban Ecology Center staff will have furniture on the second floor set up according to your floor plan by 5:00pm so that you can start getting that space ready immediately upon closing. We cannot begin set up on the first floor until after we close but can guarantee readiness by the time your guests arrive.

Setup

The earliest you can get in to start setting up for your event is 5pm, when the Urban Ecology Center closes to the public. Occasionally exceptions can be made for some decorating or to drop off supplies earlier in the day or the day before, but this is subject to availability based on the schedule of programs and other events at the Urban Ecology Center.

Guests Arrive

We highly recommend that you have your guests arrive at 6:00pm or later, giving yourself one full hour for setup. More complicated events and floor plans may require additional time.

Last Call

Last call for alcohol and dancing should happen around 10:30pm.

Event End

Because we operate in a residential neighborhood, the Urban Ecology Center has a "Good Neighbors Policy" in order to ensure a good relationship with our community by not keeping them up too late. Friday, Saturday, and Sunday evening events must end by 11:00pm. This includes discontinuing food and alcohol service, turning off the music, and letting your guests know that they "don't have to go home but they can't stay here". The majority of your guests should leave at this point.

Cleanup and Take Down

Urban Ecology Center staff may begin stacking chairs and moving furniture in unused spaces earlier in the evening, but this work will begin in earnest at 11:00pm. All cleanup and take down must be completed and you, your guests and vendors must be out of the building by 12:00am or the end of your contracted time. This includes your responsibility to wash dishes and clean the kitchen downstairs. Failure to be out by the end of your contracted time may result in additional fees charged to the renter or withdrawn from the security deposit.

Setup and Cleanup

Setup –

Urban Ecology Center Staff Responsibilities:

- Rearrangement of furniture according to your floor plans
- Clean up of any messes in the rentable areas and bathrooms from the day's activities
- Set up of our A/V equipment including speakers, microphones, projector, screen, and laptop.
- Set up of other Urban Ecology Center amenities, like a fire in the wood stove
- Assistance for outside vendors with Urban Ecology Center equipment including kitchen appliances
- Set up of signs and directional information related to private events, our alcohol policies and smoking stations
- A rental attendant will be on hand for last minute questions or details

Rental Client Responsibilities:

- Set up of all decorations, center pieces and other items that you bring in
- Coordinate and communicate with your caterer and bartender to set up all food, drinks, dishes, glasses, place settings and any other items related to food and beverages
- Coordinate and communicate with your outside vendors to set up any of their A/V equipment or other equipment they bring in
- Set up and coordination of any registration or seating assignment tables for your event
- Greet your guests and communicate with them throughout the event about the evening's schedule or to give directions
- Communicate with the Urban Ecology Center about any changes to the plan or schedule as soon as possible

Cleanup –

Urban Ecology Center Staff Responsibilities:

- Rearrangement of all furniture back to default setups for each room and floor
- Take down and storage of all of our A/V equipment and other Urban Ecology Center amenities used during the event
- Removal of all trash and recyclable materials accumulated during the event
- Sweep and mop floors and clean bathrooms
- Teach your caterer or appointed dish washers how to use our industrial dishwasher
- Check the building for damage caused during the event
- Lock up the building after you and your guests leave

Rental Client Responsibilities:

- Take down all decorations and other items brought in and remove them from the building
- Take down any equipment or supplies brought in by you and your vendors and remove them from the building
- Gather all trash and recyclables and deposit them in the appropriate containers
- Clean up all dishes, glasses and table settings and bus them down to the kitchen to be washed
- Wash the Urban Ecology Center's dishes (if you used them) or clear rented dishes from the kitchen
- Return the kitchen to a clean and organized state including clean up of the counters, carts and floors
- Spot clean any spills or messes made during the event
- Make sure that you, all of your guests, and vendors are out of the building by the end of your contracted time.

Food and Drink

At the Urban Ecology Center you can choose from one of our Earth Friendly Caterers, hire another caterer of your choice, or even bring in your own food for your event. Our flexible catering policies make it easy for you to customize food and drink exactly the way you would like. We even have a full service kitchen for you to use while you're here!

Community and Earth Friendly Caterers

The Urban Ecology Center partners with several local caterers who support the community and the earth through their sustainable practices. We recommend and encourage you to choose one of these caterers when planning your event! See our website for our Community and Earth Friendly Caterers list at each branch, and for more information on the policies and procedures these caterers practice to make our community and Earth a better place!

Other Caterers

Do you have another caterer in mind that you would like to work with? No problem! We are happy to meet and work with any caterer you choose. All we ask is that they send us a copy of their Certificate of Liability Insurance at least 2 weeks prior to your event.

Bring your own food!

Do you want to serve your own food? Go right ahead! You can use our kitchen to warm food and get it set, but should plan on doing the majority of the prep work and cooking before you arrive. Potlucks are encouraged as well! Insurance coverage and proper permits may be required if you plan to cook and sell your food here at the Center. Please inquire for more details.

Leftovers

In keeping with our earth friendly practices, we ask that you try to not throw away large amounts of leftover food. Instead you can take them home with you, send them home with your guests, or donate them to the Center. Our staff and volunteers appreciate leftovers!

Coffee

The Urban Ecology Center has an airpot brewer and 2.5 liter airpots that you are welcome to use to brew coffee for your event. Please bring your own coffee grounds, sweeteners and creamers. We discourage the use of disposable cups, and do not allow Styrofoam. We have plenty of mugs and stirring spoons available for use.

(Food and drink – continued)

Alcohol

The Urban Ecology Center does allow alcohol to be served at private events, provided that the following conditions are met:

- Alcohol can be served at private parties for your invited guests and not at rental events open to the general public.
- For events of 50 or more people, all alcohol must be served by a licensed bartender. A bartender can be hired through your caterer, or bartending service. A copy of the bartender's state license and Certificate of Liquor Liability Insurance, with the Urban Ecology Center named as certificate holder, must be provided at least four weeks prior to the event.
- No alcohol may be served to minors under the age of 21.
- Alcohol may not be served at parties for teenagers or children, including but not limited to birthday parties, graduation parties, coming of age parties, etc.
- Alcoholic beverages must be kept in the building or on our deck, and may not be taken into Riverside Park.
- For events that take place during our public hours, alcohol must be kept in the rented room and may not be taken into public areas of the building.
- A liquor license is required in order for you or your vendor to sell drinks at the Urban Ecology Center.
- Non-profit organizations that wish to sell alcohol as a fundraiser must obtain a Special-B Permit from the City of Milwaukee prior to the event. Special-B Permits cover only the sale of beer and wine, not liquor. A copy of your Special B permit is due four weeks prior to the event.
- The Urban Ecology Center reserves the right to close the bar if the consumption of alcohol gets out of hand or creates any kind of conflict. Disruptive guests may be asked to leave.

Smoking

The Urban Ecology Center does not permit smoking in the building, on our decks and patios, or on our tower. We have a smokers' station just in front of the garage for your smoking guests. We will post signage in our facility directing them to this location. Thank you!

Kitchen and Dishes

Full Service Kitchen

The Urban Ecology Center has a full service industrial kitchen in the basement available for you or your caterers to use. You are welcome to use any of the appliances and dishes you find in our kitchen free of charge - all we ask is that you leave the kitchen as clean as you found it. We can often accommodate caterers and other vendors who need to access the kitchen prior to our closing time of 5:00pm. Please discuss specific arrangements with our staff. Kitchen amenities include:

- Six-burner range and 26" oven
- Commercial size refrigerator and freezer (expect them to be half full with our own food)
- Hobart sanitizer that can sanitize a load of washed dishes in about three minutes
- Wash sinks
- Ample counter space
- Assorted kitchen utensils, cooking sheets, pots, and pans
- Water pitchers and coffee airpots
- 200 place settings of dinner plates, salad/dessert plates, bowls, silverware and pint glasses
- Wine glasses and coffee mugs are also available upon request

Kitchenette

The second floor has a small kitchenette with a sink and standard refrigerator that can be used during your event. Space in the refrigerator is limited. This kitchenette is often used by the bartender to serve drinks.

Dishes

Because we are an environmental center, we do not allow the use of styrofoam and plastic disposable plates, cups and utensils. Paper and compostable (bamboo, corn, etc) napkins, plates and utensils are acceptable because we can compost or recycle them.

The good news is that you can use our dishes at no charge! All that we ask is that you arrange to bus, wash and neatly put away all dishes by the end of the night. The Urban Ecology Center has a Hobart Industrial Dishwasher, multiple sinks and washing trays that make this much easier, but the process still requires at least two to three dedicated people throughout the evening. This can be achieved in a variety of ways:

- You may contract with your caterer to bus and wash dishes for you. Your caterer might assess an additional fee for this service but, considering we offer the use of our dishes at no cost, this may be well worth it to you.
- You may hire an outside vendor such as a server service to set up, bus and wash dishes for you.
- You may appoint a few volunteers to set up, bus and wash dishes for you. We are happy to train people to use an industrial dishwasher. However, it should be made clear to your dishwashing delegates that this process is a full-time job during the event. Therefore, your volunteers will likely miss the majority of the party (in other words, don't ask your mother to do it).

If the use and clean up of our dishes seems challenging for your event, we encourage you to consider renting dishes through your caterer or another vendor and paying them to do the washing for you.

Setup and Cleanup

The setup and cleanup of all dishes and food related items is the responsibility of the renters and your hired vendors. We do not charge anything for the use of our amenities but ask that everything is returned to the condition in which you found it in when you arrived.

Decorations

Guests are welcome to decorate the Urban Ecology Center for events. In keeping with our mission to implement environmentally sustainable practices whenever possible, we ask that you keep the environment in mind when you choose your decorations. Stringed lights and vases with flowers (especially native flowers) are encouraged. We ask our guests to avoid the use of plastic table cloths, paper streamers, confetti and other single use items as decorations. We are happy to give advice and help you choose tasteful and environmentally friendly decorations!

Our Furniture

Urban Ecology Center staff will move our furniture into position or out of the way for your event. This includes tables, chairs, couches, literature racks, exhibits, coat racks, plants, end tables, the bar and anything else found in our building on a regular day. There is no extra charge to use our furniture. We do not provide linens but they can often be rented through a caterer or an outside vendor. All you need to do is coordinate and meet with our facility rental staff to choose a floor plan that works best for you! This will be due to us four weeks prior to your event. Floor plans are available on our website.

Setup and Cleanup

Setup and cleanup of decorations, dishes and other items not belonging to the Urban Ecology Center are the responsibility of the renters and their vendors. This includes table decorations, place settings, linens, signs and anything else brought in by the renter. For Second Floor and Whole Building Rentals, setup can begin promptly at 5:00pm. All decorations must be taken down and removed from the building the end of the contracted time for the event.

For renters who wish to bring in some items early, the Urban Ecology Center will provide an area located in our garage which weekend renters can use to store items for their event in advance. Items can be stored no earlier than the day before your rental and must be removed by the day after the rental. All items must be able to fit in the designated area. Overflow items must be brought in at 5:00pm on the day of the event.

Renters may be able to setup some out of the way decorations (such as stringed lights around the banister) the day before your event, but it depends entirely on what else we have going on in the building at that time. Please inquire with rental staff prior to your event.

Furniture from an Outside Vendor

Clients who wish to rent furniture from an outside vendor may do so at their own expense. Furniture must be dropped off the day of the event and picked up the same day. The renter and their vendor are responsible for the set up and movement of any rented furniture. If same day drop off and pick up is a problem - please talk with the our facility rental staff to arrange otherwise.

Banners and Signs

Renters may hang up signs, banners or other party materials in our building provided they use rope or non-duct tape and do not use any nails or other fasteners in our building.

Candles

We allow the use of small, contained votive candles as centerpieces on tables or as accents around the building. All candles must be contained in a vessel (jar, votive, etc.) and the flame cannot be higher than the top of the container. Large candles, tiki torches, candelabras, and other large flames are not a good idea in our very wooden building!

Fires

Weather permitting, we are happy to build a fire in our first floor woodstove or Community Room fireplace for you and your guests. This is a free amenity and we will provide wood. Just ask!

Audiovisual Equipment

Want to have music playing during your event? Need a microphone for speeches? Want to project a presentation to your guests on a screen? We've got you covered! The Urban Ecology Center has a variety of types of audio/visual (A/V) equipment available for renters to use free of charge. Simply let us know in advance what you would like and where you would like it set up and we will be happy to take care of it for you.

AV Equipment Available to Borrow

- Wireless Microphone
- Yamaha Stagepas 500 Portable PA System
- In-house speakers for use with music playing devices
- PC Laptop
- PC Projector
- Projection Screen

Music

Our first and second floors are wired with an in-house sound system capable of playing music from an iPod or similar device. Simply setup your playlist and we can plug in your device and play it. We can also play Pandora radio stations on our sound system.

DJs and Live Bands

The Urban Ecology Center is happy to work with a DJ or live band you hire for your event. Most DJs and bands bring in their own equipment, but they are welcome to use our portable PA system and soundboard if they would like. Please have your vendor contact us directly if they have any questions about our facility.

The Urban Ecology Center is located in a residential neighborhood, so we ask that music vendors keep the volume at a reasonable level. Our staff reserves the right to ask that music be turned down if necessary and appreciate the cooperation of our renters and their vendors.

Microphones

We have a wireless microphone that can be used with our in-house speakers on our first and second floor. We also have a wired microphone that can be plugged in to our portable PA system anywhere in our building.

Projection Equipment

All of our rooms can be set up with a movie screen, laptop and projector for you're A/V presentation. You can simply bring your presentation on a laptop or USB flash drive, plug it in to our machines and go. All of our laptops and projectors are PC compatible. If your device or software is Mac-formatted, you'll have to format it or bring in specific cables to make it PC compatible. Our Community Room has a ceiling mounted projector and room sound system that can be hooked up to a laptop with a HDMI port. You are welcome to use one of our laptops or one of our portable projectors if your laptop does not have a HDMI port.

Internet

The Urban Ecology Center has free wireless available for all of our guests. Simply select "UEC-Guest" as your Wi-Fi Network and you are ready to go.

The Fine Print

The Urban Ecology Center does not discriminate against any member of the public or community group because of race, color, sexual orientation, national origin, age, sex or handicap with regard to occupancy, use of the pavilion, or rental of the pavilion according to the terms and conditions of our facility rental program.

The Renter is solely responsible for any incident, accident, injury or loss to persons or property (including the Urban Ecology Center facility and its contents) arising from or during the use of the facility. The Renter shall indemnify, defend, and hold harmless the Urban Ecology Center from all loss, expense and damages (including reasonable attorney fees) arising from or during the use of the facility. Without limiting any of the above, the Urban Ecology Center shall not be responsible for lost, damaged or stolen items. We may require, and Renter must then provide, at least two weeks prior to the rental date, a certificate of liability insurance coverage, naming the Urban Ecology Center as an additional insured, in the amount of \$500,000.

Renters must be 18 years of age or older (21 if alcohol is being served). The person named on the rental contract is liable for the event and must be present throughout the contracted use of the facility. The rental may not be assigned or subleased. Rentals for teenage or graduation parties must have one adult to every 10 attendees under the age of 18.

The Urban Ecology Center will not rent for the following uses:

- a) Parties or dances that are open to the general public
- b) Commercial use by private groups for the purpose of sales or promotions
- c) Any use deemed by the Urban Ecology Center to be in conflict with our mission, policies, 501(c)3 status or reputation