

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

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.

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