



Trout Lake Nature Center, Inc.
 520 E. CR 44, Eustis, FL 32736-2518

352-357-7536

Name of Individual/Organization		Contact Phone (inc. area code)	
Contact Email		Event Website (if available)	
Address			
Rental Date		Start Time	End Time
Facility(ies) Rented and Other Fees (check all that apply)			
<input type="checkbox"/> Education Building	<input type="checkbox"/> Picnic Pavilion	<input type="checkbox"/> Grandfather Oak Picnic Area	<input type="checkbox"/> Trout Lake Dock
<input type="checkbox"/> Technology Use	<input type="checkbox"/> Program Requested	<input type="checkbox"/> Facilities Monitor	<input type="checkbox"/> Other
Amount Paid		Check Number	Date Paid

Trout Lake Nature Center (TLNC) welcomes facility rentals by persons, groups, and organizations whose purposes and intended uses are not inconsistent with the mission of TLNC, but reserves the right not to allow use by any persons, group, or organization whose purpose or activities may tend to adversely affect TLNC or whose proposed use may create or constitute a significant risk to TLNC. The use of facilities for TLNC activities and events shall take priority over use by other persons. TLNC facilities are not available for rental for political purposes, or for for-profit purposes.

The undersigned applicant, in consideration of being granted permission by TLNC, to use its facilities, does hereby covenant and agree to indemnify and save harmless TLNC, and its officers, officials, employees and agents from and against any and all suits, claims, loss, cost, injuries, damages, charges, liability or expense whatsoever, including court costs and attorney fees, arising out of- or which they may sustain or be put to by reason of permitting use of the TLNC facilities by the applicant.

The signature below by the individual or organizational representative indicates they have read and agree to all conditions listed.

 Individual or Organizational Representative Signature

 Print Name of Individual or Representative

 Date

 TLNC Executive Director Signature

 Date

Fees or Rental Rates

Education Building (not offices)	\$150 for first hour, \$25 for each additional hour, plus tax
Picnic Pavilion	\$50 for first hour, \$25 for each additional hour, plus tax
Grandfather Oak Picnic Area	\$50 for first hour, \$25 for each additional hour, plus tax
Trout Lake Dock	\$50 for first hour, \$25 for each additional hour, plus tax

(State sales tax applies to all rentals unless an organization provides a valid sales tax exemption certificate.)

Hourly rental rates apply to any set-up and take-down time involved in facility use, and all rentals require a three-hour minimum charge. Fees may be waived at the discretion of the Executive Director in exchange for donations or volunteer service hours.

Public address system and a projector: are available for use in the Education Building for an additional fee set by the Executive Director. The renter is fully responsible for determining that their computer equipment is fully compatible and functional with the TLNC projector. The renter is responsible for any damage that occurs to TLNC equipment including replacement of projector bulbs, and replacement or repair of microphones, DVD player, etc.

HDMI adapter may be required and is not provided by TLNC. Renters may not use TLNC computers for projection.

Facility Monitor: If use facilities are used after normal TLNC operating hours, TLNC reserves the right to require the presence of a facility monitor during the event at a rate to be set by the Executive Director.

Program Fees: If the renter desires an educational presentation by a TLNC staff member or volunteer to accompany their event, a fee will be charged for the presentation. The presentation fee will be set by the executive director, based on time and cost associated with preparation and presentation.

Payment of Fees Due: \$50 deposit fee shall be submitted with this completed agreement. The remainder of the fees shall be **paid 30 days** before the event takes place. Because approval of an application for use of a facility effectively excludes other potential rentals, facilities rental fees are not refundable, except that cancellations made at least two weeks in advance may receive a refund of fifty percent of the applicable fees.

General Conditions of Use: Use and rental of TLNC facilities is subject to the following conditions and requirements of use, which must be entered into and agreed to in writing by an authorized representative of the renting person, group, or organization:

1. The user/renter must agree to be financially responsible for all damages to the facilities, equipment, or personal property of TLNC that may occur during its use.
2. The user/renter must acknowledge that TLNC is granting a mere license for temporary use of the facilities, not any additional rights of occupancy or use.
3. The user/renter must agree that they have inspected the facilities before use, that they have not identified any potential safety hazards, and that they are willing to use the facilities in an "as is" condition.
4. The user/renter must acknowledge and agree that Trout Lake Nature Center, Inc., and its employees, directors, and volunteers are not responsible for supervising or controlling the

actions of persons attending the user/renter's event and are not responsible for safeguarding such persons.

5. The user/renter must hold harmless and indemnify Trout Lake Nature Center, Inc. and its employees, directors, and volunteers from liability for any damages to persons or property associated with its use of TLNC facilities.
6. The user/renter shall agree that TLNC, acting through its executive director or other site supervisor, has the right to terminate the user/renter's use of the facility if it finds the use to be in violation of the use/rental agreement or other applicable policies.
7. TLNC reserves the right to require that TLNC be named as an additional insured on the user/renter's liability insurance policy.
8. The user/renter shall agree to comply with all provisions of public laws and ordinances and not to conduct any illegal activities on the premises.
9. The user/renter agrees to comply with all general policies and rules relating to the use of the premises, including, for example, those relating to tobacco use, food use, alcohol sales and consumption, security, clean-up, and utilities, equipment, appliance, and mechanical system use, including any requirements, guidelines, and instructions set forth in the use/rental application and/or agreement.

Food Service: Food may be served at events, provided that appropriate sanitation practices are observed and food use areas are thoroughly cleaned following use. Users/renters must bring their own warming equipment and operate same safely. In the Education Building, the sink, microwave, and large coffee pot in the warming pantry may be used, but must be cleaned and returned to their original condition and location following use.

Only very limited space is likely to be available in the refrigerator—which is used by the staff and volunteers to store personal foodstuffs, to store food for live animals, and for other TLNC activities—so coolers should be brought for any significant amount of food that requires refrigeration. No ice machine is available. All brought-in food must be removed after any event.

Alcohol: Alcohol may be served provided (a) that special approval is granted by the TLNC Board of Directors and (b) an appropriate liquor license is obtained and provided to the executive director before the event. The user/renter is responsible for complying with all local, state, and federal laws and regulations regarding the use of alcohol on the premises.

Smoking: No smoking is allowed anywhere in the buildings or on the grounds of Trout Lake Nature Center.

Parking: Vehicle parking must take place in areas directed and permitted by the executive director. If renter is expecting a large number of people to attend, they are responsible for having a parking attendant to direct parking. All program/events taking place during regular Trout Lake Nature Center open hours must leave space for visitors to park.

Clean-Up and Locking: All inside areas must be vacuumed—and otherwise cleaned as needed—after use. All trash must be removed from the area used and placed in the dumpster near the front gate. The bear bar must be re-set on the dumpster, and the gates to the dumpster area must be closed.

Restrooms must be left clean, with all toilets flushed and no water left running. All lights in use areas must be turned off at the conclusion of use, and buildings and gates must be locked if use concludes after hours.