







# CALUSA NATURE CENTER & PLANETARIUM

CONNECTING PEOPLE WITH NATURE

## TOTAL CHARGES

	Rental Charges	
	Membership \$60 for 10% Discount	
	10% Discount for Members	
	<b>SUBTOTAL</b>	
	SALES TAX 6.0% (Unless Tax Exempt Organization):	
	TOTAL RENTAL FEE:	
	To Hold Date: <b>Non-Refundable Deposit</b> 50% of Total:	
PAID (initials & date):	Balance Due 72 Hours Before the Event:	
PAID (initials & date):	CLEANING DEPOSIT \$100 (to be returned if cleaned thoroughly)	
PAID (initials & date):	A/V EQUIPMENT DEPOSIT \$300 (to be returned if undamaged)	

Deposit Paid Date: \_\_\_\_\_ Received by: \_\_\_\_\_ **STAPLE DEPOSIT RECEIPT HERE**   
 Balance Paid date: \_\_\_\_\_ Received by: \_\_\_\_\_ **STAPLE FINAL RECEIPT HERE**

Entered on Wall Calendar:  Entered In outlook Rentals Calendar:  Advised Animal Care and/or Planetarium if necessary:

Add'l Info: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FACILITY RENTAL AGREEMENT:**

\_\_\_\_\_  
 Customer Signature                      Date                                      Staff Signature                      Date

Cleaning Deposit Returned By (Check or Cash) \$100  Yes  N/A

A/V Equipment Deposit Returned By (Check or Cash) \$300  Yes  N/A

\_\_\_\_\_  
 Customer Signature                      Date                                      Staff Signature                      Date



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### Facility Use Policy

Rental venue(s) must be left in original condition and cleaned thoroughly using the cleaning instructions on page 5 and 6.  
All rentals must end on or before 12:00 AM (including the cleaning hour). Last hour for available clean up is 11:00 PM – 12:00 AM.  
All rental decorations must be removed at the end of the event unless a written agreement was made before hand.  
All rental trash and recyclables must be disposed of at the correct dumpsters at the back of the CNCP property at the end of the rental.

### Guest Conduct Policy

All minors are always to be in the direct company of an adult, especially after business hours and outside.  
All guests are required to respect CNCP property, wildlife, natural areas, guests, staff, and volunteers.

### Smoking Policy

CNCP has a strict smoking policy for both lighted products and e-cigarettes. Smoking stations are located at the outdoor ashtrays next to the Iona House and end of the concrete ramp to the nature center and planetarium. The natural spaces and wildlife are of utmost importance to our mission and we will not tolerate guests smoking

### Liability Policy

By signing this agreement, the Grantee acknowledges that any damages to the premises or lost keys or equipment or any other damage or harm that arises through the use of property by the Grantee is subject to loss of security deposit and grantee agrees to additional charges incurred as a result of the damages and cost of replacement or repair. Grantee also agrees to hold harmless the grantor and waives all rights to hold grantor liable for any damages, injuries, or property loss. Grantee also agrees to assume all liability for any visitors or guests that are using facilities that the grantee has rented or made use of from the grantor. In the event of any dispute, claim, or controversy relating to or arising from this Contract, or any breach, threatened breach, or alleged breach thereof, the Parties hereby expressly waive and relinquish any and all rights to a trial by jury on any issue, matter, claim, cause, or controversy pertaining thereto. This Contract is executed under the laws of the State of Florida, United States of America, and the Parties hereto stipulate and avail themselves to the jurisdiction of the Florida courts and venue in Lee County, Florida, and that the laws of the State of Florida shall govern any controversy hereunder.

### Cleaning Policy:

Grantee will clean the venue following all steps on document 5 and 6.

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_

Grantor: \_\_\_\_\_ Date: \_\_\_\_\_

**Make sure to leave us a 5-star review on Google, Trip Advisor, Yelp, or Facebook!**



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## Iona House Closing Checklist

1. Take down and remove all decorations; *Inside and Outside*.
2. Clean any spills on the floors with proper cleaning sprays found in the kitchen closet. If you need to mop, please ask a CNCP staff member.
3. Disinfect, fold and place tables against the wall in kitchen where they were found originally.
4. Disinfect and stack brown chairs in the kitchen.
5. Disinfect the bathroom counters and high touch surfaces. Bathroom trash emptied. Make sure toilets are flushed and clear.
6. Disinfect kitchen counters and high touch surfaces. All dishes cleaned and removed if they do not belong to CNCP.
7. Sweep main room floor, kitchen, bathrooms, with broom and dustpan found in the kitchen closet and empty dustpan into trash.
8. If tech equipment was borrowed from CNCP, please inform a staff member to retrieve all equipment when no longer needed. Do not attempt to breakdown equipment. If damage to the equipment occurs, you will lose your A/V security deposit.
9. Lights must be turned off.
10. A/C must be turned up to 78 degrees Fahrenheit.
11. All trash removed and new bags placed inside containers. Put all trash in the **GREEN** roadside dumpster. Recyclables need to go into the **BLUE** recycle bin with **NO BAG**. DO NOT leave trash in the wooden bins or in the trash cans!
12. Regular long-time rentals: **LOCK DOOR**.
13. One-time rental gets checked out with CNCP employee, **LOCK DOOR**.

**The Iona House should be left in the same condition it was found.**

### REMEMBER:

**ALL TRASH AND RECYCLABLES REMOVED**

**TABLES AND CHAIRS STACKED**

**KITCHEN AND BATHROOMS CLEANED**

**FLOORS SWEPT**



# CALUSA NATURE CENTER & PLANETARIUM

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## CLEANING CHECKLIST

### Indoor Venues (Classroom, main museum, Tom Allen room, planetarium, Iona House)

1. Take down and remove all decorations; *Inside and Outside*.
2. Clean any spills on the floors with proper cleaning sprays. If you need to mop, please ask a CNCP staff member. If there are spills on the carpet, please notify a CNCP staff member immediately.
3. Disinfect, fold and place tables where they were found originally.
4. Disinfect and stack chairs in one area.
5. Disinfect the bathroom counters and high touch surfaces. Bathroom trash emptied. Make sure toilets are flushed and clear.
6. If using the kitchen in the nature museum, all counters and tables must be wiped clean.
7. Sweep room floors, kitchen, bathrooms, with broom and dustpan found in the cleaning closet and empty dustpan into trash.
8. If tech equipment was borrowed from CNCP, please inform a staff member to retrieve all equipment when no longer needed. Do not attempt to breakdown equipment. If damage to the equipment occurs, you will lose your A/V security deposit.
9. All trash removed and new bags placed inside containers. Put all trash in the **GREEN** roadside dumpster. Recyclables need to go into the **BLUE** recycle bin with **NO BAG**. DO NOT leave trash in the wooden bins or in the trash cans!
10. Lights must be turned off.

### Outdoor Venues (Pine Pavilion, Firepit, McNew Pavilion)

1. Take down and remove all decorations.
2. Disinfect, fold and place tables in one area preferably under a roof.
3. Disinfect and stack chairs in one area preferably under a roof.
4. If using the bathrooms: disinfect the bathroom counters and high touch surfaces. Bathroom trash emptied. Make sure toilets are flushed and clear.
5. If using the kitchen in the nature museum: all counters and tables must be wiped clean.
6. If tech equipment was borrowed from CNCP, please inform a staff member to retrieve all equipment when no longer needed. Do not attempt to breakdown equipment. If damage to the equipment occurs, you will lose your A/V security deposit.
7. All trash removed and new bags placed inside containers. Put all trash in the **GREEN** roadside dumpster. Recyclables need to go into the **BLUE** recycle bin with **NO BAG**. DO NOT leave trash in the wooden bins or in the trash cans!
8. Lights must be turned off.

**Locate a staff member to assist in locking up the venue space and to retrieve your security deposit for all rentals. All venue spaces should be left in the same condition it was found.**