



Green Cay Nature Center
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Green Cay Nature Center

Facility Rental Policies and Procedures

Green Cay Nature Center's lecture hall is available to rent for meetings, birthday parties, and special events for up to 80 people (Group size may vary do to room set-up). You can also request an educational program and/or tour of the nature center and wetlands for your event!

RENTAL PROCEDURE:

1. A group representative must complete and submit a Facility Rental Request at least 30 (thirty) days prior to the event.
2. Facility staff will review the request, and if the requested space is available, a site meeting will be held between the facility manager and the group representative no later than 10 (ten) days after the booking.
3. At the time of the site meeting or prior to, all fees will be due in person or via online payment. The Facility Rental Policies and Procedures will be reviewed and the Permit / Rental Assumption of Risks and Release of Liability form will be signed by the group representative.
4. The day of the event after the event clean-up is completed; a walk-through with a facility staff member and the representative will be conducted to ensure the facility is left in the condition it was found. Damages to the facility or equipment will result in additional fees.

RENTAL FEES: *(Two hour rental minimum on weekends)*

Private Groups - \$80 (eighty dollars) per hour (plus tax)

Civic Groups - \$40 (forty dollars) per hour (plus tax)

PROGRAM FEES: *(If applicable)*

\$100.00 flat fee

PAYMENT:

All rental fees are due at the site meeting or through Palm Beach County's WebTrac website once an invoice is created. Payment in person must be in the form of a check payable to: PBCBOCC (Palm Beach County Board of County Commissioners) or by credit card. Discover, money orders, and starter/counter checks are NOT accepted.

CANCELLATION POLICY:

Cancellation requests must be made at least 30 (thirty) days prior to the rental date. Refunds are not given for cancellation requests made fewer than 30 (thirty) days prior to the rental date.

ADDITIONAL POLICIES:

- The representative must have a copy of the permit and photo I.D. when using the facility.

- If you choose to add a program to your rental, please allot 1 hour for the program **during the permitted rental time**. Please keep this in mind when requesting rental times.
- It is the group's responsibility to set-up before and clean-up after the event, **during the permitted rental time**. (*Extended use of facility prior to or beyond permitted rental time will result in additional rental fees.*)
- The facility **only** provides the permitted space and any listed equipment on the permit. All other items or supplies must be provided by the user (i.e. The facility **does not** have items such as tape, utensils, copy machine, cooler, refrigerator, etc. available for use.).
- Groups may not nail, staple, glue, alter or attach to any walls, doors or any area of the facility. Please report any damaged equipment prior to start of rental.
- Activities must be confined to the permitted area. The event **may not** interfere with the visiting public and their use of the nature center or boardwalk.
- Food/Drink is allowed **only** in the permitted meeting room.
- Due to limited space, groups **will not** be allowed to store items for the event at the facility prior to or after an event.
- The following are prohibited: **Alcohol** and **Commercial sales**

**Failure to abide by the Facility Rental Policies and Procedures
will result in additional fees.**

**For your safety, and the safety of others and our wildlife,
please respect the following rules:**

Building Rules

- * No climbing or standing on the exhibits and railings
- * No food, drink or gum
- * No running or skating
- * No yelling or disruptive behavior
- * No banging or hitting on animal enclosures
- * No pets of any kind
- * Shirt and shoes are required
- * Children must be accompanied by an adult at all times

Boardwalk Rules

- * No pets
- * No food
- * No biking / skating
- * No running / jogging / speed walking
- * No smoking
- * No alcohol
- * No fishing