



Okeehlee Nature Center
7715 Forest Hill Blvd.
West Palm Beach, FL 33413
Phone: (561) 233-1400
Fax: (561) 242-7240
onc@pbcgov.org
www.pbcparcs.com/nature



Okeehlee Nature Center Facility Rental Policies and Procedures

Okeehlee Nature Center's rooms are available to rent for meetings and special events. You can also request an animal program or tour of the exhibits and trails for your event!

RENTAL PROCEDURE:

1. A group representative must complete and submit a Facility Rental Request at least 30 days prior to the event. Rentals will be approved on a first come-first served basis, depending on availability.
2. Facility staff will review the request, and if the requested space is available, a site meeting will be held between facility staff and the group representative no later than 10 days after the booking.
3. At the time of the site meeting, the rental fees and program fees (if applicable) are due. The Facility Rental Policies and Procedures will be reviewed and the Facility User Agreement/Permit will be signed by both parties and issued to the group representative.
4. The day of the event after the clean-up is complete 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. The permittee is required to pay additional fees for any damage or additional cleaning, or if the rental room is not vacated by the end of the permitted rental time.

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

Private Groups - Small (AV) Room (30 person max) \$50.00 / hour + tax
Large Room (80 person max) \$80.00 / hour + tax
Outdoor Classroom (50 person max) \$50.00 / hour + tax

Civic Groups - Small (AV) Room (30 person max) \$25.00 / hour + tax
Large Room (80 person max) \$40.00 / hour + tax
Outdoor Classroom (50 person max) \$25.00 / hour + tax

PROGRAM FEES: *(If applicable)*

\$50 fee for a ½ hour animal program or tour.

PAYMENT:

Payment must be in the form of cash, check or Visa, Master Card or Discover only.

Checks should be made payable to: **PBCBOCC** (Palm Beach County Board of County Commissioners).

Starter/counter checks are **NOT** accepted.

CANCELLATION POLICY:

Cancellation of a permit more than 30 days in advance shall be refunded in full. Cancellation of a permit less than 30 days in advance will not be given a refund, but the group will be allowed to reschedule within 90 days.

ADDITIONAL POLICIES:

- The representative must have a copy of the permit and photo I.D. when using the facility.
- In accordance with County Policy, some rental requests may require proof of General Liability Insurance coverage naming Palm Beach County Board of County Commissioners as Additional Insured.
- It is the group's responsibility to set-up before and clean-up after the event, **during the permitted rental time**. Clean-up includes removing trash and placing it in parking lot trash bins.
- The facility **only** provides the permitted space on the request. All items or supplies (food, decorations, event supplies) must be provided by the user. The facility **does not** have a kitchenette available for use or, items such as tape, utensils, copy machine, cooler, etc.
- 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 trail.
- Food/Drink is only allowed 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:
 - * Parking anywhere but in a designated parking space
 - * Alcohol
 - * Commercial sales

Palm Beach County Parks & Recreation Department reserves the right to revoke or cancel permits without refund upon violation of any rules, ordinance, condition or restriction under which the permit was issued.

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

Building Rules

- * Children must be accompanied by an adult at all times
- * No yelling or disruptive behavior
- * No running or skating
- * No climbing or standing on the exhibits and railings
- * No tapping on animal enclosures
- * No gum allowed in meeting rooms
- * No gum, food or drink in exhibit area
- * No pets of any kind
- * Shirt and shoes are required
- * Adults and/or children must clean up before leaving the children's area

Trail Rules

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



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Okeehleele Nature Center Facility Rental Request

Completely fill out this form and e-mail, mail or fax to the nature center.
 Once we receive your request, we will contact you to set up a site meeting. Thank you!

Contact Person:

Group/Organization:

Phone Number:

FAX Number:

Address:

E-mail:

If your group is an incorporated organization, please fill in this box:

Organization Type: Profit OR Not for Profit

501 (c) (3) Number:

Tax Exempt? Yes OR No

Tax Exempt Number:

Requested Rental Date:

Event Type:

Time (including set-up and clean-up)

Number of People Attending:

From:

To:

Check One: Small (AV) Room (Max 30 people)

Large Room (Max 80 people)

Outdoor Classroom (Max 50 people)

Are you hiring any vendors to assist with the event? Yes OR No

(Vendors include: caterer, entertainment, event planner, etc.)

Would you like a 1/2 hour animal program or tour for your event? Yes OR No

Check One: Animal Program or Tour

Program Start Time:

Ages of Children (if applicable):

Special Needs/Requests:

(Staff use only)

Received Date _____

Responsible Staff _____

Action Taken: not available—representative contacted on _____

reschedule date _____

request granted—site meeting set for _____