



Thank you for your interest in using The Nature Place to host your meeting or event. This kit includes all of the information you need to reserve your meeting space, and provides information about the expectations we have for proper usage of our facility.

Leadership in Energy and Environmental Designs (LEED) is used by the US Green Building Council for the verification of green buildings. Berks Nature has designed The Nature Place to be a LEED Silver facility. LEED-certified buildings are resource efficient, reduce greenhouse gas emissions, and use less water and energy.

As a leader in sustainability in our region, Berks Nature requests the following guidelines for users of our facility:

1. **Availability of Conference Rooms and Lobby:** Conference rooms, classrooms & lobby will be available and reserved on a first-come, first-served basis. Rooms are available for use Monday through Friday, 8:00 a.m. to 5:00 p.m. The lobby is available for use only after 3:00 p.m. Tuesday through Friday. **There will be a fee of \$25.00/ per hour in addition to the rental fee for any event that is scheduled to occur outside our standard business hours of 8:00 a.m. to 5:00 p.m.** In order to provide flexibility for the usage of rooms, Berks Nature's general policy is to take meeting requests up to **two weeks** in advance.
2. **Reserving a Conference Room or Classroom:** To request the use of a conference room at The Nature Place please contact Dawn McDonough at dawn.mcdonough@berksnature.org to initiate the process and identify a useable room for your meeting or event.

Since some meetings will require catering and other setup, Berks Nature requests that the Organization's representative arrive at least 30 minutes prior to the start time. Also, anticipate approximately 30 minutes for cleanup following your meeting. Conference rooms, classrooms and the lobby are to be left in the same arrangement and condition as found prior to the meeting. It is the responsibility of the renter to return the room to its original condition. **Please see Check-Out Procedures for more information.**

Note: Our educational lobby is opened to the public and cannot be reserved solely for private events during standard lobby hours. (See above for available lobby hours)



3. **Additional Items For Your Consideration:**

- a) Building tours are available and should be arranged prior to your visit.
- b) Our trail network, educational lobby, and the nature play zone are all open to the public. These areas cannot be reserved solely for private event, but we encourage you and your guests to enjoy these unique spaces as part of your event.
- c) Have a long day scheduled? Take a Break! Our trained staff can lead an educational nature walk or indoor activity on a variety of topics. Add \$50 to your overall rental fee for our staff to lead this activity.
- d) Non-profit partners can discuss a discounted rate with the Berks Nature staff.

4. **Guidelines for Conference Rooms and Premises:**

- a) **All Organizations that use the facility must recycle all paper, plastic, and metal in the containers provided in the Kitchenette, 1st Floor Lobby & 2nd Floor Lobby.** Please contact Dawn McDonough if you have any recycling questions.
- b) **No single-use plastic bottles may be used in the facility.** Berks Nature has installed water bottle refill stations on each floor of our facility to encourage the use of reusable bottles. About 60 million plastic water bottles end up in landfills every day in the U.S.
- c) Tables and chairs in the classrooms may be moved or rearranged, but need to be returned to their original positions before the Organization leaves.
- d) Noise and activity levels must be controlled and not interfere with Berks Nature business operations.
- e) The following are not allowed on walls: Tape, nails, thumb tacks, putty or any other item that may affect the appearance of the wall when removed.
- f) The Organization is responsible for any damages caused to the facility or grounds.
- g) No smoking is permitted anywhere in The Nature Place or Angelica Park property. This is a smoke-free campus.

Berks Nature requires that Organizations planning meetings of 40 or more people must provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$1 million per occurrence with naming Berks Nature as "Additional Insured." The Organization agrees to indemnify and hold harmless Berks Nature against all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to personal property and arising out of the Organization's use of the facility. Berks Nature reserves the right to deny room usage to any organization or group.



5. Rates:

Educators & Non-Profit Organizations Rental Rates:

\$30 per hour for room rental up to 4 hours.

Daily Rentals (5-8 hrs.) \$150.

Corporate Rental Rates:

\$60 per hour for room rental up to 4 hours.

Daily Rentals (5-8 hrs.) \$300

20% Corporate Membership Discounts

As noted above, there will be a fee of \$25.00/per hour in addition to the rental fee for any event that is scheduled to occur outside our standard business hours of 8:00 a.m. to 5:00 p.m. Additional rooms may be added to your reservation at an additional rate.

Rooms & Accessories

1. Audio-Video Equipment Usage and Setup: The Nature Place has a free public WiFi connection throughout the facility. All rooms are equipped with 80" Smart TV's available to "Cast" your presentation from your laptop to the television. Organization's representative should arrive 30 minutes prior to start time to review the setup and use of the equipment with a Berks Nature staff member.
2. Available Rooms and Accessories: The Nature Place offers a kitchenette space. A microwave, coffee maker, refrigerator (space may be limited), and limited ice is available. Free wireless internet connection throughout the facility.

Please select a room that will best accommodate your meeting size and needs:

Board Room (The Forest Room)

Capacity: 26

- 26 chairs
- 1 table that seats 20 comfortably around the table and 6 additional chairs around the room
- 80" Smart TV w/ "Casting" abilities through WiFi connection
- Polycom Conference Calling Equipment (Long distance charges will apply)



The Nest Room

Capacity: 10

- 10 Chairs
- 90" Round Table
- 80" Smart TV w/ "Casting" abilities through WiFi connection from your laptop
- Telephone with single line conference calling (Long distance charges will apply)
- Whiteboard

The Wetlands Classroom

Capacity: 25 lecture style

- 25 Chairs
- # rectangle tables
- Telephone (for local or toll free calls only)
- 80" Smart TV w/ "Casting" abilities through WiFi connection from your laptop

The Pond Classroom

Capacity: 25 lecture style

- 25 Chairs
- # rectangle tables
- Telephone (for local or toll free calls only)
- 80" Smart TV w/ "Casting" abilities through WiFi connection from your laptop

Check-Out Procedures

- 1. Meeting Rooms and Kitchen:** Our goal is to have meeting rooms available immediately following a completed meeting. The following are some items that will be checked:
 - Tables and chairs in original position
 - All food and catering supplies must be removed from room and kitchen
 - Walls in original condition
 - Audio-video equipment returned, turned off, and in original working condition
 - All meeting items that were brought into the facility have been removed
 - All meeting attendees have departed



The Nature Place
Conference Room/Classroom Request Form

Important: This entire form must be completed and returned for consideration. We cannot guarantee your email or phone reservation until we receive this form.

Name of Organization: _____

Name of Meeting: _____

Contact Name & Title: _____

Phone Number: _____ E-Mail: _____

Are you a: Nonprofit For Profit Government Agency Other: _____

Meeting Information

Requested Date(s): _____

Requested Room(s): _____

Please indicate if you will need access to the following:

<input type="checkbox"/> Audio/Visual Presentation Casting	
<input type="checkbox"/> Conference Calling Feature (Forest Rm Only)	
Meeting Start Time: ____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Set-Up Time: <input type="checkbox"/> 30 minute <input type="checkbox"/> 60 minutes
Meeting End Time: ____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Clean-Up Time: <input type="checkbox"/> 30 minute <input type="checkbox"/> 60 minutes

Number of Attendees: _____

Catered? Yes No Caterer's Name (Contact Dawn McDonough for a list of preferred caterers): _____

(Please be present for your caterer's delivery)
Important: Caterer's must be informed of limited building access. Unless pre-arranged, they must park in parking lot and cannot drive down pedestrian path to the building.

Special requests / notes: _____

Please indicate if you will have need of any of the following:

<input type="checkbox"/> Water & Pitchers	<input type="checkbox"/> Plates & Bowls & Utensils	<input type="checkbox"/> Coffee Mugs	<input type="checkbox"/> Drinking Glasses
<input type="checkbox"/> Access to Coffee Maker	<input type="checkbox"/> Coffee Supplies – How many carafes? _____		

(We will provide coffee, sugar, creamer, & stirrers for \$10.00 per carafe)

Important: Disposable cups, utensils, plates or bowls are not permitted at The Nature Place. Please discuss details/options with Berks Nature staff.