



Eco-Justice Center Facility Use and Liability Form

Please be sure to complete both sides of this form.

Event: _____ Event Date: ___/___/___ Time: _____ to _____

Name of Group (if applicable): _____ Estimated # of participants: _____

Contact Name: _____ Phone: _____

Alt. Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Rental fees: Space rental includes access to a bathroom and use of chairs and tables. An additional half hour set-up and clean-up is included in the cost of each rental and should not be included in fees paid.*

# of hours: _____	Education Center (max 30 people inside) \$50 for two hours
Total fee: \$ _____	Each additional hour \$20
	Wireless internet, sink, microwave, electricity and electric heat access included

# of hours: _____	1889 Barn (max 50 people inside) \$50 for two hours
Total fee: \$ _____	Each additional hour \$20
	Electricity access included, lit candles are not allowed in the barn

# of hours: _____	Birthday Parties (2 hrs, includes tour or activity) \$120 for first 12 people
# of kids: _____	Each additional person \$10
Total fee: \$ _____	Additional hour \$30

Total additional fees: \$ _____	Additional Options:
Number of paper copies	_____ Microphone for outside PA \$5
Single _____	_____ Projector \$5
Double _____	_____ Laptop* \$5
Number of people on tour _____	_____ CD player \$5
Tour length _____	_____ Coffee Maker \$5
Tour start time _____	_____ Black/White Paper copies can be made at
	▪ 10 cents per copy (single side)
	▪ 15 cents per copy (double side)
	_____ Tour of the Eco-Justice Center \$2/person per half an hour
	*If you will be connecting a Mac laptop to the projector, you will need to obtain an adapter that will allow the computer to connect to a VGA or HDMI cable. Please note that we do not have speakers available to amplify the sound from the laptop. If you need sound, we recommend bringing small speakers compatible with a PC.

***Applicant is responsible for facility set-up and clean-up. Please contact EJC staff to discuss needs.**

Rules and Policies:

- The space rented is expected to be left in as good, if not better, condition than when the renter first arrives; a broom, dustpan, mop, and cloth will be provided for cleanup.
- Charging admission at the facility for your event is not allowed unless determined otherwise in writing.
- Smoking is not allowed on the property, inside or outside.
- Weapons, firearms, and explosives are not allowed on the property.
- The use of any alcohol must be discussed with the Executive Director prior to the event. Excessive alcohol use will not be permitted.
- The use of decorations must be discussed with the Executive Director prior to the event. Decorations are permitted in areas that will not cause damage to a building or to the grounds.

Waiver:

I, the renter, agree to release, waive, discharge and indemnify the Eco Justice Center, its agents, affiliates, offices, directors, trustees, and employees, from any and all demands, losses, damages, expenses and costs based upon or arising out of any bodily injury or property damage, including but not limited to permanent disability and even death or allegations to the furthest extent allowed under Wisconsin Laws. Further, I agree to indemnify Eco Justice Center from any and all third party claims or allegations based upon or arising out of the my/my guests' actions or inactions to the furthest extent allowed under Wisconsin Laws.

The conduct of all event participants while on the Eco-Justice Center property will be my responsibility. Failure by an individual or group to follow all applicable laws, rules, and regulations will be cause for eviction. The Eco-Justice Center retains the right to evict objectionable persons from the premises. If the facility is unavailable because of unforeseen causes beyond the control of the Eco-Justice Center, my deposit and any other payments will be returned and I will waive all rights to any claims against the Eco-Justice Center. The Eco-Justice Center will have no obligation to provide alternative facilities.

I will be liable to the Eco-Justice Center for reasonable attorney's fees incurred by the Eco-Justice Center in connection with the collection, or attempt to collect, any payments due under this agreement or any damages arising from an act of omission of myself or my guests.

I agree that not only have I read the Waiver/Indemnify Agreement but that I fully understand each section and that I do not have any questions about the language or intent of this Agreement.

Signature: _____ **Date:** ____/____/____

The facility use is not confirmed until the application is submitted and a \$30 non-refundable deposit is paid. Registration and deposit must be received at least one week prior to the event and the full payment must be received upon arrival the day of the event. The renter must notify the Eco-Justice Center if it becomes necessary to cancel an event. If the renter cancels, funds, with the exception of the \$30 deposit, will be returned to the renter.

Please indicate the total fees due from page 1:

\$	Rental fees
\$	Additional fees
\$	Other (donations, etc) _____

Total enclosed: \$ _____ Mark if you are including your \$30 deposit and will pay the rest between now and the day of the event.

Checks can be made payable to Eco-Justice Center and mailed, with the registration, to the Eco-Justice Center Executive Director at the address below.