



**Building Use Agreement**  
Willow Bend Environmental Education Center  
703 E. Sawmill Rd., Flagstaff, AZ 86001

Willow Bend is delighted to share our beautiful Discovery Room and outdoor space with other community groups! Please read the following policies and requirements carefully:

Facility Amenities:

- Our building is completely wheelchair accessible, and has one bathroom.
- We have 12 parking spaces including two handicapped parking spaces but these spots are first-come-first-serve for other Park users as well. Overflow parking is available at the County Jail visitor parking lot just down the street. If you park on the street or in the student housing without a prior parking variance permit, you will most likely be ticketed.
- The Discovery Room (main room) can comfortably accommodate 22-25 people seated around the tables, or 35-40 people theater-style. Our maximum capacity per the fire department is 57 people.
- The outside space, including trails, gardens, nearby park, and the pavilion, are managed through Coconino County Parks and Recreation. You are welcome to enjoy the paths and gardens, however, please note that the pavilion is not rentable and is available on a first come first serve basis. It is County property and is not part of this rental agreement. If you would like more information about Sawmill Park and Pavilion rentals please visit this link: [www.coconino.az.gov/index.aspx?NID=1508](http://www.coconino.az.gov/index.aspx?NID=1508)
- We have 6 6ft plastic folding tables, 20 folding chairs, and a number of wooden benches. These are available for your use. Tables are located under the counter. You can access them from the door on the end of the counter. Folding chairs are located in the storeroom. Benches are located in the Discovery Room with additional benches in the back office. Please put everything away when you are finished.
- The Center has a mini-fridge, microwave, sink, and coffee maker which you are welcome to use.
- A fire extinguisher is located inside the storeroom door on the right, and below it is the first-aid kit.
- Our facility is kid friendly yet not baby proof. We have a kids' corner, art supplies, and activities which your group is welcome to use yet we ask that you supervise small children. There is also a park nearby.
- The Center's wifi: Willow Bend Center. Password will be given to you upon arrival.

Care and Expectations:

- Please leave the Discovery Room and the restroom as neat and clean as you found it. If it is necessary to move any of the exhibit materials, please return them to the arrangement you found them in when you arrived.
- Please do not turn on computers or microscope in the Discovery Room.
- Willow Bend is a smoke free organization. Consumption of alcohol is not allowed on the premises unless you add Willow Bend as an additionally insured entity on your insurance policy. You must discuss this option with staff prior to renting the space.
- Note that we have *separate* receptacles for compost trash and recycling. Large receptacles are on the northeast side of the building. Composting is located on the Southeastern side of the building.

Rental Agreement:

- The standard building use fee is \$100 for 4 hours and \$150 for a full day rental (8-5pm). Early and late rental, hourly rentals, multiple day rental, and additional needs can be accommodated but require prior communication. We offer discounts for community groups and non-profit organizations.
- This agreement is for the Discovery Room only. Please do not utilize our office space in the back.
- We would appreciate knowing about cancelations as soon as possible so we can accommodate other renters. There is a 48 hour \$20 cancelation fee. If you are a no show, you are expected to pay the full rental price.
- Please make arrangements to pick up the building key ahead of time if event starts before 8am or after 5pm.
- A fully refundable \$10.00 key deposit is required. When you leave, please trade the key for your key deposit (we will arrange with you where to leave the key when you pick it up). Please leave through the back (office) door. Turn the lock on the door knob so that it locks behind you when you pull it shut. If you are leaving the building in the dark, leave the porch light on.
- When leaving, please make sure all windows, curtains, and doors are closed and locked and all interior lights are turned off. Also, please put everything back where you found it.
- Willow Bend is not responsible for advertising or publicizing your event; however we are happy to add it to our calendar if it is free and open to the public and is aligned with our mission.
- In case of emergency, staff cell phone numbers are (928) 699-6109 (Moran Henn) 970-376-6067 Cassandra Roberts.
- We reserve the right to refuse rental.

I agree to accept sole responsibility and liability for any injury or damage to a third party resulting from my rental of the Willow Bend Environmental Education Center and agree to indemnify, save and hold the Willow Bend Environmental Education Center and any/all local program partners including their employees and clients, collectively or individually, harmless from any such claims. I have read and agree to abide by Willow Bend's Building Use Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date\& and Time\&: \_\_\_\_\_

Sign and return this form with the \$10 key deposit to Moran Henn.

Thank you, and enjoy Willow Bend!