



WATERSHED CENTER AT VALLEY WATER MILL PARK RENTAL HANDBOOK

WATERSHED CENTER RENTAL AREAS

The C.W. Titus Education Facility and Lakeside Pavilion are available for rent during regular operating hours (Mon-Fri 8am-5pm) and after hours determined by staff availability. Valley Water Mill Park hours are from dawn to dusk every day.

C.W. TITUS EDUCATION FACILITY

The C.W. Titus Education Facility is a LEED GOLD facility owned and operated by the Watershed Committee of the Ozarks. A “green” meeting policy accompanies the rental form. The Meeting room and outdoor lawn are available 1/2 day or full day during normal business hour (Mon-Fri 8am-5pm). Due to our small staff, weekend and after business hours events are determined by staff availability.

Meeting Room (includes 10 8 ft. tables, 80 chairs & small catering kitchen) Capacity: 96 people

Rental Fee: \$110 half-day; \$220 full day

A/V equipment (projector/screen), Podium & Wi-Fi available (no laptop available)

West Lawn Area (does not include tents, tables, chairs or A/V equipment, unless previously arranged)

Rental Fee: \$40 half-day; \$80 full day

LAKESIDE PAVILION

The Lakeside Pavilion is a “green” pavilion owned and operated by the Watershed Committee of the Ozarks. The Pavilion is available by the day or 1/2 day March 5th –December 5th.. A key is needed to access the tables and chairs and restroom .

Lakeside Pavilion (includes 10 8 ft. tables and 70 chairs)

Rental Fee: \$60 half-day; \$120 full day)

Fireplace (key needed), Grill & Projector Screen available (no projector provided)

Please be prepared to set up and break down the tables and chairs needed for your event. (unless other arrangements have been made).

Make Checks payable to: Watershed Committee of the Ozarks. Rental Agreement can be submitted utilizing one of the following methods:

- **Walk-In:** Submitted at the Watershed Committee downtown office at 320 N. Main Avenue Springfield, MO during normal business hours Mon-Fri 8am-5pm.
- **Fax:** Your application can be Faxed to: 417-866-1918 and payment made by mail or walk-in.
- **Mail-in:** completed Rental Agreement with a check/money order for rental payment can be mailed to:
Watershed Committee of the Ozarks
320 N. Main Avenue
Springfield, MO 65806

MAKING A RESERVATION

Rental Request Forms

Anyone interested in renting the C.W. Titus Education Facility or Lakeside Pavilion can pick up a *Rental Handbook and Rental Request Form* at the Watershed Committee downtown office at 320 N. Main Avenue Springfield, MO, the C.W. Titus Education Facility at 2400 E. Valley Water Mill Road Springfield, MO or online at www.watershedcommittee.org. All Forms and FULL Payment must be completed and submitted to the Watershed Committee downtown office prior to being booked. Rentals are made on a first-come, first-serve basis.

1. Only adults (21 years or older) are permitted to request rental of facility.
2. Special Events that include Food or Merchandise sales by outside vendors are required to abide by all City Codes and submit proof of insurance and permits prior to event approval.

POLICIES AND PROCEDURES

Rental Options

The C.W. Titus Education Facility Meeting Room and West Lawn are available for half days or full day rentals. The Lakeside Pavilion is available for half days or full day rentals March 5th to December 5th. Facilities can be rented for meetings, retreats, workshops, programs and events during normal business hours Monday thru Friday 8am-5pm. Evening and weekend events are determined by staff availability.

The Watershed Center including the C.W. Titus Education Facility and Lakeside Pavilion are located at Valley Water Mill Park, governed by the Springfield-Greene County Park Board.

Please follow park rules: 1) **No alcohol is allowed in public parks.** 2) You are responsible to put all trash/recyclables in proper containers. 3) Do not attach wires, notices, signs to any structure or containers. 4) Do not alter, damage or remove plants or gardens. 5) Grilling is only allowed with prior approval of Watershed Committee of the Ozarks in designated areas.

Park Rangers

The Springfield Greene County Park Rangers open Valley Water Mill Park gates at dawn and close them at dusk. Park Rangers may be called for a disturbance, 911 should be called for an emergency.

Changes

Any changes to the *Rental Request Form* must be submitted in writing. If the change is approved, it must be signed and dated by both the renter and the Watershed Committee Business Manager or Watershed Center Coordinator. Watershed Committee of the Ozarks reserves the right to deny any change to the rental request.

Cancellations

The renting organization agrees that, should need arise, a cancellation notice of at least seven (7) days prior to the time of the rental is required in order to be eligible for a refund of rental fees paid. However, when cancellation is a result of extreme inclement weather or national emergency, which would prevent other groups from renting the premises for an identical term as that of this Rental Agreement, the Watershed Committee of the Ozarks will waive the cancellation policy and return any rental fees and or re-schedule the rental time and date agreeable to both parties.

Renter and Guest Policies and Procedures

Renters and guests must follow the Springfield-Greene County Park Board and Watershed Committee of the Ozarks rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Renter must bring a copy of the **Rental Permit** (provided to renter after request approval) and be present during the entire event, including set-up and tear down.
2. Renter is responsible for the safe and practical set-up of the rented space unless other arrangements have been made.
3. Guests of the rental parties may be admitted into the building no sooner than 30 minutes prior to rental.
4. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The renter is held liable for their groups actions including any damages or losses caused during use of the Watershed Center.
5. Use will be restricted to terms of Rental Agreement including area reserved, time of entry and departure, intended activity, etc.
6. Rentals shall not infringe on or restrict the use of other parties or areas in Valley Water Mill Park.
7. No alcohol is permitted at the Watershed Center or on park property.
8. Smoking, use of tobacco products and open flames, including candles is prohibited at the Watershed Center or on park property.
9. No electrical appliances are allowed without prior approval.
10. Appropriate dress is required while using the Watershed Center facilities. Shirt and shoes required.
11. Decorations shall not be attached to walls, ceiling or building structure.
12. Charging admission, program fee or selling merchandise/food requires prior approval from Watershed Committee of the Ozarks.
13. No candles, rice, seed, confetti, glitter or straw shall be used in or around the Watershed Center property.
14. Renters are asked to keep noise at a responsible level.
15. Only music suitable for a public facility will be permitted.
16. Any material (pamphlets etc.) containing advertising must be approved before distribution.
17. If there is a disturbance, call Park Ranger. If there is an emergency call 911. Please notify Watershed Center Staff of disturbance or emergency.

SET UP AND CLEAN UP

Renter is responsible for set up and clean up when renting the Lakeside Pavilion.

Arrangements can be made with Watershed Committee staff to help Renter set up the C.W. Titus Education Facility meeting room. Renter is responsible for clean up, including wiping down tables and chairs, counters, catering kitchen, spot vacuuming if needed, and returning tables and chairs to proper place and adhering to the Green Meeting Policy where applicable.

The C.W. Titus Education Facility is equipped with a small catering kitchen-refrigerator, microwave, dishwasher and coffee pot are available to those renting the meeting space. The catering kitchen is not available for those renting the Lakeside Pavilion. Please refer to Green Meeting Policy.

GREEN EVENT POLICIES

FOOD AND BEVERAGE

- ◆ *No Bottled Water Please!* The water onsite is fantastic. We provide washable drink ware and encourage visitors to bring their own reusable water bottles.

Service Ware:

- ◆ Use reusable or compostable/biodegradable service ware including plates, cups, & silverware
- ◆ The following contact is a local resource for compostable/biodegradable service ware:
- ◆ Springfield Paper Company-Glenn Davison, 412 N. National Springfield, MO 65802 417-862-5061, www.springfieldpaper.com
- ◆ About 30 place settings are available for use; please rinse and place them in the dishwasher after use.

Food Service:

- ◆ Select food service providers that use reusable service-ware, or sell products that come in minimal, recyclable, or no packaging.
- ◆ Look for restaurant/food service providers that are using locally grown foods.
- ◆ Caterers must provide business license number

Food Waste Composting:

- ◆ Compostable food items (no meat or bones) can be discarded into a separate trash bag that will be deposited into our onsite composter.

PRINTED MATERIALS

- ◆ Use two-sided printing/copying on all printed materials using recycled paper
- ◆ Collect and recycle printed materials
- ◆ Use vegetable inks whenever possible
- ◆ Use reusable or recyclable name badges and collect them when the meeting is over

RECYCLING

- ◆ There are recycle containers available for paper, plastic, and cans. The Watershed Committee will be responsible for taking the recyclables to the recycling center.

EDUCATING ATTENDEES:

Pre-Event Information:

- ◆ Let your attendees know in advance about the “green event” efforts that will be in place
- ◆ Encourage carpooling

At the Event:

- ◆ Please make an announcement regarding the Green Event Policies and show your attendees where to recycle, place compost, and trash.

For Questions regarding the Green Event Policy, please contact:

Rob Hunt, Watershed Center Coordinator, Watershed Center
417-833-8525 or rob@watershedcommittee.org

For additional resources, please contact:

Sara Garretson, Market Development Specialist, City of Springfield, Department of Environmental Services 417-864-2003 sgarretson@springfieldmo.gov