



LEAF, FRONTIER PARK'S NON-PROFIT PARTNER
FACILITY USE INSTRUCTIONS & APPLICATION

CREATING EDUCATIONAL OPPORTUNITIES AND OUTDOOR EXPERIENCES FOR OUR COMMUNITY

Facility	LEAF Facility Use Fees			
	Category I	Category II	Category III	Category IV
LEAF Education Center	\$75 per hour	\$100 per hour	Value of in-kind services equal to Facility Use Fee	\$50 per hour
Bathroom facility only	\$60 for 4 hours \$15/hour for each additional hour	\$60 for 4 hours \$15/hour for each additional hour	Same as above	\$50 for 4 hours \$15/hour for each additional hour
Patricia McCain Outdoor Classroom (amphitheater) Rate may be adjusted pending electrical usage	\$200 for 4 hours \$35 per hour/each additional hour	\$175 for 4 hours	Same as above	\$150 for 4 hours \$35 per hour/each additional hour

There is also an additional **\$25 cleaning fee per party to ensure that the building is thoroughly sanitized before and after your rental.**

Category Descriptions

Category I. Non-member individuals, businesses or nonprofit community organizations

Category II. For profit usage – Any for profit business or an organization or individual that charges fees to the spectators and/or participants or benefits financially from the rental of LEAF facilities.

Category III. Barter rate – The value of in-kind services must equal the Facility Use Fee.

Category IV. LEAF member – a person, business or nonprofit organization that is a current LEAF Plus or Institutional member in good standing

Persons or groups may request the use of the facility for multiple dates over an extended period of time. Approval shall be based on availability, taking into consideration anticipated LEAF usage and other rental options.

The Board of Directors of LEAF reserves the right to deny use of the LEAF Education Center if the proposed use is deemed inappropriate. 8/12/18

Completing and Submitting a Facility Use Application for Approval

- The person or group wishing to use the facility must contact LEAF to determine the availability of the facility on the requested date(s).
- If the requested date(s) is available and approved by the administrator, then the following must be submitted to the LEAF office at 1501 W. 6th Street, Erie, PA 16505:
 - ✓ Completed Facility Use Application
 - ✓ Indemnification Form
 - ✓ Certificate of Liability Insurance in effect for the date(s) of use with \$1,000,000 for each occurrence and \$2,000,000 general aggregate (Category II only)
 - ✓ 50% of rental amount as a non-refundable deposit. May be paid with cash, check payable to LEAF or credit card.
- The requested date will be held for 7 days from the date of inquiry. If the required paperwork and deposit are not received within 7 days, the facility will be made available to others with no obligation by LEAF to contact the party that made the initial inquiry.
- If approved by LEAF, the signed original Facility Use Application will be retained by LEAF with a copy of the Facility Use Application provided to the person or group using the facility.
- Any outstanding balance is due 2 weeks prior to the usage date.
- A few days prior to the rental date, the facility administrator will provide the renter with building entry instructions and other pertinent information.
- A refund of the refundable portion of the rental will be given if paid and cancellation is made prior to 2 weeks before the rental date. No refund will be given for cancellations made within 2 weeks of the rental date.

For more information, contact LEAF at 814-453-5323 or rentals@leaferie.org.



LAKE ERIE ARBORETUM AT FRONTIER (LEAF)

FACILITY USE RULES & REGULATIONS

1. No group or person contracting to rent the LEAF Education Center shall assign his/her/their approved use of the facility to another group or person.
2. Any group or person using the LEAF Education Center shall be responsible for supervising the activity to assure that it begins and ends in accordance with the approved contract and to assure that participants in the activity conduct themselves in a proper manner.
3. Any group or person using the LEAF Education Center shall leave the premises in the manner in which they found it. ***The use of confetti is prohibited.***
4. ***Tables and chairs should be neatly stacked, the counter top wiped, and the floor swept.***
5. ***Trash should be placed in or by the green barrels in the parking lot.*** Brooms are located in the supply closet and extra trash bags are under the sink or in the supply closet. Do not replace the trash bags in the restrooms, as a key is required to change the bags.
6. All doors and windows should be shut and all lights turned off prior to leaving the premises.
7. Any group or person using any facility of LEAF shall be responsible for any and all damages which happen during the time when the building/grounds are being used by the group/person. Renter will be advised of the charge will be billed for such damages to make payment to LEAF for these damages within ten (10) days of the billing date. It is also the responsibility of the group/person renting said facilities/grounds to file the claim(s), etc., with their insurance company if the organization has said coverage.
8. In accordance with state and local laws and LEAF policy, smoking, tobacco products, illegal drugs and look-alike drugs are strictly prohibited from all buildings, property and grounds. Smoking is prohibited in the LEAF Education Center. Alcoholic beverages are permitted with permission of LEAF.