



# MONTOUR PRESERVE ENVIRONMENTAL EDUCATION CENTER AUDITORIUM RESERVATION FORM



The Montour Preserve's Environmental Education Center auditorium is available to rent for meetings and other gatherings. Those wishing to rent the auditorium are required to submit Page 3 of this application form, along with the required fee, to: Montour Area Recreation Commission (MARC), PO Box 456, Danville, PA 17821. Copies of this application, an online calendar and details about other Montour Preserve resources may be found online at [www.MontourPreserve.org](http://www.MontourPreserve.org).

Individuals or organizations that have made reservations shall be allowed the exclusive use of the auditorium and kitchen (if applicable) during the times requested. **However, under no circumstances shall those who have reserved the auditorium be permitted to deny entry by other users to the building's visitors' center, restrooms, offices or other rooms.**



## **AUDITORIUM FEATURES**

- Seating for up to 100 (depending upon room setup)
- 20 folding tables (6ft and 8ft lengths) available for use
- Two large, retractable projection screens
- Digital projector with speakers
- Easels
- Ethernet internet access for presenter; WiFi access for visitors (limited capacity)
- Room can be divided into two smaller sections with retractable divider
- Kitchen with oven/range, microwave, refrigerator, coffee maker, sink and eating utensils
- Small stage
- Multiple electrical outlets, including two fixtures recessed in the floor
- Trash cans
- Restrooms
- Handicapped accessible
- Access to visitors' center exhibits

## **GENERAL TERMS AND CONDITIONS**

Those reserving the Montour Preserve Environmental Education Center's auditorium are required to abide by the following terms and conditions:

- Normal business hours are 8am – 4pm Monday – Saturday; additional fees will be charged for reservations outside of normal business hours
- Alcohol is prohibited on the Montour Preserve property
- Smoking is prohibited in the visitors' center / environmental education center building
- Dogs and other pets are prohibited on the Montour Preserve property (except service animals)
- Food and drinks are allowed (catering is available from regional vendors)
- Users must leave the facility in good, clean condition; additional fees will be charged for facility cleaning if needed (a refundable security deposit is required for events with food / drink)
- Users must properly dispose of trash; please place excess trash in the dumpster in the parking lot
- If used, kitchen fixtures must be cleaned and dishes and utensils must be washed and put away
- Please do not move or handle taxidermy mounts or other exhibits

For questions or maintenance concerns, please contact Bob Stoudt, MARC Director, at (570) 336-2060.

Thank you for enjoying the Montour Preserve in a responsible manner.





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**Individual / Organization Submitting Application** \_\_\_\_\_  
*please list as you want to have shown on the site's calendar (visible to others)*

**Contact Person** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone Number** *(cell phone preferred)* \_\_\_\_\_

**Email Address** *(used for reservation confirmation)* \_\_\_\_\_

**Date(s) of Requested Reservation** \_\_\_\_\_

**Times Requested** \_\_\_\_\_  
*(normal business hours are 8am – 4pm Monday – Saturday; additional fees will be charged for reservations outside of normal business hours)*

<b>requested resources (please check all requested items)</b>			
<input type="checkbox"/>	seats (please indicate number needed)	<input type="checkbox"/>	tables (please indicate number needed)
<input type="checkbox"/>	digital projector	<input type="checkbox"/>	easels (two available)
		<input type="checkbox"/>	kitchen

\_\_\_\_\_ reservation fee (\$50 for 1<sup>st</sup> hour and \$25/hour thereafter; additional \$25/hour for each hour outside normal business hours) (maximum fee \$200/day)

\_\_\_\_\_ \$35 kitchen use fee (if applicable; waived for day-long reservations)

\_\_\_\_\_ \$75 refundable security deposit

total amount (please make checks payable to 'MARC')

**SPECIAL INSTRUCTIONS FOR ROOM SETUP**

I have read and understand the general terms and conditions on pages 1 - 2 of this document and I agree to abide by and be bound by them.

\_\_\_\_\_ applicant's signature

\_\_\_\_\_ date

Please mail this completed page and a check payable to 'MARC' to: MARC | PO Box 456 | Danville, PA 17821

