



## Facility Rental Policies

### Reservations

- Person making reservations must be at least 18 years old.
- Children under 18 must be accompanied by an adult.
- Payments accepted: Visa, MC, Discover, American Express, Check, cash. A \$25 fee will be charged for all returned checks.
- The room is reserved for the exclusive use of the reserving group.
- Rental rates are for 2 hour increments and include setup and cleanup time. Additional hours are available at a per 2-hour rate.
- Additional charge for use of AV equipment.
- Grill: Propane grill available for rental at Fernwood Shelter only.

### Payments, Refunds and Rescheduling

- 50% deposit due at time of reservation. Facility rental will not be guaranteed until deposit and signed rental agreement are received.
- Remainder of rental fee is due one week prior to rental date.
- Reservations made with less than 2 weeks' notice pay in full.
- Reservations are refundable if reserving group gives written notice at least 30 days prior to reservation date. Reservations will not be cancelled until written notice is received from the reserving party. All refunds are subject to a \$25 processing fee.
- If a cancellation is made less than 30 days prior to the reservation date, a group may reschedule their date one time at no charge. Otherwise, CNC will retain the entire fee.

### Music and Sound

- Noise or amplified sound must not disturb or interfere with any other activity outside the reserved area.
- Live music, disc jockeys (D.J.) and karaoke music are prohibited without written permission. Please use appropriate music for all age levels.

### Decorations, Catering & Deliveries

- **Confetti and balloons are not permitted.**
- Catering of your choice is permitted. Food trucks are prohibited.
- Deliveries must be accepted by the reserving party during your reservation time.

### Items Provided

- Set up and take down of tables and chairs

### Checkout and Clean-up

- A CNC employee will meet you at your room to check you in. They will check you out at the end of your rental period.
- Rentals in the Auditorium and Pine Room are available between 9 am- 4:30 pm.
- Make sure all windows and doors are closed before departing.
- You must leave the area as clean as it was when you arrived. A \$25 service fee per hour will be

assessed to clean for trash (including decorations, food including rinds, shells etc.) that has not been placed in trash receptacles.

- A \$25 fee per hour will be assessed to clean any markings or repair any damage to the area.

### **Conservation, Fires**

- The Cincinnati Nature Center promotes “green practices” and requests the catering company recognize this by not using excessive disposable supplies in catering an event.
- There are recycling bins for paper, plastics and cans located in your reserved area.
- There are compost-bins located off the side-porch of the Rowe Visitor Center for organic wastes (banana peels, apples, bread, etc.).
- Cutting or chopping trees, limbs and vegetation, collection of natural materials and disturbing wildlife is **strictly prohibited**.
- Hunting, fishing or collecting is not permitted on any of our properties.
- Pond dipping permits for Matt’s Pond may be obtained from the Visitor Services Desk.

### **Alcohol Use**

- Alcohol is not permitted anywhere on Cincinnati Nature Center property unless prior approval has been granted.

### **Smoking**

- CNC is 100% Non-Smoking. Smoking, e-cigarettes and/or tobacco use is not allowed anywhere on the property.

### **Picnicking, Trails and Pets**

- Picnicking on the trails is not allowed.
- You must adhere to all CNC trail rules found on every map and kiosk.
- If you are planning a hike with your group, please walk in groups of 12 or less.
- Trail maps are available at the Rowe Visitor Services Desk, in the Kiosk by the Visitor Center parking lot and near Fernwood Shelter.
- Please remain on trails.
- Pets are not allowed inside any of the facilities unless they are service dogs.
- Dogs are permitted on trails if leashed and under control at all times.
- Pets are prohibited from wading in water.
- Please use bags provided at the Kiosk for waste removal.

If there are any further questions before your arrival, please contact the Executive Assistant at 513-831-1711 X113 or [ajohnson@cincynature.org](mailto:ajohnson@cincynature.org).

**All Cincinnati Nature Center rules and regulations apply to rental areas.**  
**Cincinnati Nature Center Staff may terminate, upon just cause, any occupancy at anytime without a refund.**