



Okeehetee Nature Center  
7715 Forest Hill Blvd.  
West Palm Beach, FL 33413  
Phone: (561) 233-1400  
Fax: (561) 233-1406  
onc@pbc.gov  
www.pbcnature.com



## Okeehetee Nature Center Facility Rental Policies and Procedures

Okeehetee Nature Center's rooms are available to rent for meetings and special events. You can also request an animal program or tour of the exhibits and trails for your event!

### RENTAL PROCEDURE:

1. A group representative must complete and submit a Facility Rental Request at least 30 days prior to the event. Rentals will be approved on a first come-first served basis, depending on availability.
2. Facility staff will review the request, and if the requested space is available, a site meeting will be held between facility staff and the group representative no later than 10 days after the booking.
3. At the time of the site meeting, the rental fees and program fees (if applicable) are due. The Facility Rental Policies and Procedures will be reviewed and the Facility User Agreement/Permit will be signed by both parties and issued to the group representative.
4. The day of the event after the clean-up is complete a walk-through with a facility staff member and the representative will be conducted to ensure the facility is left in the condition it was found. The permittee is required to pay additional fees for any damage or additional cleaning, or if the rental room is not vacated by the end of the permitted rental time.

### RENTAL FEES: *(Two hour rental minimum on weekends)*

<u>Private Groups</u> -	Small (AV) Room (30 person max)	\$60.00 / hour + tax
	Large Room (80 person max)	\$90.00 / hour + tax
	Outdoor Classroom (50 person max)	\$60.00 / hour + tax
<u>Civic Groups</u> -	Small (AV) Room (30 person max)	\$30.00 / hour + tax
	Large Room (80 person max)	\$45.00 / hour + tax
	Outdoor Classroom (50 person max)	\$30.00 / hour + tax

### PROGRAM FEES: *(If applicable)*

\$50 fee for a ½ hour animal program or tour.

### PAYMENT:

Payment must be in the form of cash, check or Visa, Master Card or Discover only.

Checks should be made payable to: **PBCBOCC** (Palm Beach County Board of County Commissioners).

Starter/counter checks are **NOT** accepted.

### CANCELLATION POLICY:

Cancellation of a permit more than 30 days in advance shall be refunded in full. Cancellation of a permit less than 30 days in advance will not be given a refund, but the group will be allowed to reschedule within 90 days.

## ADDITIONAL POLICIES:

- The representative must have a copy of the permit and photo I.D. when using the facility.
- In accordance with County Policy, some rental requests may require proof of General Liability Insurance coverage naming Palm Beach County Board of County Commissioners as Additional Insured.
- It is the group's responsibility to set-up before and clean-up after the event, **during the permitted rental time**. Clean-up includes removing trash and placing it in parking lot trash bins.
- The facility **only** provides the permitted space on the request. All items or supplies (food, decorations, event supplies) must be provided by the user. The facility **does not** have a kitchenette available for use or, items such as tape, utensils, copy machine, cooler, etc.
- Groups may not nail, staple, glue, alter or attach to any walls, doors or any area of the facility. Please report any damaged equipment prior to start of rental.
- Activities must be confined to the permitted area. The event **may not** interfere with the visiting public and their use of the nature center or trail.
- Food/Drink is only allowed in the permitted meeting room.
- Due to limited space, groups **will not** be allowed to store items for the event at the facility prior to or after an event.
- The following are prohibited:
  - \* Parking anywhere but in a designated parking space
  - \* Alcohol
  - \* Commercial sales

Palm Beach County Parks & Recreation Department reserves the right to revoke or cancel permits without refund upon violation of any rules, ordinance, condition or restriction under which the permit was issued.

**For your safety, and the safety of others and our wildlife,  
please respect the following rules:**

### **Building Rules**

- \* Children must be accompanied by an adult at all times
- \* No yelling or disruptive behavior
- \* No running or skating
- \* No climbing or standing on the exhibits and railings
- \* No tapping on animal enclosures
- \* No gum allowed in meeting rooms
- \* No gum, food or drink in exhibit area
- \* No pets of any kind
- \* Shirt and shoes are required
- \* Adults and/or children must clean up before leaving the children's area

### **Trail Rules**

- \* No pets
- \* No biking / skating
- \* No running / jogging / speed walking
- \* No smoking
- \* No alcohol
- \* No fishing / hunting



**OKEEHHEEL  
NATURE CENTER**



Palm Beach County  
Board of County  
Commissioners

PALM BEACH COUNTY



PARKS & RECREATION

# CODE OF CONDUCT

## FOR PARTICIPANT AND SPECTATOR

### Welcome to our Facility, Special Event or Drop-In Program!

We are committed to ensuring that everyone has a fun, safe, and respectful experience. While enjoying your visit with us, we ask that you please follow these guidelines:

**Please be respectful of others at all times, refrain from using offensive language or gestures, lewd conduct and disruptive behavior, including littering, defacing or damaging property.**

#### Appropriate Attire

Proper attire, including shoes and shirts must be worn at all times. For aquatic activities, appropriate swimwear is required. Additionally, clothing should be free from offensive language, symbols, or images.

#### Fair Play

Engage in activities with honesty and integrity.

#### Follow the Rules

Abide by all program, event and park rules, including County Ordinance Chapter 21.

#### No Fighting or Disruptive Behavior

If conflict arises, remain calm, respect others, and seek assistance.

#### Respectful Behavior

Demonstrate kindness and consideration towards others.

#### Non-Discrimination

Treat all participants, staff, and volunteers with equality and respect. We do not tolerate any form of discrimination based on race, gender, age, disability, religion, sexual orientation, or any other characteristic.

#### Safety to Self and Others

Prioritize safety at all times. Follow safety guidelines and instructions and report any unsafe conditions or incidents to event staff immediately.



**THANK YOU** for your cooperation and for contributing to a positive and enjoyable experience for everyone!

In accordance with ADA provisions, this document is available in an alternative format. Please contact (561) 966-6625.



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## Okeehetee Nature Center Facility User Agreement / Permit

Permit Issue Date:  
 Contact Person:  
 Phone Number:

Group/Organization:  
 Address:  
 E-Mail:

Rental Date:		Event Type:	
Room:	Small (AV)	Large	Outdoor Classroom
Rental Times - From:	To:	Number of People Attending:	
Rental Fee:	\$50 Program Fee:    Yes    No		
Total Fees:	Paid via:	cash	check # _____ cc ending # _____

Equipment:    Tables (\_\_\_6ft; \_\_\_8ft)                      Chairs (    )  
                     LCD Projector                                      Laptop/DVD player

**Program Information (If Applicable):**

Program Start Time:                      Program Topic:

**Indemnification Clause for Facility Use:**

I, the Permittee, in consideration for using Okeehetee Nature Center's facilities, agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, damages, or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of or in connection with Permittee, its members, volunteers, participants, officials, agents, employees, subcontractors (hereinafter "Permittee's Affiliates") use of Okeehetee Nature Center's facilities. Permittee hereby assumes the risks associated with Permittee's and Permittee's Affiliates use of Okeehetee Nature Center's facilities.

In the event County shall be made a party to any litigation commenced against Permittee or Permittee's Affiliates by Permittee or Permittee's Affiliates against any third party, Permittee shall protect and hold County harmless and pay all costs and attorney's fees incurred by County in connection with such litigation and any appeals thereof. This provision shall survive expiration or termination of this Permit.

This Permit shall be governed by the laws of the State of Florida, and is intended to be interpreted as broadly as possible. I, Permittee, agree that exclusive jurisdiction and venue against Palm Beach County, its agents, designees, employees and elected officials shall be in Palm Beach County. If any part of this Permit is determined unenforceable, all other parts shall remain in effect.

**CODE OF CONDUCT:** See attached Code of Conduct for Participant and Spectator

\_\_\_\_\_  
 Group Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Okeehetee Nature Center Representative

\_\_\_\_\_  
 Date

\*\*\*\*\*

Palm Beach County Parks & Recreation Department reserves the right to revoke or cancel this permit upon violation of any rules, ordinance, condition or restriction under which this permit was issued.