

## Vermont Youth Conservation Corps Rental Facilities Pricing and Requirements for Use

*The Vermont Youth Conservation Corps (VYCC) has been empowering young adults through hands-on conservation and agricultural work since 1985. Our mission is to take action and build community by working and learning together with the land. Over the past four decades, more than 7,000 young people have gained valuable skills and educational advancement while making lasting contributions to Vermont's communities. We look forward to welcoming you to our Richmond campus for your event.*

All Rentals are subject to 9% VT Room and Meals Tax, unless you qualify as exempt. Please provide documentation if this exemption applies to you.

### Standard Rental Fees

	Weekday Business Hours		Weeknights/Weekends/Holidays	
	Up to 3 hours	Full Day (8 hours)	Up to 3 hours	Full Day (8 hours)
Hay Mow (Day Use – November through April, Evenings have limited availability)	\$350	\$500	\$450	\$850
Conservation Room (November through April)	\$150	\$350	\$150	\$350

### Non-Profit and Mission-related Discounted Rental Fees

Mission related groups (environmental groups, educators, non-profits, etc.) receive 30% off standard fees. See below for additional details about discounts.

	Weekday Business Hours		Weeknights/Weekends/Holidays	
	Up to 3 hours	Full Day (8 hours)	Up to 3 hours	Full Day (8 hours)
Hay Mow	\$245	\$350	\$315	\$595
Conservation Room (November – April)	\$105	\$245	\$105	\$245

### Additional Charges

\$150 Use of Kitchen or serving significant food

\$115 Use of additional indoor meeting spaces

\$60/\$115 groups larger than 50 /100 guests

\$50 Use of Additional A/V equipment (one smart tv OR projector included with indoor rentals)

\$575 High Impact Events – An Event is considered “high impact” if it creates additional wear on the grounds or facilities or limits the public’s ability to easily access the VYCC parking lot and trail system. This may include weddings, events with alcohol or amplified music, or large events.

**Facilities:**

*The facilities available for rental consist of the following:*

**Hay Mow (Third Floor) Space**

- Third-floor reception area (Hay Mow) -- 49' feet wide, 59.5' feet long
- Back deck and loading dock
- Third-floor kitchen: prep space, refrigerator, sinks, and water (does not include flatware, dinnerware, drinkware, cookware, linens, cutlery, etc.)
- Two Third-floor Single Stall Bathrooms & Third-floor Hall Space
- Back field area
- WiFi
- Use of VYCC (25) 5ft round tables and 150 wooden or plastic chairs (does NOT include set-up)
- Use of projection screen & projector (you must bring your own laptop)
- Main lobby entrance, used for access to event space via elevator and stairs
- Parking area for up to 40 vehicles
- Group size is 150 people maximum
- Use of onsite dumpster and access to onsite compost pile
- *Saturday high impact events:* Access to Hay Mow from 2pm-5pm the Friday before for set-up/ decoration drop off, and must be cleaned and out by 10am Sunday morning.
- *Sunday high impact events:* Access to Hay Mow from 2-5pm the Saturday before for set-up, and must be cleaned and out by 8am Monday morning.

**Conservation Room**

- This room measures 17 feet by 28 feet and includes 4 rectangular meeting tables. These tables can be used individually or combined to create a single larger table with a comfortable seating capacity of 16 people. These large tables cannot be removed from the space.
- Smart TV with HDMI cord
- Whiteboards
- WiFi
- Access to 1<sup>st</sup> floor locker room style bathrooms

**Cancellations**

If a reservation is cancelled more than one month in advance, the reserving group will receive a full refund of the deposit and all paid fees. Groups who cancel with less than one months' notice will forfeit the deposit.

**Liability and Insurance**

Rental groups are required to provide a Certificate of Insurance showing a minimum of \$1M general liability insurance coverage and proof of Workers Compensation insurance (when applicable). VYCC must be listed as an additional insured on that certificate. VYCC may choose to waive this requirement under certain circumstances such as meetings or lectures. VYCC will not waive this requirement anytime alcohol is being served.

## **Damages**

Damage to VYCC property caused by the user, any contractor or employee of the user, or any person attending the event sponsored by the user, is the user's responsibility. Any damage, cleaning, or replacement costs resulting from the misuse of VYCC facilities, equipment, furniture or fixtures will be charged to the user. Services of police or fire to satisfy the requirements of the State statute or local ordinance, or for any other reason, shall be arranged and paid for by the entity contracting to use the building. Any property left on VYCC premises shall be at your own risk and left only with prior permission.

## **Deposits**

A refundable \$100 security deposit is required to cover cleaning costs or damage that may occur. This can be paid by a separate check which will be returned to the user/destroyed, if the facility is left in good order and the key returned. We reserve the right to ask for an additional \$400 damage deposit for higher-impact rentals. Space will not be reserved without a deposit. Final payment is due the week of the event.

## **Alcohol Policy**

Any group wishing to serve alcohol must receive prior approval from VYCC and hold a Certificate of Insurance listing VYCC as additional insured as mentioned above. If a rental has an outside caterer, uses a bartender, or sells alcohol, the renting group must also provide VYCC with proof of a liquor license and liquor liability insurance.

## **Parking**

There are approximately 30 winter and 40 summer parking spaces available. At any time, some of those spaces may be used by VYCC staff, program participants or the general public. Generally, more parking is available in the evening.

## **Animals**

Only service animals/ or approved VYCC staff pets are permitted inside VYCC facilities. All pets must be on leash at all times on VYCC property, inside or outside.

## **Audio/Visual Equipment**

Indoor rentals include access to either a projector and screen (HayMow) or Smart Tv equipped with an HDMI cable (conservation room). You can plug into this system using any lap top computer with a HDMI or VGA display port. Mac users must bring their own display adapter if the computer does not have an HDMI or VGA port already. VYCC may help you set up equipment, but please make plans prior to arrival to be sure someone can assist you.

## **Political Activities**

VYCC facilities are available for use by outside groups at the sole discretion of the organization. VYCC reserves the right to deny or revoke access to its facilities for any proposed use, event, or group whose mission, activities, or affiliations are inconsistent with the values, mission, or community standards of VYCC. This includes, but is not limited to, activities that promote discrimination, hate, violence, or political ideologies that conflict with VYCC's commitment to equity, inclusion, and service to the public good. Decisions will be made on a case-by-case basis and are not subject to appeal.

## **When Closing Up**

Buildings not left in the same or better condition than at the start of the event may result in loss of the security deposit.

Please do the following when your event is over:

- Make sure all persons have exited the building.
- Turn off all lights and fans.
- Empty trash, compost, and recycling cans. Anything recycled should be empty of food or liquid and rinsed clean. Trash and recycling bins are located outside in the parking lot corral. If these bins are full, take your trash and recycling with you.
- Do not leave any food at VYCC in the fridge, freezer, or on the counter.
- Put away tables/chairs and restore all facilities to their condition prior to the event.
- Leave any keys borrowed for your event as instructed.
- Lock the doors, following the instructions for locking doors as directed.

## **Safety and Considerations**

- The maximum capacity of the Conservation Room is 16 people and must not be exceeded. The maximum capacity of the HayMow is 150 people and must not be exceeded per fire code regulation.
- Please be careful on the VYCC property, and be courteous to others who use the space/live on-site, leaving it as clean as it was when you arrived.
  - Access to all farm fields, greenhouses, storage areas, and other farm-related infrastructure is strictly prohibited unless expressly authorized in writing by VYCC staff. Guests must remain within designated public or rental areas.
  - No decorations or paper may be affixed to the walls with nails, staples or anything that will leave a mark.
- The buildings should not be left unlocked when not in use.
- Do not adjust the settings of any climate controls.
- Familiarize yourself with the locations of fire extinguishers and emergency exits prior to the start of your event. There is a fire extinguisher outside the Conservation Room in the Lobby area, and there is a fire extinguisher in the third floor hallway next to the elevator, as well an additional extinguisher in the commercial kitchen. There is also an AED on the third floor next to the Elevator doors.
- Children should not be left unsupervised at any time.
- Trails are always open to the public. Events must not block trails, inhibit public access to the trails, or negatively impact the experience of other visitors. Please remain on designated trail paths while on the property.
- Picking wild plants from the property is not permitted without permission. Wildlife should not be disturbed.

- Trails are open to non-motorized access only.
- Smoking and the use of candles (other than electric/battery operated candles) is not permitted.
- Outdoor fires are only permitted in our fire pit with advance permission. We do not supply wood. The use of outdoor propane or charcoal grilles are not permitted.
- Trail use is at your own risk.
- Please notify us as soon as practical about any spills or other damages that occur.

### HayMow Space Pictures





