



Facility Rental Application

Complete this facility rental application and email or return it to the ODC Network Administrative office:

odc@outdoordiscovery.org

Date of application _____ Date(s) of Event _____

Time(s) of Event _____ to _____ Set-up Time _____ Tear-down Time _____

Applicant Name _____ Phone _____ Email _____

Organization name (if applicable) _____

Group planned activities _____

Programs/activities requested from ODC Network: _____

Expected attendance _____ Expected group (circle all that apply) *children / adults / families*

Facilities requested: Discovery Pavilion / Visitor Center

RENTAL APPROVAL AND COMPLETION

A representative from the ODC Network will contact you as soon as possible to verify the proposed date is available for a rental. We reserve the right to decline any application that does not coincide with the mission or spirit of the organization. Once approved, a renter should do the following to secure their reservation:

- Send in a down payment
- If required, submit a security deposit and proof of insurance
- Work with ODC Network staff to complete the "ODC Facility Rental Agreement"

CANCELLATIONS AND REFUNDS

See the "Outdoor Discovery Center Rental Policy" document for complete rental information including cancellation and refund policies.

RENTAL FACILITIES AVAILABLE

Facilities available for rent include the Discovery Pavilion indoor and outdoor spaces and the Visitors Center. Add-on options include outdoor fire pit (not for cooking), propane heaters, TV and stand, and gas grill.