

## Wildlife Sanctuary Room Disclaimer:

Welcome to the Bay Beach Wildlife Sanctuary, a 700-acre urban wildlife refuge managed and operated by the City of Green Bay Parks & Recreation Department. The Sanctuary has the distinction of being one of the last free public facilities with no entrance fee required. Help us to pass this great bargain on to others by keeping our grounds and facilities clean and well maintained.

We offer a number of rooms in addition to other areas and equipment at a modest rental cost to accommodate your group and make your visit even more enjoyable. For specific details including: room/area, features, sizes, chair & table configuration set-ups, equipment, hours and fees, visit our website at [www.baybeachwildlife.com](http://www.baybeachwildlife.com) or call our 24-hour information line at (920)391-3671.

### DAY OF MEETING

1. Upon arrival, pick up room key in the Nature Center Building office to unlock reserved room and sign room rental sheet.
2. Upon program completion - tidy up the room, straighten chairs/tables, paper & garbage in respective receptacles; a broom & dustpan are available in the rooms to assist you. Labor costs for additional clean up will be billed at a rate of \$50 per hour. Damages will be billed at repair or replacement costs.
3. After CLEAN UP, lock the door and return KEY to the office or custodian. If after office hours, return key to evening custodian.
4. Food & beverage is prohibited in the Auditorium. Glassware and glass containers are prohibited in City parks and greenways.
5. City of Green Bay/WLS and its staff shall not be liable for articles left, lost, stolen or damaged property, personal injuries, or any other loss.
6. Smoking is prohibited at all locations - SMOKE FREE PARK.
7. Beer & wine may be consumed with a room reservation by persons attending such event. No hard liquor is allowed per park policy. Renters are responsible for enforcement of the current drinking age laws. Patrons that abuse alcohol or drugs will be turned over to the authorities. All violations will be reported to the Green Bay Police Department. Renters may not charge an admission fee, donation, or accept any other type of contributions from park patrons. No cash bars!
8. There is handicap parking at the Nature Center building and at the Observation building.
9. Dogs are prohibited at Bay Beach Wildlife Sanctuary.
10. Inflatables are not allowed in the park.
11. If renter is not present at the agreed opening time or ready to leave at the agreed closing time, labor costs of \$50.00 per hour (minimum 1 hour charge) will be charged.

**PAYMENT:** Due in full upon registration. Credit card payments can be taken over the phone. Make checks payable to the (WLS) Wildlife Sanctuary.

**CANCELLATIONS:** Cancellation more than 30 days prior to the reservation, will be refunded 50% of the total reservation charge (including a date or location change). No refunds will be given to cancellations within 30 days of the event.

### 2020 COVID-19 RECOMMENDATIONS

Large events and mass gatherings can contribute to the spread of COVID-19. Please follow the guidelines below:

- Provide a sanitation station for individuals who attend. Please bring your own hand sanitizer, soap, and surface disinfectants. Sanitize high usage surfaces frequently.
  - Wash your hands for at least 20 seconds
- Encourage social distancing of six (6) feet between people.
- Encourage people who have symptoms to not attend or enter the gathering.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.
- Consider wearing a facemask
- All social gatherings possess a certain amount of risk.
  - Low Risk: Staying at Home
  - Moderate Risk: Gatherings under 10 people
  - High Risk: Gatherings of 10- 50 people
  - Not Advisable: Gatherings of 50 or more people

Always follow all guidelines from the CDC, DHS, WEDC, and Brown County Health Department.

Thank you. Come again!