

## 2.029 – USE OF THE 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING AND GROUNDS.

Date Approved: March 21, 1991

Revision Approved: 05/18/06, 9/20/07, 5/15/08, 11/19/09, 5/20/10, 2/16/12, 1/17/2019, 9/17/20

The 1000 Islands Environmental Center Committee establishes this USAGE POLICY which is intended to cover usage of all 1000 Islands Buildings and Grounds.

A. The primary use of the buildings **and pavilion** will be for 1000 Islands' environmental educational programs. When not reserved for such use, they will be available for use by other individuals, groups and organizations, as approved by the 1000 Islands Environmental Center Committee and/or Director/Naturalist.

1. In accordance with Kaukauna Fire Department regulations, group sizes are limited to 150 (one hundred fifty) persons occupancy for the building. Groups requesting use of 1000 Islands for numbers over these limits must request special permission be granted by the Kaukauna Fire Department.

2. In the event of severe weather (severe thunderstorms, high winds, tornado warnings, or any other weather related situations) SECURE AREAS are designated as follows:

The kitchen area. (Be sure serving counter window curtain is down)

The bathroom areas and inner bathroom hallway.

3. The Kaukauna Area School District (all public and parochial schools) has priority scheduling of its students if done by authorized school personnel 12 months in advance and are exempt from any fees. Other schools and groups/organizations may schedule up to 11 months in advance.

4. Scheduling for building and pavilion rentals is done through the 1000 Islands office. Rental of the building does not include use of the pavilion. Rental of the pavilion does not include use of the Environmental Center building, ball diamonds, or other park amenities which remain open to the public. Policies 2.0296, 2.0297, and 2.0298 states the Building **and Pavilion** Use Agreement **and Closing-up Checklist** which outlines all information and guidelines regarding facility rentals.

5. When a group/organization has reserved 1000 Islands facilities or property the reservation will not be displaced because of a later request by either the Committee or staff.

6. The 1000 Islands Environmental Center or its properties will not be used for any purpose which, in the opinion of the 1000 Islands Committee, will interfere with the normal operation of 1000 Islands, or is inconsistent with the public supported character of the 1000 Islands Environmental Center. Request for use of the facility by any group **or person** that has abused the facilities or **violated** policies in an earlier use may be denied.

7. Activities on the premises which will be excluded are:

- a. Programs involving the sale, advertising or promotion of commercial services or products.

- b. Promotion or fundraising for any candidates for elected office, unless opposing points of view are represented on the same program; i.e., forum-type program.

8. Rent of 1000 Islands Building(s) must be on a preapproved basis. The building(s) and properties are open – Tuesday through Friday from 8:00 a.m. to 4:00 p.m. and Saturday from 10:00 a.m. to 3:30 p.m. After scheduled open hours, rentals are also available according to 1000 Islands' approved policies. No groups can request the parkland and 1000 Islands trails for private use. The 1000 Islands buildings and all other properties are for general use except for private or closed use which can only be approved by the 1000 Islands Environmental Center Committee.

9. Application Procedure: Application for use of the 1000 Islands building, pavilion or properties by non-1000 Islands groups, must be made on the Application Form 2.0294, by an authorized representative of the applying group or individual. The application shall include name of group or individual, date requested and nature of meeting, along with the name of the person responsible for the conduct of the group and for monetary charges that may result from the use. If use of the facility is approved, facility use rules are provided to the renter. (See 2.0296, 2.0297, 2.0298)

10. User Fee: Groups utilizing the 1000 Islands building and properties will be subject to User Fee(s) as established by this 1000 Islands Environmental Center Policy. (See 2.0291 – User Fee Schedule).

11. No User Fees are required for general public use of the wooded areas, trails and other 1000 Islands parkland. These areas are open on a daily basis under the same time period as all Kaukauna City parks.

B. This policy includes all walking, hiking, areas of the 1000 Islands Environmental Center. Use by the public follows general policies maintained by 1000 Islands, the City of Kaukauna and the Wisconsin DNR.

1. The parkland and trail system are open until 11:00 p.m. daily. All visitors must vacate the premises by this time. No overnight camping is allowed.
2. No personal animals (pets) are permitted on 1000 Islands properties at any time. **Dogs licensed as service animals** are acceptable.
3. With the exception of the Valley Bike Trail and mobility disability devices, all pedal powered bikes, skates or skateboards or any type of motorized vehicles are strictly prohibited **unless authorized by staff**.
4. Fishing is allowed along the Fox River at any point and subject to all Wisconsin Department of Natural Resources fishing regulations. Arrows must not be knocked while traveling on the property.
5. Hunting **or trapping** is not permitted within the 1000 Islands Conservancy Zone. The 1000 Islands Committee, with approval from the City of Kaukauna, may create special hunts for the purpose of wildlife management.

6. The Fox River abuts the 1000 Islands property. While the river is public water, basic water rules and common sense should always prevail when being by the water or using the surrounding water in any way. Water levels are controlled by the Army Corps of Engineers and these levels are subject to dramatic change due to water use and conditions.

7. The Department of Natural Resources provides rules and recommendations for use of motor crafts and avoiding disturbing water fowl, animals, or birds. Also, the U.S. Fish and Wildlife Service and the Wisconsin State Wildlife Agency provide procedures to follow in using the river and these land areas.

Misuse of any of 1000 Islands properties could be subject to restricted use of 1000 Islands areas or arrest or fines.

**USER FEE SCHEDULE  
1000 ISLANDS ENVIRONMENTAL CENTER**

**On-Site Programs**

Kaukauna Schools	No Charge
Other Schools or Groups	\$2.00 per Student for 1/2 day, \$30 Minimum Fee \$3.00 per Student for full day*, \$45 Minimum Fee

\*Programs that require the involvement of 1000 Islands staff both before and after a lunch break will be considered a full day program.

**Programs off Premises**

Kaukauna Schools	No Charge
Other Schools or Groups	\$25.00 per Program

**Achievement Based Scout Clinics**

\$8.00 per Scout or Sibling  
(No charge for Leaders or Chaperones)

**Custom Program for Specific Group**

\$78 per Program

**Snowshoe Rentals**

All Schools (paid in school fee)	NO CHARGE
General Public:	
ADULT	\$2.50/PAIR
CHILDREN	\$1.50/PAIR
Weekend or Weekday Rental	
OFF PROPERTY	\$5.00/PAIR
Friends of 1000 Islands members	NO CHARGE

**1000 Islands Building Rental**

Kaukauna Schools	No Charge
City Residents or Groups	\$75.00
Non-Residents or Groups	\$150.00

**Security Deposit – Applies to all Building Rentals**

Kaukauna Schools	No Charge
All other Rentals	\$200.00

**1000 Islands Pavilion Rental**

Kaukauna Schools	No Charge
City Residents or Groups	\$25.00
Non-Residents or Groups	\$50.00

**Miscellaneous Fees and Security Deposit Deductions**

Security deposits shall be returned at the discretion of 1000 Islands based on the facility's cleanliness and physical condition following a rental. It is the Renter's responsibility to report damage to 1000 Islands

The following minimum fees may also be deducted from security deposits or billed as necessary if Renter has not complied with the rules.

Range/Oven Cleaning	\$25.00
Microwave Cleaning	\$25.00
Refrigerator Cleaning	\$25.00
Dishwasher Cleaning	\$25.00
Unremoved Decorations	\$25.00
Wall/Ceiling Damage from Decorations	\$25.00
Garbage/Recycling Removal	\$25.00
Key(s)/Fob(s) Not Returned	Full Security Deposit Charge
Facility Cleaning	Time and Materials Charge

**Not for Profit groups requesting an exemption from the normal fee schedule will be required to submit an application for fee exemption.**

**NOTE:** All fees become part of the Environmental Center Revenues and are included in Center's Operating Budget.

2.0292

USE OF BUILDING & GROUNDS OPERATIONAL POLICY – USE OF  
COPY MACHINE, LAMINATOR AND OTHER OFFICE MACHINES

DATE APPROVED: May 21, 2009

REVISED: 4/16/20

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To provide and maintain public/private use of non-1000 Islands work on the above mentioned office machines, the 1000 Islands Environmental Center Committee establishes this policy.

This policy will apply to all 1000 Islands staff, which includes Friends of the 1000 Islands members, volunteer workers and the public. The primary use of these machines is for the convenience of the paid office staff and Friends' business for 1000 Islands. However, other public/private use is allowed upon staff approval for \$0.10 per side of each copy and \$1.00 per laminating sheet.

~~When using the copy machine, we recommend back-to-back printing of more than one sheet of information. While this will save paper, it will however, double the cost of single sheet printing.~~

1000 Islands reserves the right to deny the use of any of these listed machines if, in staff's opinion, the material to be copied is not consistent with the public character of 1000 Islands and its properties.

Fees collected from the use of these listed machines become part of the 1000 Islands' annual revenues and will be included in the 1000 Islands' operating budget for the current year.



## 1000 Islands Environmental Center Field Trip Request Form

School/Daycare Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student Grade Level(s): \_\_\_\_\_ Number of Students: \_\_\_\_\_

Number of Teachers & Chaperones:\* \_\_\_\_\_

Any special student accommodation requests:

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### Date of Field Trip (*Please select a Tuesday – Friday*)

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Estimated Arrival Time: \_\_\_\_\_ Estimated Departure Time: \_\_\_\_\_

### Desired Program(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please send registration form to: [thousandisland@kaukauna-wi.org](mailto:thousandisland@kaukauna-wi.org) Registration is not complete until reviewed by a Naturalist and confirmed via email.**

If you have questions, please call the Environmental Center at 920-766-4733 or email [thousandisland@kaukauna-wi.org](mailto:thousandisland@kaukauna-wi.org)

\*We encourage to have a least one teacher/chaperone per 10 (8 for preschool) students. Chaperones are asked to dress appropriately for the weather and be attentive to the students' needs so they can get the most out of the program. Chaperones are asked to refrain from use of their cell phone unless there is an emergency.

# 1000 Islands Environmental Center Naturalist Led Programs

## Program/Field Trip Reservation Form

Date of Visit	Date of Contact	Confirmation Sent
<b>Group Name/Affiliation:</b>		
<b>Grade Level/Age:</b>		<b>Number in Group:</b>
<b>Number of Classrooms:</b>		<b>Approx. #Chaperones/Other:</b>
<b>Special Needs/Concerns:</b>		
<b>Mailing Address:</b>		
<b>Contact Person:</b>		<b>Email:</b>
<b>Telephone: Daytime (     )</b>		
<b>Cell (     )</b>		

### *Field Trip Details*

**On-Site at 1000 Islands:** \_\_\_\_\_ **Off-Site Program at School/Day Care Ctr:** \_\_\_\_\_

**A.M. Only**\_\_\_\_\_ **P.M. Only**\_\_\_\_\_ **All Day**\_\_\_\_\_

**Arrival Time:**\_\_\_\_\_ **Departure Time:**\_\_\_\_\_ **Lunch Time From:**\_\_\_\_\_ **To:**\_\_\_\_\_

<b>Program Notes: Topics and Other Info</b>          	<b>Post Program Suggestions</b>          
<b>Fee Quotes:</b>  <b>Anticipated Payment:</b> <b>Payment Day of</b> _____ <b>Invoice Day of</b> _____ <b>Invoice ahead</b> _____	<b>Number of Naturalists Needed:</b>  _____ _____ _____ _____





## APPLICATION FOR RENTAL OF 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING AND/OR PAVILION

Name of Organization/Group/Renter: \_\_\_\_\_

Address/City/State/ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_

Nature/Type of Activity/Meeting: \_\_\_\_\_

Date of Activity/Meeting: \_\_\_\_\_

Rental Time: From \_\_\_\_\_ To \_\_\_\_\_ Group Size: \_\_\_\_\_

\_\_\_ 1000 Islands Building\* – City Resident (\$75)    \_\_\_ 1000 Islands Building\* – Non-Resident (\$150)

\_\_\_ 1000 Islands Pavilion – City Resident (\$25)    \_\_\_ 1000 Islands Pavilion – Non-Resident (\$50)

\*Building rental also requires a \$200 security deposit.

**Amount Paid** \_\_\_\_\_

**Date Paid** \_\_\_\_\_

**Key Fob #** \_\_\_\_\_

**Date Returned** \_\_\_\_\_

\_\_\_\_\_ (Print Renter's Name) assumes responsibility for use of the building and/or properties of the 1000 Islands Environmental Center during the time specified and for any damages to the building, grounds or equipment. Responsibility is also assumed for the cost of cleaning the building's room(s) other than normal cleaning, resulting from the meeting or activity.

All meetings/activities must conclude by the specified stated time to assure that all participants will have left the 1000 Islands Environmental Center by normal closing time or by the agreed upon time.

**Renter acknowledges receipt of and agrees to the 1000 Islands' Building and/or Pavilion Use Agreements and Closing-up Checklist.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Phone Number of Renter

Office Use Only

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Security Deposit \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

## 1000 Islands Environmental Center Building Use Agreement



### Rules and Provisions

The **Renter** of the 1000 Islands Environmental Center building must be at least 18 years old and on the premises during the entire event.

No admission fee, donation, contribution or other charges shall be **accepted**, collected or be permitted to be collected by the **Renter** when intoxicating liquor or fermented malt beverages are consumed unless prior approval has been secured from the City **Health and Recreation Committee**. **Renter** shall not permit intoxicating liquor or fermented malt beverages to be **possessed or** consumed on the rented premises by any person(s) who have not reached the legal Wisconsin drinking age, **as prohibited by Wisconsin statutes**. If alcohol is being served, an alcohol permit must be obtained from the Kaukauna Police Department.

The building rental bookings must be made prior to the event and no earlier than one (1) year in advance. Building rental fees are subject to change at any time.

Smoking, vaping or any tobacco use is prohibited in the building or on the grounds and trails of 1000 Islands Environmental Center. Pets are not allowed in the building or on the grounds unless **licensed as** a service dog.

No bands, stereos or any other amplifying devices are allowed unless permission has been given from the City Health and Recreation Committee.

Glitter and confetti are prohibited inside the building. The use of staples, nails, tacks, glue and any other damaging items to secure decorations is prohibited.

The 1000 Island Environmental Center building must be closed by 11:00 PM.

The **Renter** agrees to clean and restore the building within the specified rental period. The room arrangement (tables & chairs) must be put back into the same order as entry. The **Renter** must clean (wipe down) all tables and counters and sweep and/or vacuum floors. The **Renter** agrees to promptly pay the cost of any extraordinary clean-up or repair of damage to the building as a result of usage under this agreement as billed by 1000 Islands Environmental Center.

All garbage must be taken out to the dumpster located to the West of the building. Please follow Outagamie Co. recycling policy and utilize the bins in the building and outside for recyclables. Please no plastic bags, food or beverages in the recycling bins. Turn all lights off, lock all doors and windows and activate the alarm when leaving.

Violations of this agreement/excessive damage to the facility may be cause for future denial of building rental.

### **Kitchen Guidelines**

All appliances, materials and other items including food and paper products are the property of 1000 Islands. Visitors using the kitchen must bring their own equipment. Coffee pots are to be used for coffee only. No other liquids, such as hot cocoa, are to be placed in them.

The kitchen is to be used for kitchen purposes only. The janitor's room must be used for all cleaning and other such purposes.

All appliances, except the refrigerator, must be turned off when leaving. No food is to be left in the kitchen area.

The kitchen is a convenience for 1000 Islands staff, Friends of 1000 Islands and visitors who have rented it. The kitchen is off limits to all other persons visiting 1000 Islands.

The kitchen must be left in a clean, usable condition with everything returned to its proper place.

We reserve the right to refuse use of the building to a group, which has previously rented it and has left the kitchen in an unclean, unusable condition.

### **In Case of an Emergency**

For all emergencies, call 911. Also depending on the emergency, call the Kaukauna Police Dept. at 920-766-6333, Kaukauna Fire Dept. and/or Ambulance (Medics) at 920-766-6320.

In case of a weather emergency situation go to the secure areas of the building which are the bathrooms and kitchen (with window closed).

1000 Island Center Staff contact for emergency or questions for the rental:

Deb Nowak – Cell 920-419-1573

Maureen Feldt – Cell 920-419-249

**Brad Garrity – Cell 920-277-6980**

The **Renter** agrees to indemnify and hold harmless the City of Kaukauna, its employees, officers, agents from all loss, damages, liability or claims arising out of rental of the premises, except to the extent some are caused by negligence or misconduct of the City of Kaukauna. The **Renter** agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the City of Kaukauna, its employees, officers or agents, arising out of the rental use of the premises. The **Renter** shall bear all other costs and expenses related thereto. The City of Kaukauna shall have the right to approve any legal counsel selected to defend the City of Kaukauna in such claim or alleged claim. It is understood by the **Renter** that he/she is held personally liable and responsible for their group and attendees for complying with the Rules and Provisions of this Rental Agreement.

## 1000 Islands Environmental Center Pavilion Use Agreement



### Rules and Provisions

The Renter of the 1000 Islands Environmental Center pavilion must be at least 18 years old and on the premises during the entire event.

No admission fee, donation, contribution or other charges shall be accepted, collected or be permitted to be collected by the Renter when intoxicating liquor or fermented malt beverages are consumed unless prior approval has been secured from the City Health and Recreation Committee. Renter shall not permit intoxicating liquor or fermented malt beverages to be possessed or consumed on the rented premises by any person or persons who have not reached the legal Wisconsin drinking age, as prohibited by Wisconsin statutes. If alcohol is being served, an alcohol permit must be obtained from the Kaukauna Police Department.

Smoking, vaping or any tobacco use is prohibited in the building or on the grounds and trails of 1000 Islands Environmental Center. Pets are not allowed in the building or on the grounds unless licensed as a service dog.

No bands, stereos or any other amplifying devices are allowed in City parks unless prior approval has been granted by the City Health and Recreation Committee.

Glitter and confetti are prohibited. The use of staples, nails, tacks, glue and any other damaging items to secure decorations is prohibited.

City parks close and must be completely vacated by 11:00 p.m.

Any non-mobility disability motorized vehicles are not allowed to be parked or driven on the grass in City parks.

Staples MUST BE removed from picnic tables if they are used to secure tablecloths.

The Renter agrees to clean and restore the above-mentioned facility within the specified rental period. The Renter also agrees to promptly pay the costs as billed by 1000 Islands Environmental Center for any extraordinary clean up or repair of damage to the park or facility because of usage under this agreement.

### General Information

There is a limit as to the amount of available electric current at each shelter. Do not split outlets, as you will overload the circuits.

Rental of park shelter does not include the ball diamonds or other park amenities, which remain open to the public.

### **In Case of an Emergency**

For all emergencies, call 911. Also depending on the emergency, call the Kaukauna Police Dept. at 920-766-6333, Kaukauna Fire Dept. and/or Ambulance (Medics) at 920-766-6320.

In case of a weather emergency situation, if the 1000 Islands building is open, go to the secure areas of the building which are the bathrooms and kitchen (with window closed). If no access to the Nature Center building use the park bathrooms as shelter.

Nature Center staff contact for emergency or questions for the rental:

Deb Nowak – Cell 920-419-1573

Maureen Feldt – Cell 920-419-2491

**Brad Garrity – Cell 920-277-6980**

The **Renter** agrees to indemnify and hold harmless the City of Kaukauna, its employees, officers, agents from all loss, damages, liability or claims arising out of rental of the premises, except to the extent same are caused by negligence or misconduct of the City of Kaukauna. The **Renter** agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the City of Kaukauna, its employees, officers or agents, arising out of the rental use of the premises. The **Renter** shall bear all other costs and expenses related thereto. The City of Kaukauna shall have the right to approve any legal counsel selected to defend the City of Kaukauna in such claim or alleged claim. It is understood by the "**Renter**" that he/she is held personally liable and responsible for their group and attendees for complying with the Rules and Regulations of this Rental Agreement.



## 1000 Islands Environmental Center Building Rental Closing-up Checklist

Please help us to continue providing building rental opportunities by following this clean-up checklist. **Note: The building must be closed by 11:00 P.M.**

### Kitchen

- ☐ Remove ALL of your items from the refrigerator and freezer
- ☐ Turn oven & burners off and wiped down; please wipe up over-bakes/overspills in oven.
- ☐ Wipe out microwave
- ☐ Unplug coffee pot
- ☐ Sweep floor
- ☐ Wipe down counters and clean-up any spills
- ☐ Turn off faucets securely

### Building

- ☐ Put all tables and chairs back to original order (Two rows of four tables each with 10 chairs at each table.)
- ☐ Remove all decorations including tape
- ☐ Wipe down tables and chairs
- ☐ Vacuum
- ☐ Check bathrooms for cleanliness and clean up any mess **incurred by guests**
- ☐ Turn lights off in ramp hallway, bathroom hallway, kitchen hallway & main entry area
- ☐ Remove garbage and put in dumpster on West end of parking lot; replace garbage bag
- ☐ Make sure **ALL DOORS** (6 total) are locked (Even if you think you did not open them, one of your guests may have propped a door open.)
- ☐ Alarm the building with remote and put building key in drop box

**Recycling:** We are an Environmental Center and take recycling very seriously. Please follow Outagamie County's recycling guidelines and put recyclables in the proper containers. If unsure, please check the guideline sheet posted. **Please, no food or liquids in the recycling containers!**

**No-Smoking Policy:** There is **no smoking/vaping** inside the building or outside on the benches or deck by the building entrances, picnic area and pavilion or on the Conservancy Zone and trails.

**Thank you for your cooperation.**

1000 Island Center Staff contact for emergency or questions for the rental:

Deb Nowak – Cell 920-419-1573

Maureen Feldt – Cell 920-419-2491

**Brad Garrity – Cell 920-277-6980**

## APPLICATION FOR FEE EXEMPTION 1000 ISLANDS ENVIRONMENTAL CENTER RENTAL



Name of Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_ Position Title \_\_\_\_\_

Address/City/State/ZIP: \_\_\_\_\_

Nature/Type of Activity/Meeting: \_\_\_\_\_

Date(s) of Activity/Meeting: \_\_\_\_\_

Rental Time: From \_\_\_\_\_ To \_\_\_\_\_

Estimated Group Size: \_\_\_\_\_

Facility Requested: ☐ Building Rental ☐ Pavilion Rental

1000 Islands Environmental Center relies on rental fees to support their annual budget. In lieu of the standard fee to use the requested facilities, we would like to offer the following donation in order to help support the mission to provide children, adults and families the knowledge and skills needed to build a sustainable balance between the environment, economy and community through education, conservation and recreation.

☐ Monetary Donation ☐ Tangible Donation ☐ Service Donation

Please provide detail on your suggested donation.

\_\_\_\_\_  
\_\_\_\_\_

I understand that if approved, this exemption will be valid only for the date(s) listed above or for **the remainder of the current calendar year** for recurring rentals. A new Application for Fee Exemption will need to be submitted for any future requests.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Email of Renter

\_\_\_\_\_  
Phone Number of Renter

\_\_\_\_\_  
Date

Office Use Only

Actual Fee \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_