



# Menomonee Valley Urban Ecology Center Facility Rentals

Thank you for your interest in the Urban Ecology Center's Facility Rental Program!

### Are you...

- Looking for an eco-friendly venue for your sustainable wedding or event?
- A local business, corporation, or fellow non-profit organization seeking a space for your next meeting or seminar?
- An individual interested in hosting a private party for friends and family?

Whatever your event entails, the Urban Ecology Center is uniquely equipped to provide the perfect backdrop for your day.



### What sets us apart, you might ask?

#### Choose us and you choose to support our mission too!

Our rental-generated revenue goes toward supporting our mission to provide innovative, enriching environmental education to urban youth, adults and families.

#### We operate with the environment and community in mind

Our spaces proudly integrate green building techniques such as photovoltaic cells, green roofing and rainwater collection systems, geothermal heating and consistent use of recycled building materials. These features are not only functional and help us keep costs low (so we can pass those savings on to you), they are also great conversation pieces and teaching tools.

These features are also an important component of the Urban Ecology Center's function as a neighborhood community center. We are open to the public and encourage exploration of our space and the surrounding parks in which we operate. In choosing to rent the Urban Ecology Center, your guests are not confined to one space - we encourage them to wander around and discover what the Urban Ecology Center is all about!

#### No hidden fees!

As an organization that strives to build community and promote environmental justice, we strive for transparency. What does this mean for you? No unexpected costs! That's right - we offer the use of our dishware, glassware, utensils, commercial-grade kitchen, A/V equipment, parking lot, furniture and on-site event staff at no additional cost. Our rental rates are straightforward and easy to understand.





# Urban Ecology Center Rental Amenities

- **Use of our Audio/Visual Equipment** You are welcome to use our in-house sound speaker system, portable PA, projectors, and microphones. Urban Ecology Center staff will gladly set up and take down any equipment and give you and your guests a tutorial on the use of the equipment.
- **Wireless Internet Connectivity** We offer use of our wireless network throughout the building and to all guests.
- **Use of our kitchenette & appliances.** Guests are welcome to utilize our kitchenette during the duration of their event. This includes commercial appliances, a variety of small kitchen electrics, and a variety of serving utensils and place settings.
- **Use of our furniture.** Our staff is happy to set up Urban Ecology Center furniture for you and your guests. We offer tables and chairs to accommodate seating for 80 people, or up to 100 seated lecture-style
- **Onsite Rental Staff** 2 rental staff members will be present throughout the duration of your event to answer any last minute questions and assist with facility-related details.

## Facility Rental Rates

When you rent the Urban Ecology Center, all of the proceeds directly support the operation and mission of our organization. You can feel great knowing that you had the perfect venue for your event and that you contributed to a wonderful cause at the same time.

At the Urban Ecology Center, we pride ourselves on offering competitive, easy to understand rates without any hidden fees or obligations. Time needed for renter's setup and clean up is part of the of the contracted time and will be included when assessing the start and end time for your event.

**Whole Building: 5pm-12am Fridays and Saturdays**  
(5-6pm Set up only | 6-11pm Event | 11-12am clean up)  
\$1,000 Flat Fee

**Whole Building:**  
**Sundays anytime between 8am-12am**  
\$1,000 Flat Fee

**Valley Room**  
\$75/hour during business hours  
\$100/hour outside of business hours  
Minimum of 3 hours required

**Classrooms: Flowerpot Classroom & Patio Room**  
\$50/hour during business hours  
\$70/hour outside of business hours  
Minimum of 3 hours required

**Conference Room**  
\$30/hour only available during business hours  
Minimum of 3 hours required

# Room Descriptions

## Whole Building\*

**Maximum Occupancy:** 100 for seated meal, 150 for social gathering

Perfect for weddings and parties, rental of the whole building gives you the flexibility to spread out and host your event in the best way you see fit. You get exclusive access to our 1st and 2nd Floor open areas including the green patio and animal room, both of our classrooms, the living room, Valley Room and kitchenette.

Whole building rentals are available Fridays and Saturdays 5pm-12am or any 7 hour window on Sundays.

## Valley Room

**Maximum Occupancy:** 50 for seated meal, 80 for social gathering

Large antique barn doors can seal the Valley Room from the rest of the first floor, making this a suitable venue for meetings, seminars, workshops, or luncheons during the day or for smaller parties or lectures in the evenings. It is a spacious and relaxed meeting hall with large windows overlooking the gardens and Hank Aaron State Trail below. After hours rentals can keep the barn doors open and have access to the Living Room as well.

## Classrooms: Flowerpot Classroom & Patio Room

**Maximum Occupancy:** 18-20 per classroom

Our Flowerpot Classroom on the 2nd floor is a beautifully lit room with a high ceiling, original wood floors, and a charming terra cotta color that gives the room its name. This room is perfect for a work retreat or business meeting for up to 20 people.

Our Patio Classroom sits on the lower level next to our outdoor patio on the Hank Aaron State Trail. French doors can open to expand the space and let in fresh air in the summer. This room is perfect for meetings and project groups of up to 18 people.

## Conference Room

**Maximum Occupancy:** 10

This small private meeting space on the 1st floor is perfect for your next off site business meeting or planning session. This room features a central conference table with 10 chairs and plenty of natural light.