



**Friends of Horicon Marsh
 International Education Center
 WI Department of Natural Resources
 N7725 Hwy. 28
 Horicon, WI 53032
 Phone (920) 387-7860**

**FACILITY REQUEST APPLICATION
 HORICON MARSH INTERNATIONAL EDUCATION CENTER
 BUILDING USE AGREEMENT**

This agreement is in accordance with the Building Use Policy (attached) for the Horicon Marsh International Education Center

Organization/Applicant Name: _____

Contact Person & Phone No.: _____

Address: _____

Desired Date(s) of Use: _____

| | | | |
|-----------------------|------------------|-------------------|------------------|
| Desired Facility Use: | Auditorium | \$ | \$ _____ |
| | Horicon Room | \$ | \$ _____ |
| | Mayville Room | \$ | \$ _____ |
| | Equipment | _____ | \$ _____ |
| | | _____ | \$ _____ |
| | | _____ | \$ _____ |
| | | _____ | \$ _____ |
| | Security Deposit | \$100.00 | \$ <u>100.00</u> |
| | Coffee & Cookies | \$3/person | \$ _____ |
| | TOTAL DUE | (Enclosed) | \$ _____ |

Make check payable to Friends of HMIEC.

I have read and agree to the attached Building Use Policy.

SIGNED _____ Date _____

APPROVED BY _____ Date _____

PAYMENT RECEIVED - AMOUNT _____ Date _____

DENIAL BY _____ Date _____

REASON _____

Horicon Marsh International Education Center Facility Rental Rates

Available Facilities:

Auditorium - room size: 68' x 32' - Maximum capacity: 100 people
This space can be used as a formal theater, banquet hall or for workshops.

Horicon Classroom - room size: 21' x 32' - Maximum capacity: 30 people
Mayville Classroom - (same as Horicon Room)
(The two classrooms can be combined to accommodate 60 people)

Equipment Availability:

TV/VCR
Overhead Projector (transparencies and pens not included)
Flip Chart Stand (paper and markers not included)
Slide Projector, Floor Podium, Microphone, Microphone Stand, Tripod Easel

Facility Rental Rates

| Facility | ½ Day | Full Day | Evening | Weekend |
|-----------------------|--------------|-----------------|----------------|----------------|
| Non-Profits | ½ Day | Full Day | Evening | Weekend |
| Classroom | \$55 | \$75 | \$50 | \$75 |
| 2 Classrooms | \$75 | \$105 | \$75 | \$105 |
| Auditorium | \$115 | \$170 | \$115 | \$170 |
| General Public | ½ Day | Full Day | Evening | Weekend |
| Classroom | \$75 | \$100 | \$65 | \$100 |
| 2 Classrooms | \$100 | \$140 | \$100 | \$140 |
| Auditorium | \$150 | \$225 | \$150 | \$225 |
| Corporate | ½ Day | Full Day | Evening | Weekend |
| Classroom | \$100 | \$150 | \$150 | \$150 |
| 2 Classrooms | \$150 | \$200 | \$250 | \$250 |
| Auditorium | \$200 | \$400 | \$300 | \$500 |
| Other Govt. | ½ Day | Full Day | Evening | Weekend |
| Classroom | \$55 | \$75 | \$50 | \$75 |
| 2 Classrooms | \$75 | \$105 | \$75 | \$105 |
| Auditorium | \$115 | \$170 | \$115 | \$170 |