Rental & Use Policy

The Collins Learning Center provides a dedicated space for the presentation of classes and lectures, lab space for research and investigations, and three exhibit spaces. The space is fully accessible, with handicapped restrooms and an elevator to all levels. This space can be rented for weddings, memorial services, and other gatherings. Additionally outdoor spaces are available to gather and explore.

Please see the information below to determine the spaces available and rental information. Feel free to reach out with questions.

ELIGIBILITY

The Collins Learning Center is available for rent to age 21 and over. Rentals are open as early as 12 months prior to your preferred rental date.

The Collins Learning Center is open to the general public Monday-Friday from 9:30 a.m. - 3:30 p.m., Saturday 1 - 4 p.m., and for scheduled events that are open to the public. Extended hours of operation (8:00 a.m. - 8:00 p.m.) are available to private renters upon approval. If a rental would occur outside of extended hours, an additional fee will be added.

Note: All guests of the event must vacate the building by Midnight or an additional fee will be added. Permit holder must have building cleaned per policy and procedures.

BOOKING TIME LINE / CONTRACT PROCESS

1. BOOKING DATE The Collins Learning Center is available for booking 12 months in advance. Renters are encouraged to call ahead and gather rental information, visit our facility and discuss the details of the rental process.

2. RENTAL APPLICATION & AGREEMENT FORMS After reviewing the Rental & Use Policy document, applicants must complete a Facilities Rental Application form with their estimated rental time. This form can be emailed, mailed or dropped off at the Collins Learning Center. After the rental application is received, a rental agreement (contract) will be issued by Crossroads at Big Creek staff and is due back, signed within 7 days. This agreement form and the application are to be completed by the individual who is to be on site at the event and must be 21 years of age or older.

3. PAYMENT Staff will issue an invoice as soon as the application form is received. Full payment is due within 7 days of issuance to secure the date. Payment can be made in cash, check, or cashier's check payable to Crossroads at Big Creek. Credit card payment is also available (a 3% processing fee will be applied to all credit card payments), but cash or check is preferred. Crossroads will bill entities if more than customary cleaning is required. Failure to pay fees will result in banned use of the facilities.

4. INSURANCE REQUIREMENTS A certificate of insurance is required for special open to the public events serving alcohol. For events open to the public, provide a Certificate of Insurance, showing liability limits of $1,000,000. Must be provided one week prior to event. If you plan to serve alcohol at your event, a license may be required.

PO Box 608 | 2041 Michigan St
Sturgeon Bay, WI 54235
www.crossroadsatbigcreek.org

Rental & Use Policy

CANCELLATION POLICY

If a cancellation is made at more than four weeks prior to the scheduled event, one half of the rental fee will be returned, less a $10.00 processing fee. All fees are non-refundable if cancellation is made less than four weeks prior to the scheduled event. All cancellations must be submitted in writing. All fees and dates are non-transferable.

NON-PROFIT GROUP RATES

Crossroads at Big Creek welcomes non profits to rent at a reduced rate. However, these groups are responsible for set up, tear down and clean up of the room. If the event is outside Monday-Friday 9:30 a.m.-3:30 p.m. or Saturday 1-4 p.m., there may not be a building representative on site and arrangements will need to be made. View our fee schedule for additional rental items. If electronics are needed, the group will need to set an appointment for training.

SET-UP AND DECORATING

1. EVENT CONTACT The person/organization signing the rental contract must be present from the time the building is opened, while the event is in progress, and must wait until all event guests have vacated the premises and has completed the Facility Closing Checklist. If they are not able to be present, they will need to provide a responsible party to be the point of contact. For youth groups, rentals will be issued only to responsible adults who chaperone the party. The chaperone must remain on site until the event has completed.

2. DECORATING All decorations must be put up and taken down by the renter and must be free standing. Nails, tape, tacks, staples and screws are strictly prohibited. Glitter, confetti, rice, silly string, straw bales or unnatural flower petals are not allowed at any time. If these items are used, fines will be imposed. Chinese lanterns are not allowed on the property. Sparklers are not allowed.

3. CANDLES The only open flame allowed in the Collins Learning Center are small votive candles with an adequate glass covering of at least 2" of head space. They must be approved by the pavilion event staff prior to the event. Candles are not allowed on the floor.

4. SIGNAGE Signage may be displayed on portable sign holders, bulletin boards or easels.

5. DECOR REMOVAL Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity unless written permission has been granted for storage.

CLEANING

Users leaving the facilities in a manner that require more than customary cleaning will be billed $100.00 per hour to cover added costs and may result in loss of building use privileges. Customary cleaning includes cleaning of the restrooms, take-down and removal of included tables and chairs, mopping of the floors, vacuuming of carpeted spaces and assisting the renter with trash removal. The renter's cleaning responsibilities include removal of any and all items brought into the Collins Learning Center by the renter. Renter must wipe down tables and chairs if necessary. Renter must clean the kitchen if used. If you plan to bring your own food and use the kitchen, you are responsible for cleaning the kitchen Any damage to the facility upon inspection by Crossroads at Big Creek staff will be billed to the rental to include all time and materials for the repair.

PARKING

There are 225 parking spaces outside the Collins Learning Center at Crossroad at Big Creek.

Rental & Use Policy

LITTER/ REFUSE/ RECYCLING

The applicant and/or group will be responsible for any and all damage to The Collins Learning Center. Any litter or refuse generated by the group and activity must be collected and disposed of in appropriate trash receptacles and removed to the dumpsters across the parking lot at the conclusion of the reservation. Crossroads at Big Creek may assess a fee for damages or additional cleaning if the area is not returned to original condition and reserves the right to deny future applications if these conditions are not met.

OTHER GUIDELINES & RESPONSIBILITIES

Crossroads at Big Creek is not responsible for any equipment or other items left at the Collins Learning Center at any time.

Smoking is prohibited inside the building, on the porch, and within 100 feet of the building at all times.

The renter assumes all responsibilities for injuries that may occur to persons or participants.

USES REQUIRING SPECIAL APPROVAL

Special provisions or requests may require approval. Any rental requiring additional approval is subject to all rules and guidelines outlined throughout this document.

FUNDRAISING ACTIVITIES Fundraisers are only permitted in joint partnership with Crossroads. All other events will not have fundraising as their primary goal.

EQUITY AND INCLUSION Crossroads prior to the event has the right to cancel if the event does not meet Crossroads goals of equity and inclusion. For more information, please visit the Mission & Values page on our website.

POLITICAL MEETINGS are prohibited at Crossroads at Big Creek.

Description of Facilities

COLLINS LEARNING CENTER - UPPER LEVEL

The Auditorium / Lecture Hall features an 82-seat multimedia theater with comfortable seats, fold-down table arms, a sound system, projector and retractable screen. Lectures on science, history and the environment are offered throughout the year. Businesses and organizations can rent the facilities for meetings and seminars.

The Science Laboratory provides five lab stations with water, electricity, and computer ports; a teacher demonstration table; a hood, storage areas, and lab and field equipment for examining and testing specimens and samples. During the summer, researchers from the University of Wisconsin-Oshkosh, in collaboration with the Door County Public Health Department and Door County Soil and Water, use Crossroads' lab to test the water quality of Lake Michigan and the Bay of Green Bay from samples taken at Door County beaches.

The Kitchenette has a stove/oven, microwave, refrigerator, serving island and an inventory of dishware, cookware, flatware and glasses.

COLLINS LEARNING CENTER - LOWER LEVEL

A meeting room/classroom space complete with tables, chairs, a large flat screen TV, whiteboards and a small kitchenette is available to groups for meetings that benefit the community.

COLLINS LEARNING CENTER EXHIBITS

The Great Lakes Ecosystem display is located on the entry level of the Collins Learning Center. It shows examples of native and non-native species found in Lake Michigan and Green Bay.

The Escarpment Display is located in the hallway on the entry level of the Center. This display features the karst systems of the Niagara Escarpment, with spectacular reproductions of several Door County caves.

The Wisconsin Wildlife Exhibit, located in the lower level of the Learning Center, shows wildlife of northeast Wisconsin throughout the day, the seasons, and various habitats of Door County.

OUTDOOR AMPHITHEATER

Crossroads' outdoor amphitheater boasts a stage and seating for a maximum of 100. This venue is used for concerts, sing-alongs, plays, reunions, outdoor worship services, and weddings.

OUTDOOR COUNCIL RING

The Council Ring is located along Big Creek just over Pike Passage Bridge. A fire ring makes this an ideal place for an outdoor gathering.