Policy for Facility Use

1. A completed, signed agreement must be returned before a group can be assured a reservation. A booking is not guaranteed until a signed copy with appropriate deposit(s) is returned to TONEC. Tentative bookings will be honored for up to 30 days.

2. The sponsoring group agrees to cancel reservations as soon as possible if plans are changed in order that the space will be available for other groups.

3. If changes are made within four working days of the event, for example: set-up, equipment, food, activities, etc., additional charges will be billed in addition to the original price quoted. This includes occupying facilities beyond scheduled time periods.

4. Off campus groups or private bookings require a $250 nonrefundable deposit with the signed agreement and another 50% deposit 60 working days prior to the event and 100% of the estimated total is due 10 working days prior to the event. All deposits will be applied to the final bill. Prices quoted exclude sales tax, extras, and gratuities. Forms of payment accepted are cash, check, Visa, MasterCard, Discover, and American Express. Vouchers will be accepted from governmental agencies. Your event activity code should be included on all checks. Make all checks payable to SIUC and mail to: Touch of Nature Environmental Center, Mail code 6888, Carbondale IL. 62901.

5. FOOD GUARANTEE - Groups are responsible for providing the Catering Services Office with an estimated participant number within two weeks of scheduled food service. A final guaranteed number must be received no later than four working days prior to the scheduled event. If no final guarantee is provided, then the original figure quoted will be used as a guarantee figure.

6. Extra charges for labor will be levied under the following circumstances: 1) requests to change room sets already completed, 2) when an excessive amount of cleaning is required to return the areas to useable condition after the group departs.

7. Extra charges will be levied for damage resulting from cigarette burns, chewing gum, candle wax, tape, tacks, nails, use of facilities by guests or performers associated with an event, or misuse of any furnishings or equipment where repairs or replacement is required.

8. In the interest of personal safety of guests and staff, the following rules must be followed: a) the space reserved for each particular function is not to be used in excess of the capacity; b) all aisles leading to exit doors must be kept unobstructed; and c) exit doors will not be fastened or obstructed, so that the doors can be opened readily from the inside. To further minimize risk of personal injury and/or property damage, the group’s representative is responsible for the supervision of participants at all times.

9. All groups and organizations scheduled to use TONEC facilities are expected to exercise reasonable caution for the proper use of the facilities, furnishings, and equipment in the scheduled areas. The organization or group and/or its members shall be held financially responsible for damages or loss to SIUC property as a result of improper use of the facility or equipment. Damage or loss charges will be based upon repair or replacement costs.

10. Upon arrival, the group’s representative will meet with the TONEC facility and food service staff to discuss specific needs and arrangements. Before leaving, the group’s representative will meet with the TONEC staff to confirm the number present, check for damage or loss, verify billing information, and to settle their account.

11. Groups are requested to communicate the location of the event to the participants and/or send directions in advance rather than post signs. If signs are required, they must be approved in advance. TONEC can provide on-site signage for individual groups for an additional charge.

12. TONEC does not assume responsibility for damage or loss of any materials or equipment left in a building before or after a scheduled event. All items will be given the same care and protection given to TONEC property whenever possible.

13. All special equipment (i.e., audio visual, screens, flip charts, etc.) must be ordered prior to the date of the function, and are subject to a rental charge. Last minute requests will be accommodated dependent on item availability.

14. TONEC reserves the right to inspect and regulate all private parties, meetings, receptions, or events held on the property and reserves the right to cancel this reservation without liability if it in any way conflicts with policies of TONEC, Southern Illinois University, or the laws of the State of Illinois. In the event the operation of Touch of Nature Environmental Center is interrupted because of any act or regulation of any public authority, civil turmoil, strikes, epidemics, natural disasters, or any other cause beyond the control of the parties, this agreement may be suspended or terminated by either party without prior notice and neither party will be liable for such suspension or termination.

15. Food is only allowed in areas where it is authorized to be served.

16. Possession or consumption of alcoholic beverages at TONEC must be coordinated prior to the event. The University Alcohol Policy requires that all alcohol possessed or consumed on the property be provided by TONEC. University policies and State of Illinois laws regarding the sale, consumption, and dispensing of alcoholic beverages will be strictly adhered to.

17. Sales tax exempt accounts must furnish their tax exemption number at least 72 hours in advance. There are no exceptions to the State Lodging Tax of 6%.

18. All private meeting room functions will be subject to one master bill. Individual payment will not be accepted.

19. Parking is restricted to designated parking lots. No vehicular traffic is allowed on paved pathways or service drives without permission from designated TONEC employees.

Many facilities at TONEC have accessible features for individuals with physical disabilities. Some facilities, including natural areas, do not. Please contact us for further information.