

# Visitor Center Meeting Room Rental Information & Policies

Schmeeckle Reserve, UW-Stevens Point

Updated: June 13, 2023

The following provides information about and rules for use of the Schmeeckle Reserve Visitor Center meeting room. If you have any questions or concerns, contact Schmeeckle Reserve.

## Visitor Center Area Site Map



## Location and Contact Information

The meeting room is located in the Schmeeckle Reserve Visitor Center on the UW-Stevens Point campus. The address is:

2419 North Point Drive  
Stevens Point, WI 54481

To contact Schmeeckle Reserve:

Phone: 715-346-4992  
Email: [schmeeckle@uwsp.edu](mailto:schmeeckle@uwsp.edu)  
Website: [www.uwsp.edu/schmeeckle](http://www.uwsp.edu/schmeeckle)

## Visitor Center Meeting Room Description

A meeting room located in the Schmeeckle Reserve Visitor Center is a unique gathering place for groups and classes. The room can hold up to 40 people and offers free parking, movable tables and chairs, a desktop computer, laptop connections, video conferencing webcam, ceiling-mounted projector, speakers, a whiteboard, and organic, fair-trade coffee (for purchase). Snacks and beverages are available for purchase in the gift shop. Large windows showcase views of woodlands and a shaded outdoor deck is just around the corner for breaks or small group sessions.

### Schmeeckle Reserve:

Schmeeckle Reserve is a 280-acre natural area on the campus of the University of Wisconsin-Stevens Point. It was set aside to preserve, restore, and manage natural communities of central Wisconsin, serve as an outdoor classroom for learning, and provide opportunities for outdoor recreation. The Reserve is renowned for its five miles of trails and boardwalks, diverse habitats, and wildlife. It is the headquarters of the Green Circle Trail, a 27-mile hiking and biking trail that loops around Stevens Point, and the Wisconsin Conservation Hall of Fame, which honors inductees who have contributed to the conservation legacy of the state.

### Size and capacity:

The dimensions of the meeting room are 23 feet by 27 feet (620 sq. ft.). The maximum number of people that can fit in the room is 40 without tables (just chairs set up theater-style). With tables, the maximum number is 30.

### What is provided:

- Padded chairs and moveable tables (arranged as requested)
- Whiteboard and dry erase markers
- Ceiling-mounted digital projector and large projection screen
- A/V system with desktop computer, speakers, and connections to hook up a laptop (meeting room computer has standard UWSP campus software load)
- Wireless Internet access (free, no password required)
- Video conferencing webcam with microphone to connect with online participants (must be requested prior to meeting)
- Speaker phone (must be requested prior to meeting)
- Easel (paper and markers are not provided)
- Organic fair-trade coffee for purchase and reusable mugs (must be requested prior to meeting)
- Composting Bin (for non-meat food scraps)
- Garbage and recycling bins (in the room and near the front door)
- Drinking water (fountain and water filling station near the front door)
- Large windows that can be opened for natural airflow
- Room-specific thermostat for heating and cooling
- Extension cords and power strips
- A variety of snacks and beverages available for purchase in the gift shop

### What is NOT provided:

- Video/phone conferencing system (webcam and speaker phone available, but external conferencing system or software must be set up by the group prior to the event)
- Printers or copiers
- Easel paper or markers (an easel is available)

- Catering or food service (see “Food and drink” below)
- Plates, napkins, eating utensils, condiments, etc.
- Refrigerator space

**Food and drink:**

Guests are welcome to bring in their own food and nonalcoholic beverages as part of a picnic or potluck. Catering of food and/or beverages must be scheduled through UW-Stevens Point’s **On Point Catering** ([www.uwsp.edu/dining/OnPointCatering/](http://www.uwsp.edu/dining/OnPointCatering/)). Other outside catering services are not allowed.

Per university regulations, guests are not allowed to bring in alcoholic drinks. However, On Point Catering can provide alcohol service if approved prior to the event.

A drinking fountain/water bottle filling station is located just inside the front door of the visitor center. Organic fair-trade coffee can be ordered through Schmeeckle when the room is requested. Soda, sports drinks, juice, candy bars, granola bars, and other snacks are available for sale in the gift shop.

**Video/speaker phone conferencing:**

Upon request, a video conferencing webcam with extension microphone (Logitech MeetUp) can be set up in the meeting room to connect with online participants. The webcam can be connected to the meeting room computer or hooked up to a laptop (must have a USB slot). The webcam is compatible with most online video conferencing services such as Zoom, Microsoft Teams, Google Meet, etc. Conferencing software for conducting these meetings is not provided by Schmeeckle and must be set up by the group prior to the event (Zoom and Teams are available on the meeting room computer for UWSP groups as part of the standard campus load).

Also, upon request, a speaker phone with extension microphones can be set up to connect with off-site participants by phone. The speaker phone device does not have conferencing capabilities. It can dial out to one local or toll-free number (long distance calls are disabled). Groups will need to set up an external conferencing service at a toll-free number to call into.

**Accessibility:**

The Schmeeckle Reserve Visitor Center is wheelchair accessible. The front door has an automatic opener controlled with a button. Four wheelchair-accessible parking spaces are available in the main parking lot, which is connected to the visitor center via a 300-foot paved walkway. For other accessibility or accommodation questions, please contact us at 715-346-4992.

**Parking:**

A paved parking lot is located off North Point Drive and has parking for approximately 50 vehicles. Two electric vehicle charging stations are available near a solar panel array on the north side of the lot. A gravel overflow parking lot to the east of the paved lot provides parking for an additional 50 vehicles.

**Restrooms:**

Men’s and women’s restrooms are located just inside the front door of the visitor center. An all-season restroom building is also available adjacent to the parking lot, which offers two unisex restrooms with flush toilets.

**Furniture:**

The meeting room has up to 40 padded chairs and 14 tables with wheels that can be arranged in a variety of configurations. An A/V computer podium on wheels is located at the front corner of the room, which has a limited movement range based on wall cabling. A fixed counter in the back of the room is also available for coffee and food serving. Additional tables can be requested for the front and/or back of the room. The room will be set up by Schmeeckle staff based on your request.

**Noise concerns:**

The Schmeeckle visitor center is a public facility, and there may be noise and other distractions caused by visitors and school groups. The meeting room has doors that can be closed to limit distractions. A woodworking shop is located in the basement below the meeting room where student employees construct cedar signs and benches. While Schmeeckle staff try to limit shop activity during meetings, there may be some noise audible. If silence is important for the event, we recommend choosing a different venue.

**Acceptable uses:**

Schmeeckle Reserve is a natural area, and all uses must fit into its primary mission of preservation, education, and recreation. The Reserve is heavily used by family groups and youth groups. At the discretion of the Schmeeckle Reserve Director, group requests that conflict with the primary mission or that may be inappropriate for family audiences will not be approved. Please contact Schmeeckle Reserve if you have questions about what may or may not be acceptable.

**Outdoor rental spaces:**

Several outdoor facilities are available to rent adjacent to the visitor center. The Menzel Pavilion is an open-air picnic shelter with a two-story fireplace that can seat 50-60 people. See [https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/Menzel\\_Pavilion/index.aspx](https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/Menzel_Pavilion/index.aspx) for more information. The Pankowski Friends Amphitheater has a roofed concrete stage and tiered stone seating for up to 250 people. More information is at <https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/amphitheater/index.aspx>.

## Making Reservations

**Reservation procedure:**

Reservation requests for the meeting room may be made a maximum of 6 months in advance of the event. Requests are reviewed by Schmeeckle staff and may be either approved or denied. Payment is not required until a request has been approved. Requests can be submitted online at [https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/facility\\_use/meeting.aspx](https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/facility_use/meeting.aspx).

When a reservation request is approved by Schmeeckle, the renter will be notified and will have 14 days to pay the full cost of the rental to reserve the date and time. Payment can be made with a mailed check or credit card online. Reservations will not be confirmed until payment is received. If payment is not received within 14 days, the meeting room will be made available to others for that date.

Once a reservation has been approved, a paying group is guaranteed that date and time; they cannot be bumped by another group.

**Reservation costs:**

Rental fees for the meeting room directly support trail maintenance, habitat restoration, and student employees at Schmeeckle. The cost includes the room being set up to your specifications. The rental fee depends on the timing and type of group using the room.

The Visitor Center meeting room may be rented year-round for a single daily fee during regular visitor center open hours:

- Monday-Friday: 9 a.m. to 4 p.m.
- Saturday: 10 a.m. to 4 p.m.
- Sunday: Noon to 3 p.m.

For rentals outside of the regular open hours (including set up and takedown time), the total cost is the daily fee plus \$50 per hour that falls outside the normal hours.

Type of Group	Cost during regular visitor center open hours Mon-Fri: 9 am to 4 pm Sat: 10 am to 4 pm Sun: Noon to 3 pm	Cost for times outside of regular open hours Mon-Fri: Before 9 am or after 4 pm Sat: Before 10 am or after 4 pm Sun: Before Noon or after 4 pm
Private events (family gatherings, celebrations)	\$100 per day*	\$100 + \$50 per extended hour
For-profit groups / corporate events	\$150 per day*	\$150 + \$50 per extended hour
Nonprofit / government/ community groups: <u>Charging fees</u> for event	\$100 per day*	\$100 + \$50 per extended hour
Nonprofit / government / community groups: <u>No fees</u> being charged	\$50 per day*	\$50 + \$50 per extended hour
UW-Stevens Point / school / youth groups: <u>Charging fees</u> for event	\$100 per day*	\$100 + \$50 per extended hour
UW-Stevens Point / school / youth groups: <u>No fees</u> being charged	\$0 per day* with <u>2 weeks or less notice</u> . To reserve further out, \$50 per day*	\$50 per extended hour

\* Note that the doors of the visitor center will open and close at the times listed above. If a group needs access to the room earlier for set up or later for cleanup, you will either need to adjust your meeting start/end times or request times outside of the regular hours for an extra fee.

**Additional reservation options:**

Reservable item	Cost
Organic, fair-trade coffee (sugar, powdered creamer, and reusable mugs included)	1 pot (12 cups): \$6 2 pots (24 cups): \$12
Video conferencing webcam and microphone	Included in rental price (must be requested prior to meeting)

<b>Speaker phone</b>	Included in rental price (must be requested prior to meeting)
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**Rescheduling:**

Events can be rescheduled based on availability. Call the Schmeeckle Reserve Visitor Center at 715-346-4992 to reschedule. A \$25 rescheduling fee will apply.

**Cancellations:**

Refund requests with at least a one-month notice will be reimbursed at 50 percent of the payment. Refunds will not be given for cancellation requests received less than a month before the rental.

## Policies and Regulations

**The renter is responsible for informing their group members about all policies and regulations.** At the discretion of the Schmeeckle Reserve staff, any group that violates these policies or participates in behaviors that conflict with the mission of the Reserve will be asked to leave the premises without refund.

**Dates and hours of use:**

The Visitor Center meeting room may be rented year-round for a single daily fee during regular visitor center open hours (call ahead for holiday hours). If staff are available, the meeting room *may* be rented at hours outside of these times; a per hour fee will be added to the regular rental cost.

**Damage/trash/cleanup policy:**

The renter is responsible for all cleanup of the meeting room. A garbage can, recycling can, and compost bin are available in the room and in the vestibule of the visitor center. If Schmeeckle staff determine that excessive cleanup or repairs are required after the event, the renter will be billed \$50 per hour for staff time, plus costs for any replacement or cleaning materials.

**Use of the visitor center back deck:**

The meeting room is located adjacent to a back deck area with picnic tables and benches. This space is available on a first come, first served basis. It may be used by meeting room groups for breakout sessions, snack/lunch breaks, etc., if it is not being used by others.

**Use of the Wisconsin Conservation Hall of Fame gallery/bird viewing area:**

The meeting room is also located adjacent to the Wisconsin Conservation Hall of Fame gallery and bird viewing area. This space must be left open to the public and may not be used by meeting room guests as an additional gathering/breakout area.

**Vehicle access:**

Vehicle access to the meeting room *may* be allowed with prior approval by Schmeeckle staff for loading and unloading using the paved entrance walkway. Vehicles must be moved to the parking lot immediately after loading/unloading. Talk to the front desk staff person about any vehicle access needed.

**Grilling policy:**

Grilling is not allowed on the deck or other areas around the visitor center. Grilling is only allowed in the nearby Menzel Pavilion on the outdoor concrete patio adjacent to the fireplace (not under the roof). See [https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/Menzel\\_Pavilion/index.aspx](https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/Menzel_Pavilion/index.aspx) for more information about the pavilion.

**Open flame/candle policy:**

Open flames of any kind are not allowed in the Schmeeckle Reserve Visitor Center.

**No pet policy:**

Pets are not allowed in Schmeeckle Reserve due to sensitive wildlife population studies that are being conducted. Trained service dogs are allowed.

**No smoking/tobacco/E-cigarette policy:**

Smoking, tobacco use, and E-cigarettes are not allowed in Schmeeckle Reserve, including the parking lots or trails. Schmeeckle is part of the UW-Stevens Point tobacco-free campus. The closest area where meeting room participants would be allowed to smoke is along North Point Drive in the city right-of-way.

**No alcohol policy:**

Alcoholic beverages are not allowed in Schmeeckle Reserve, per university regulations. The only exception to this policy is if alcohol is approved and catered through the university's On Point Catering ([www.uwsp.edu/dining/OnPointCatering/](http://www.uwsp.edu/dining/OnPointCatering/)).

**Parking policy:**

The paved visitor center lot has space for about 50 vehicles. An additional 50 vehicles can park in the gravel overflow lot to the east. Parking is not allowed along North Point Drive.

**Decorations/posting policy:**

Signs, decorations, post-it notes, easel pad paper, and other materials are not allowed to be attached or adhered to the meeting room walls, windows, or other structures. No nails, thumb tacks, staples, glue, tape, poster putty, etc. Decorations can be hung if there is no adhesion used. For specific questions, please contact Schmeeckle Reserve.

**Signage policy:**

Free-standing or in-ground temporary signage may be installed to guide guests to the meeting room. Signs and other decorations (such as balloons, ribbons, etc.) are not allowed to be attached to existing posts, fences, trees, or other structures. All signage must be removed at the end of the event.

**Other rules and regulations:**

Meeting room users agree to abide by all other Schmeeckle Reserve rules and regulations. A full list can be viewed at <https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/visit/rules.aspx>. If you have any questions, please contact Schmeeckle at 715-346-4992 or [schmeeckle@uwsp.edu](mailto:schmeeckle@uwsp.edu).

## University of Wisconsin-Stevens Point Non-University Events Policies

1. Upon payment of reservation fee and signed agreement of this form, facilities are permanently reserved for the date of request for the undersigned party. Copies of facility reservations will be sent to the undersigned party after receipt of the above and will identify any applicable charges that will be billed after the event.
2. In the event that University buildings, property or facilities reserved for this event would be destroyed or substantially damaged by fire or other casualty; or in the event other circumstances render the fulfillment of this agreement impractical or impossible, the incurred charges will be voided. The undersigned person(s) hereby waives any claim for damages or compensation resulting from fire, casualty or other circumstances causing curtailment of this agreement.
3. The undersigned person(s) will be financially responsible for all damage to UWSP facilities and/or equipment caused by the reserving party or the guests associated with their event. The undersigned person(s) will also be responsible for removal of all personal materials prior to leaving at the completion of the event. If this is not done, charges will be assessed to the undersigned person(s) for additional labor to remove such materials.
4. The undersigned person(s) do hereby agree to hold harmless and indemnify the State of Wisconsin, the Board of Regents of the University of Wisconsin System, and the University of Wisconsin-Stevens Point, their officers, agents and employees from any and all liability, loss, damages, costs or expenses which are sustained, incurred or required arising out of actions of the undersigned or their guests.
5. The undersigned person(s) and their guests shall agree to abide by all policies governing use of the University of Wisconsin - Stevens Point facilities.

## Renter Agreement

The online Meeting Room Rental Application form has a checkbox that serves as a binding agreement between the renter and Schmeckle Reserve, UW-Stevens Point.

<input type="checkbox"/> I have read the Meeting Room Rental Policies document. I understand and agree to abide by these policies. (Required)
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By clicking the box, you are acknowledging that you read, understand, and agree to abide by all of the policies in this document regarding the reservation of the Schmeckle Reserve Visitor Center meeting room.

If you have questions or concerns about any of the policies, please contact Schmeckle Reserve to discuss prior to filling out the rental application form.