

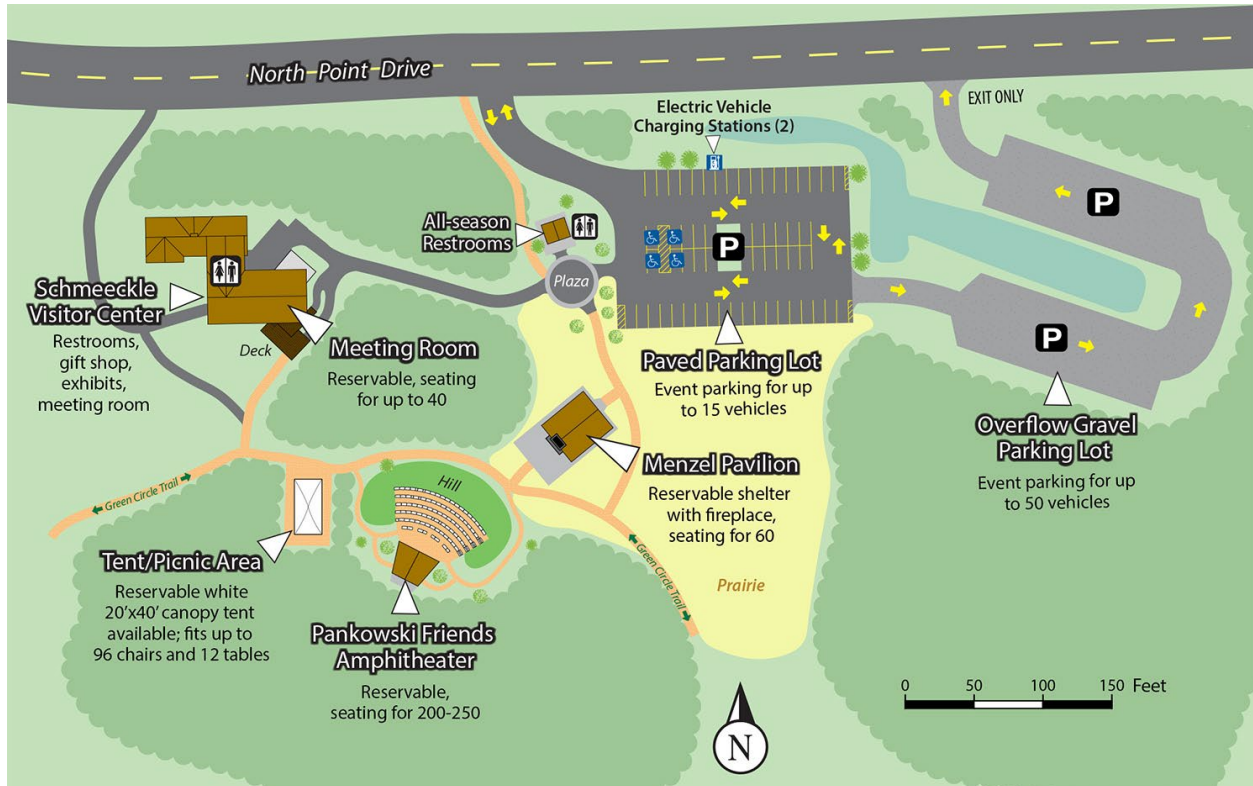
Menzel Pavilion Rental Information & Policies

Schmeeckle Reserve, UW-Stevens Point

Updated: September 18, 2023

The following provides information about and rules for use of the Roy and Margaret Menzel Pavilion located in Schmeeckle Reserve. If you have any questions or concerns, contact Schmeeckle Reserve.

Visitor Center Area Site Map



Location and Contact Information

The pavilion is located near the visitor center of Schmeeckle Reserve 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

Website: www.uwsp.edu/schmeeckle

Menzel Pavilion Description

The Roy and Margaret Menzel Pavilion is an open-air shelter surrounded by prairie near the Schmeeckle Reserve Visitor Center. It was constructed in 2020 as part of the Green Circle Trailhead project. It features a two-story, double-sided sandstone fireplace, stone columns, timber beams, a cedar roof, a patio area, and picnic seating for up to 60 people.

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.

Capacity:

The size of the area under the roof is about 25' x 38' (950 sq. feet). With all picnic benches and tables in place (10 tables and 20 benches), the seating capacity is 60. With just rows of chairs, the roofed area can accommodate about 130 people. There is also an open patio area on the opposite side of the fireplace, sized at about 40' x 15' (600 sq. feet), which can accommodate another 60 people in rows of chairs.

Accessibility:

The Menzel Pavilion is wheelchair accessible. The pavilion and patio floors are made of concrete. The nearby paved parking lot has four accessible spaces and is connected to the pavilion by a 150-foot hardpacked crushed granite path. Two picnic tables in the pavilion provide wheelchair accessibility. For accessibility or accommodation questions, please contact us at 715-346-4992.

Fireplace:

The showpiece of the Menzel Pavilion is a two-story, double-sided fireplace made of native sandstone. One side opens into the covered portion of the pavilion, and the other opens into the paved outdoor patio area. The fireplace is available at no additional charge as part of the reservation fee, if requested. Firewood and kindling will be provided. Guests will need to bring their own lighter or matches to start the fire.

Parking:

The paved Schmeeckle visitor center parking lot is located off North Point Drive about 150 feet from the pavilion. Two electric vehicle charging stations are available near a solar panel array on the north side of the lot. Parking in the paved lot is limited to 15 vehicles for event reservations. The remaining spaces in the lot must be left open for public visitors. A gravel overflow parking lot to the east of the paved lot provides parking for an additional 50 vehicles. If you expect more than 60 vehicles at your event, Schmeeckle staff will need to request that the City of Stevens Point open North Point Drive for street parking for an additional fee.

Restrooms:

An all-season restroom building adjacent to the parking lot offers two unisex restrooms with flush toilets. Restrooms are also available in the Schmeeckle visitor center, when open.

Lighting:

The Menzel Pavilion has lights mounted in the ceiling. Groups renting the pavilion will have access to the switch to turn the lights on and off. The pavilion cannot be used after 9 p.m.

Electricity:

The Menzel Pavilion is connected to 100-amp electrical service, which is partially powered by the sun through a solar panel array. Six power outlets are available located on each of the stone columns. Electricity is included in the rental fee. Extension cords, power strips, etc. are not provided.

Wi-Fi:

Outdoor Wi-Fi is provided free of charge in the pavilion through UW-Stevens Point. UWSP students, faculty, and staff should connect to the secure wireless network called "UWSPWIRELESS." Other guests can connect using the open, unsecured network called "UWSP_Unsecure_Guest"; this requires an email address but no password.

Tables and benches:

The pavilion has 10 beautifully handcrafted wooden tables and 20 benches with backs, which can seat about 60 people. Two of the tables have extensions that are accessible to people in wheelchairs. The tables and benches are quite heavy; they can be carefully moved by two or more people. The furniture must always remain in the pavilion area. Schmeeckle does not provide other chairs or equipment, but you are welcome to bring your own.

Food and drink:

Guests are welcome to bring in their own food and nonalcoholic beverages as part of a picnic or potluck. Per university regulations, guests are not allowed to bring in alcoholic drinks. Outside catering of food or snacks must be reserved through UW-Stevens Point's On Point Catering service. On Point Catering can also provide alcohol service. For more information about On Point Catering, visit www.uwsp.edu/dining/OnPointCatering/

Pankowski Friends Amphitheater:

A beautiful amphitheater is located just south across the trail from the Menzel Pavilion. The amphitheater may be rented for events up to a year in advance. The Menzel Pavilion is included at no additional cost as part of the amphitheater rental. The amphitheater is highly recommended for weddings, as it is a more private space with tiered seating and a stage. Visit www.uwsp.edu/cnr-ap/schmeeckle/Pages/amphitheater/index.aspx for more information.

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.

Privacy:

The pavilion is located in Schmeeckle Reserve, a conservancy area that is by law open to the public. While rental groups will have exclusive use of the shelter building, there is no way to restrict public access to the trails that surround the pavilion. All trails must be kept open and clear for public use.

Making Reservations

Reservation procedure:

Reservation requests for the Menzel Pavilion may be made a maximum of 90 days in advance of the event. If you would like to reserve it with more than 90 days' notice, the Pankowski Friends Amphitheater can be reserved up to 1 year in advance, and the Menzel Pavilion is included in the amphitheater rental. See www.uwsp.edu/cnr-ap/schmeeckle/Pages/amphitheater/index.aspx for more information.

Requests are reviewed by Schmeeckle staff and may be either approved or denied. No payment is required until a request has been approved. Requests can be submitted online at www.uwsp.edu/cnr-ap/schmeeckle/Pages/Menzel_Pavilion/index.aspx.

When a reservation request is approved by Schmeeckle, the renter will be notified and will have 7 days to pay the full cost of the rental to reserve the date and time. Payment can be made with check or credit card over the phone. Reservations will not be confirmed until payment is received. If payment is not received within 7 days, the pavilion 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. Non-paying groups, such as university and educational groups, may be rescheduled based on other requests.

Reservation costs:

Rental fees directly support trail maintenance, habitat restoration, and student employees at Schmeeckle. The cost for a rental includes the Menzel Pavilion for a full day (8 a.m. to 9 p.m.), parking, restrooms (in the all-season restroom building near the parking lot), use of the fireplace (if requested), and firewood. The price depends on the season and type of group using the space:

Types of Group	Peak Season Cost (April-October)	Off-season cost (November-March)
Private events (family gatherings, celebrations)	\$250 per day	\$100 per day
For-profit groups / company events	\$350 per day	\$200 per day
Nonprofit / community groups: <u>Charging fees</u>	\$250 per day	\$100 per day
Nonprofit / community groups: <u>No fees</u> charged	\$150 per day	\$75 per day
UW-Stevens Point / school groups: <u>Charging fees</u> Event more than 2 weeks away	\$150 per day	\$75 per day
UW-Stevens Point / school groups: <u>No fees</u> charged Event more than 2 weeks away	\$100 per day	\$50 per day
UW-Stevens Point groups: <u>Event 2 weeks away or less</u>	Free to use shelter, \$30 to use fireplace	Free to use shelter, \$30 to use fireplace

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 guests 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 removed from the premises without refund.

Dates and times of use:

The Menzel Pavilion may be rented year-round between 8 a.m. and 9 p.m. The trails at Schmeeckle Reserve close at sunset, so use after dark is restricted to the pavilion/visitor center area.

Damage/trash/cleanup policy:

The renter is responsible for all cleanup of the pavilion and site. A garbage can and recycling can are available in the pavilion. If excess waste is planned, please bring along your own garbage and recycling bags to carry off the site. All equipment and decorations must be taken down prior to the reservation end time. 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.

Public trail use:

Schmeeckle Reserve is a public conservancy area. The trails surrounding the pavilion must be kept open and clear for public use.

Vehicle access:

Vehicle access to the pavilion is not allowed, except by Schmeeckle staff. Vehicles may be parked in the visitor center parking lot and overflow lot. A relatively flat, hard-packed crushed granite trail leads from the parking lot to the pavilion. The distance is about 150 feet. We recommend that you bring along a cart or wheelbarrow with large wheels to haul materials.

Campfire/fireplace policy:

Campfires are only allowed in the designated fireplace in the shelter building. You must request access to the fireplace when the reservation is made. A key will be provided to open the fireplace doors during the event. Firewood and fireplace tools will be provided. Flames must always be kept under 3 feet in height. Bringing in outside firewood is not allowed. The doors of the fireplace must be locked shut after the event.

Grilling policy:

Grilling is only allowed on the open concrete patio adjacent to the fireplace (not under the roof). A grill is not provided; you must bring in your own. Used coals may not be disposed of in Schmeeckle Reserve; they must be packed out after the event.

Open flame/candle policy:

Open flames, such as tiki torches and oil lamps, are not allowed in Schmeeckle Reserve. Exceptions are made in the Menzel Pavilion for controlled campfires in the fireplace and for grilling on the

unroofed patio area. Small candles can be used in the pavilion area if they are protected in a surrounding container that catches dripping wax, such as a glass jar or lantern.

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. Schmeeckle is part of the UW-Stevens Point tobacco-free campus. The closest area where smoking is allowed would be along North Point Drive in the city right-of-way.

No alcohol policy:

Alcoholic beverages are not allowed in Schmeeckle Reserve, per university regulations. Exceptions may be made if alcohol is catered through the university's On Point Catering.

Parking policy:

Up to 15 vehicles may park in the Schmeeckle Reserve Visitor Center paved parking lot for an event. Other spaces must be left open for trail users and visitors. Space is available for an additional 50 vehicles in the gravel overflow lot to the east. Parking is not allowed along North Point Drive. If you expect more than 60 vehicles at your event, Schmeeckle staff will need to request that the City of Stevens Point open North Point Drive for street parking for an additional fee. If cars park along the road or other undesignated parking spots without prior approval, they will be ticketed by the City of Stevens Point Police.

Noise/amplified music policy:

Amplified sound or music is not allowed in the Menzel Pavilion due to its proximity to the trail system. Schmeeckle is a natural area that visitors enjoy for its quietness and solitude. Pavilion users must respect other visitors on the trails. If amplified sound is needed, consider renting the Pankowski Friends Amphitheater.

Decorations policy:

Decorations and other materials are not allowed to be attached or adhered to the pavilion structure at any time. No nails, thumb tacks, staples, glue, tape, poster putty, etc. Decorations can be hung if there is no adhesion to the structure (wrapping lights or cloth around beams, free-standing arbor, etc.). Glitter, confetti, rice, etc. are not allowed due to cleanup issues and possible ingestion by wildlife. For specific questions, please contact Schmeeckle Reserve.

Signage policy:

Free-standing or in-ground temporary signage may be installed to guide guests to the event site. 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.

Ceremonial release/send-off policy:

The ceremonial release of items such as balloons, sky lanterns, butterflies, or doves is not allowed in Schmeeckle at any time. Throwing glitter, confetti, birdseed, rice, paper airplanes, popcorn, etc. is also not allowed. These items cause cleanup issues and can be ingested by wildlife.

No fireworks/sparklers/pyrotechnic policy:

No fireworks, sparklers, fountains, firecrackers, or other pyrotechnic/explosive items are allowed in Schmeeckle at any time.

Drone policy:

Drones/Unmanned Aircraft Systems are highly regulated over university property. Operation of a drone, including for photography, must be approved through the UW-Stevens Point Risk Management office prior to the event. Visit [www3.uwsp.edu/FO/Pages/Risk-Management--Drones--Unmanned-Aircraft-Systems-\(UAS\).aspx](http://www3.uwsp.edu/FO/Pages/Risk-Management--Drones--Unmanned-Aircraft-Systems-(UAS).aspx) for more information.

Other rules and regulations:

Pavilion users agree to abide by all other Schmeeckle Reserve rules and regulations. A full list can be viewed at 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.

University of Wisconsin-Stevens Point Non-University Events Policies

1. Upon payment of reservation fee and return of this signed 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 Menzel Pavilion Rental Application form has a checkbox that serves as a binding agreement between the renter and Schmeeckle Reserve, UW-Stevens Point.

I have read the Menzel Pavilion Rental Policies document. I understand and agree to abide by these policies. *

Read the document at https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/Menzel_Pavilion/Menzel_Pavilion_Rental_Policies.pdf

Yes

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 Menzel Pavilion in Schmeeckle Reserve.

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