

## **Policies for use of the Knippenberg Center for Education at Laurelwood Arboretum**

The Knippenberg Center for Education and educational greenhouse is intended to be used by Friends of Laurelwood Arboretum (FOLA) to further its mission of preserving Laurelwood Arboretum as an oasis for the enjoyment of nature and to provide opportunities for environmental awareness through educational programs, community involvement and outreach activities. All other uses of the Knippenberg Center are at the discretion of the FOLA Board of Directors or its representative.

The primary purpose of this area is for FOLA's meetings and programs. When it is not being used by FOLA, it may be available to the public for governmental, non-profit, civic, cultural or educational programs or meetings.

## **Terms for the use of the Knippenberg Center**

1. Use of the center for a scheduled meeting or event is limited to those hours when it is NOT open to the public.
2. Use of the center is limited to adults over the age of 18.
3. Outside organizations, individuals or groups must be sponsored by a FOLA member in order to make a request to use the building.
4. The center may be reserved for a specific event or for regularly scheduled meetings.
5. Meetings or events cannot interfere with FOLA programs or operations.
6. Only fundraising events sponsored by FOLA or organizations affiliated with FOLA will be permitted.
7. No fees can be charged by for-profit organizations who wish to use the facility. No products or services may be sold in the Knippenberg Center complex or in the arboretum.
8. Persons or groups must submit a completed [Application for Use Form](#). The reservation is not confirmed until the form has been submitted, along with proof of insurance, requested donation, and security deposit, and everything has been approved by FOLA.
9. Reservations must be confirmed 2 weeks prior to the event.
10. FOLA must be notified of cancellation of an event 1 week in advance or the security deposit will be forfeited.
11. Use of the center will be limited to one event per day. This includes weddings and photo shoots.
12. Suggested donations for use of the Center will be established by FOLA. The current schedule is:
  - a. Nonprofit Wayne-based members of FOLA (maximum of 4 meetings per year): Caretaker fee of \$25 per hour (minimum 2 hours)
  - b. All others: \$200 per scheduled use plus \$25 per hour caretaker fee (minimum 2 hours). In addition, there is a \$500 security deposit that is refundable if the event is canceled with at least one week's notice and if there is no damage to the facility, furnishings, or equipment therein or theft of property
13. All meetings or events must be listed on FOLA's Calendar of Events.
14. Anyone who reserves the center is responsible for the set-up and take down of all tables and chairs used, for cleanup and removal of trash and for restoring the Center

to its original condition before leaving. Failure to cooperate will jeopardize the security deposit and future use.

15. No meeting or gathering may continue past 7 pm unless special arrangements are made with FOLA. There will be an additional fee of \$400 should the event require the rental of outside lighting.
16. A FOLA-authorized representative or caretaker must be present to open and close the facility.
17. **Nothing** may be affixed or mounted in any way to the walls of the facility.
18. Permission to use the center includes careful use of the furniture and fixtures, including chairs, tables, and media equipment. All other items must be provided by the person or group reserving the facility.
19. The individual, organization or group that reserves the center is responsible for any damage to or loss of FOLA or Township property. If any such property is either damaged or lost, FOLA shall obtain estimates for the repair of the damage or the cost of the replacement of the lost property and will require reimbursement in that amount.
20. Light refreshments may be served. Food preparation is **NOT** permitted in the center or in the arboretum.
21. Smoking, alcoholic beverages, and illegal drugs are prohibited on the premises and in the greenhouse and arboretum.
22. FOLA is not to be considered the sponsor, host, or endorser or in any other way associated with any group or organization using the center.  
To establish the fact that FOLA is not sponsoring the event, all publicity which uses the name of the center must include the statement "Sponsored by (the name of the organization)."
23. Maximum occupancy of the facility is 49.
24. FOLA assumes no liability for theft or damage to property brought onto the property or for injuries, which occurs as a result of actions of sponsors or participants in activities.