



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

The Knippenberg Center for Education and educational greenhouse are intended to be used by Friends of Laurelwood Arboretum 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. The primary purpose of this area is for Friends of Laurelwood Arboretum's meetings and programs. All other uses of the Knippenberg Center are at the discretion of the Board of Directors or its representative.

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 nonprofit organizations. Exceptions may be made for local businesses upon application to the Board of Directors and approval by the board.
3. Meetings or events cannot interfere with Laurelwood's programs or operations.
4. Only fundraising events sponsored by Friends of Laurelwood Arboretum or affiliated organizations will be permitted.
5. Organizations 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 everything has been approved.
6. Reservations must be confirmed 2 weeks prior to the event.
7. Notification of cancellation of an event is required at least 1 week in advance.
8. Use of the Center will be limited to one event per day.
9. Suggested donations for use of the Center will be established by Friends of Laurelwood Arboretum. The current schedule is:
 - a. Nonprofit Wayne-based members are entitled to a maximum of 3 meetings per year. There is a caretaker fee of \$25 per hour (minimum 2 hours).
 - b. All other nonprofit organizations: \$200 per scheduled use plus \$25 per hour caretaker fee (minimum 2 hours).
 - c. Local businesses, upon approval by the Board of Directors, may meet at the Center. The fee is \$500 per use plus \$25 per hour caretaker fee (minimum 2 hours)
10. All meetings or events must be listed on Laurelwood's Calendar of Events.

11. 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 future use.
12. No meeting or gathering may continue past 5 pm unless special arrangements are made. There will be an additional fee of \$400 should the event require the rental of outside lighting.
13. An authorized representative or caretaker must be present to open and close the facility.
14. **Nothing** may be affixed or mounted in any way to the walls of the facility.
15. 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.
16. The organization that reserves the Center is responsible for any damage to or loss of Laurelwood Arboretum or Township property. If any such property is either damaged or lost, Friends of Laurelwood Arboretum 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.
17. Light refreshments may be served. Food preparation is **NOT** permitted in the Center or in the arboretum.
18. Smoking, alcoholic beverages, and illegal drugs are prohibited on the premises and in the greenhouse and arboretum.
19. Friends of Laurelwood Arboretum 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 Laurelwood 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)."
20. Maximum occupancy of the facility is 49.
21. Friends of Laurelwood Arboretum 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.