

Friends of
Laurelwood Arboretum
Connecting People with Nature



**Policies for the Use of the Grounds or Outdoor Facilities
at Laurelwood Arboretum**

(Please note there is a separate policy that governs the use of the Knippenberg Center for Education.)

Laurelwood Arboretum is a Township-owned public park that is maintained and managed through a cooperative agreement between the Township of Wayne (“Township”) and the nonprofit organization Friends of Laurelwood Arboretum. Our mission is to preserve 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 arboretum are at the discretion of the Township and the Friends of Laurelwood Arboretum Board of Directors or its representative.

Preference will be given to members of Friends of Laurelwood Arboretum in scheduling meetings, events, activities, or self-guided group tours.

- Meetings, events, activities or group tours cannot interfere with the programs or operations of Friends of Laurelwood Arboretum. They cannot be scheduled for Tuesdays or Fridays between the hours of 8 am and noon because this would interfere with the work of our horticultural team.
- Use of the arboretum for a scheduled meeting, activity or event is limited to those hours when it is open to the public—daily dawn to dusk, weather permitting.
- No gathering may continue past sundown unless special arrangements are made.
- Children under that age of 13 must be supervised by adults.
- Groups of 10 or more who wish to tour the arboretum, or use any of the facilities are asked to contact the office manager IN ADVANCE by calling 973-831- 5675 or sending an email to info@laurelwoodarboretum.org to schedule their visit.
- Persons or groups of 10 or more who wish to use the arboretum must submit a completed [Application for Use Form](#). The reservation is not confirmed until the form has been submitted, along with proof of insurance (if applicable), security deposit, and approved by Friends of Laurelwood Arboretum.
- Reservations are requested two (2) weeks prior to the event.
- The Laurelwood office manager must be notified of cancellation of an event one (1) week in advance or the security deposit will be forfeited. Refunds will be made only upon receipt of written cancellation.
- If a scheduled meeting, event, activity or tour has been rained out and a rescheduling is desired, the original application should be returned with an alternative date indicated. If rescheduling is not desired, a full refund will be made.
- Use of the arboretum will be limited based on availability.

- Requested donations for use of the arboretum will be established by Friends of Laurelwood Arboretum. The current schedule is \$100 per event or \$50 for nonprofit organizations.
- There is a \$200 required security deposit that is refundable if there is no damage to the facility, furnishings, or equipment or theft of property.
- Groups of 50 participants require the hiring of Security/Traffic Control. Requests must be made through the Wayne Police department and at the applicant's expense.
- All attendees must park in designated parking lots. No vehicles are allowed on the arboretum's roadways. Parking is limited to those areas designated as parking on site.
- Please be advised that there are no toilet facilities in the arboretum except when the Knippenberg Center for Education is open (Tuesdays through Sundays, April through October, 12 noon to 4 pm, weather permitting.)
- All meetings, activities, events or group tours may be listed on Friends of Laurelwood Arboretum Calendar of Events.
- Anyone who reserves the arboretum is responsible for the set-up and take down of any chairs, tables or equipment used; for cleanup and removal of trash; and for restoring the space to its original condition before leaving. Failure to cooperate will jeopardize the security deposit and future use.
- The individual, organization or group that reserves the arboretum is responsible for any damage to or loss of 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.
- Grilling is not allowed in the arboretum.
- Any trash, garbage, or waste generated by the event must be taken out of the arboretum for disposal.
- Smoking, alcoholic beverages, illegal drugs, ballplaying, Frisbees, swimming, fishing and skating are prohibited on the premises and in the greenhouse and arboretum. Please see Rules and Regulations for the arboretum at <http://www.laurelwoodarboretum.org/rules-and-regulations/>
- Dogs must be leashed at all times and kept on trails and roadways per Township Ordinance. Dog waste must be picked up and carried out of the park.
- Friends of Laurelwood Arboretum is not to be considered the sponsor, host, endorser or in any other way associated with any group or organization using the center. To establish the fact that we are not sponsoring the event, all publicity which uses the name Laurelwood Arboretum must include the statement "Sponsored by (the name of the organization)."
- 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.

The above Policies conform to Section 129-20 of the Code of the Township of Wayne and will be enforced by the Wayne Police Department.

Security surveillance cameras are in place throughout the arboretum to ensure compliance.