

## APPLICATION FOR GROUP VISITS TO LAURELWOOD ARBORETUM

725 Pines Lake Drive West, Wayne, NJ 07470

Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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Date requested: \_\_\_\_\_

Between the hours of: \_\_\_\_\_ and \_\_\_\_\_

For the purpose of: \_\_\_\_\_ (the "Visit")

Number of people: \_\_\_\_\_

*A maximum of 25 is permitted. No buses allowed.*

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Although there is no charge for group visits, donations are greatly appreciated as they help to maintain and beautify the grounds.

Donation payments may be made through our website [by clicking here](#), or by sending a check to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474.

Or scan the Donation QR code:



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# APPLICATION FOR GROUP VISITS TO LAURELWOOD ARBORETUM

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Applicant agrees:

1. If a permit is granted pursuant to this application, Applicant agrees to be solely responsible for any personal injury or property damage or loss during or in connection with the Visit. The Township of Wayne and Laurelwood Arboretum assume no responsibility for such personal injury or property damage or loss. Applicant agrees to indemnify and hold harmless the Township of Wayne and Friends of Laurelwood Arboretum, its agents, servants and employees from any and all claims for personal injury or property damage or loss sustained by any person in connection with the Visit. Applicant further agrees to defend, at his or her own expense, any such claim or lawsuit instituted by a third party against the Township of Wayne or Friends of Laurelwood Arboretum.
2. Laurelwood Arboretum may deny any application for a permit, or for a specific date and/or time, in its sole discretion.
3. Applicant agrees to comply with the attached Policies for Group Visits to Laurelwood Arboretum. Failure to do so may result in the termination of the permit.

*Applications may be scanned and emailed to us at [info@laurelwoodarboretum.org](mailto:info@laurelwoodarboretum.org) or mailed to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

PERMIT GRANTED BY FRIENDS OF LAURELWOOD ARBORETUM

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## POLICIES FOR GROUP VISITS AT LAURELWOOD ARBORETUM

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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 non-profit organization FRIENDS OF LAURELWOOD ARBORETUM. Our mission is to preserve Laurelwood Arboretum as an oasis for the enjoyment of nature by the public 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.

- Applications must be submitted and approved at least two (2) weeks prior to the Visit.
- **Visits are permissible for groups with 25 or fewer people.**
- Use of the Arboretum for a Visit is limited to those hours when it is open to the public: daily 8 am to dusk, weather permitting.
- Please be advised that there are no bathroom facilities in the Arboretum except when the Knippenberg Center for Education is open (April through October: Weekdays 9-3, Weekends 11-5, weather permitting.)
- Children under the age of 13 must be supervised by adults.
- Cars and vans may park in the visitors' parking lots on Vale Road and Pines Lake Drive West. **Buses are not permitted due to parking lot limitations.**
- No unauthorized vehicles are allowed on the Arboretum's roadways.
- **Picnicking is not permitted on the grounds.**
- The Laurelwood Office Manager must be notified of cancellation of a Visit at least one (1) week in advance.
- If a Visit has been rained out and a rescheduling is desired, the original application should be resubmitted with an alternate date indicated.
- We ask that all guest help preserve Laurelwood Arboretum by leaving the Arboretum as it was found.
- Smoking, alcoholic beverages, illegal drugs, ball playing, Frisbees, swimming, wading, fishing and skating are prohibited in the Arboretum. Please see Rules and Regulations for the Arboretum at <http://www.laurelwoodarboretum.org/rules-and-regulations/>.
- 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 Arboretum.

These 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 with these policies.