

**WOODBURY COUNTY CONSERVATION BOARD
DOROTHY PECAUT NATURE CENTER
POLICY AND PROCEDURES**

I. Statement of Purpose

The Dorothy Pecaut Nature Center is owned and operated by the Woodbury County Conservation Board (WCCB) for the following purposes:

- A. To preserve and protect a unique natural area
- B. To promote a better understanding of our natural environment through a program of educational activities.
- C. To promote and preserve the health and general welfare of the citizens of Woodbury County by providing adequate programs of public recreation.

II. Policy for use of the Nature Center

A. Nature Center Hours

Normal building hours are defined as:

- 9:00 a.m. – 4:30 p.m. Tuesday through Friday, and
- 9:00 a.m. – 4:30 p.m. Saturday, and
- 1:00 p.m. – 4:30 p.m. Sunday.

The nature center will be closed on Mondays and New Year's Day, Thanksgiving Day, Christmas Eve and Christmas Day, unless otherwise noted. The Nature Center reserves the right to be closed additional days and times. Sufficient public notice will be given when possible.

Conservation Board office hours are 8:00 a.m. - 4:30 p.m. Monday through Friday.

Area hours for hiking on the nature center trails, access road, and immediate vicinity are: 6:00 a.m. - 10:00 p.m. Gates to nature center parking lot will be locked when the building is closed. People wishing to hike after hours should park vehicles in lower parking lot below the gate.

B. In consideration of the use and privileges of the Dorothy Pecaut Nature Center, owned and operated by Woodbury County Conservation Board (second party), the Renter (first party) hereby agrees to the following terms:

- 1. The use of any alcoholic liquor is prohibited in the nature center building and area. Beer and wine may be permitted with permission from the director. No kegs, hard alcohol or red-colored drinks allowed.
- 2. All cars shall be parked in the designated parking areas. Cars left in main parking lot after closing hours will be locked in. Please move any vehicles to lower parking lot below the gate if you plan to leave your vehicle after normal business hours.
- 3. No items or property belonging to the Dorothy Pecaut Nature Center (second party) shall be removed from Dorothy Pecaut Nature Center.
- 4. All persons shall vacate Dorothy Pecaut Nature Center by 10:00 p.m. or sooner if the rental dictates as such.
- 5. Renter/First Party understands that this is a public facility and members of the general public may be present during regular open hours.

6. Renter/First Party assumes responsibility for their guests—especially young children. Young children **Shall Not Be Left Unattended** in the Nature Center Exhibit Gallery or on the Nature Center Trails, Water Feature or Playscape.
7. Any damages to exhibits or grounds due to your guests will be responsibility of First Party and additional fees will apply.
8. As a public facility, the Nature Center will be a smoke-free zone.
9. Renter/First Party must remove trash from the meeting rooms and place in the outdoor dumpster.
10. Renter/First Party must pick up any trash your party may have left on the grounds and place in the dumpster.
11. Renter/First Party shall not hang or tape any items on the meeting room's walls, including any artwork found on the walls.
12. Rental and room reservation times include set up and cleanup of the room.
13. Food and beverages must remain in the meeting rooms at all times. No food or beverages are allowed in the exhibit gallery.

C. First Party will arrive at and leave with the mutually agreed upon times.

D. All damages must be reported to personnel (supervisor) on duty immediately.

USES PROHIBITED

First Party shall not use, or permit the premises, or any part thereof, to be used, for any Purpose or purposes, other than the purpose for which the Dorothy Pecaut Nature Center or other facilities of the Nature Center are hereby leased. First Party shall not use the demised premises or any part thereof, to be used, or permit any act whatsoever to be done on the demised premises in a manner that will violate or make void or inoperative any policy of insurance held by Second Party. "Alcoholic use or consumption by persons under the age of twenty-one is prohibited". Additionally, "no alcohol will be served to persons under the age of twenty-one." First Party is responsible to enforce this policy.

DEPOSITS

- A. The deposit is not to be construed as a limit of liability for damage to county property. The Conservation Board (second party) may take any legal action necessary to recover additional damage. All remedies hereinbefore and hereafter conferred on the second party shall be deemed cumulative and no one exclusive of the other or any other remedy conferred by law.
- B. Damage to the exhibits, displays and mounted animals will be assessed depending on the Replacement cost.
- C. Missing or other broken items will be charged at their replacement value.
- D. Deposit will be returned upon satisfactory completion of rental, pending no damages.

Dorothy Pecaut Nature Center

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