

**Gwynne Conservation Area
Natural Resources Interpretive Center
Reservation Policy and Notes**

Reservation requests must be made at least 30 days prior to the intended use date. The reservation form, below, can be printed and returned to the Farm Science Review campus office with the appropriate payment.

USE CONDITIONS

Approved participants must register with the Farm Science Review staff, 135 SR 38 NE, London, Ohio at least 30 minutes prior to their scheduled use. Keys and the appropriate information relative to the use of the facilities will be provided at that time. Groups will have use of the Interpretive Center and the Gwynne Conservation Area per the information that was requested and approved on the registration form. The facilities are not available after 6 pm weekdays and on weekends without extra expenses being involved.

Maximum group size is 45.

The Interpretive Center is equipped with:

- A meeting room with chairs and tables
- Restrooms
- A kitchenette with refrigerator, microwave, gas grill and coffee makers.
- Some audiovisual equipment.

If a group uses the coffee pots or cooking utensils provided, the group is responsible for cleaning, drying and returning the items to their proper places. The using group must replace any items used from the refrigerator/freezer unit found in the Interpretive Center, and not belonging to the using group. Groups may bring their own meals with them, provide a potluck or have their meals catered in the facility. All trash brought in must be removed by the using group. Trash bags are provided. The Interpretive Center is to be left in as good as order as the using group found it in. No alcoholic beverages are permitted. There are no play areas or playground equipment available. The Interpretive Center is heated and air-conditioned. Using groups may adjust the thermostat but should return the thermostat to 55 degree in the winter and 80 degree in the summer settings. Propane is the energy source for the heating so that temperature changes should be relatively quick. If furniture is moved, please return to the position you found it in or place it on the carts provided. Users are responsible for any and all damages to the building, equipment and contents occurring during the users occupation. Violation of any of the guidelines provided will result in the forfeiture of any uses of the facility by the using group.

REMEMBER!!!!

All trash must be removed from the Interpretive Center.

Re-adjust the thermostat.

Turn off the lights, close and lock all doors and windows.

Return the keys to the Farm Science Review Headquarters Building

GWYNNE CONSERVATION AREA
NATURAL RESOURCES INTERPRETIVE CENTER

REGISTRATION FORM

Organization Name _____
(User)

Contact Name _____ Telephone ____/____/____ (W)

Address _____
Street, PO Box _____/____/____ (H)

City _____ State _____ Zip Code _____ Meeting Date(s) ____/____/____
Mo Day Year
____/____/____
Mo Day Year

Time: From _____ AM or PM to _____ AM or PM

Event Name _____

Event Purpose _____

Services Requested (Check all that apply):

____ Natural Resources Interpretive Center and adjacent parking (fee \$25 per half day, \$50 per full day).

____ On attached diagram circle appropriate table/chair alignment and indicate quantity on the following lines. (Quantity available)

____ 30"x 6' table (6) ____ 36"x 6' table (10) ____ Chairs (45)

____ AV Equipment Specify _____ (No Charge)

____ Outdoor Gas Grill (No Charge)

____ Welcome Speaker (No Charge)

____ Tour of conservation and/or wildlife practices on site. Specify practice or interest area. (Fee may be involved)

____ Shuttlebus and driver for tour or transportation service (\$18.00/hr)

____ Other special programming, please specify _____

