



## Alcovy Conservation Center Property Policies

*To ensure the safety of your guests and preserve the Center's pristine natural environment, we respectfully request that you keep the following regulations in mind.*

- Inflatable games/jumpers/rentals are not allowed for use on the Alcovy property under any circumstance.
- Only table decorations (flowers, greenery, etc.) are permissible. Decorations may be affixed with wires or tape to doors, beams, etc. **Nails or tacks of any kind are not allowed.** Under no circumstances may any exhibits or pictures be removed from the facility.
- Some activities may be restricted on the property. Prior to renting, you will need to provide a list of activities to GWF for review and approval.
- The renter accepts full responsibility for any injury to persons or property that is the result of the renter's actions. The renter may be required to provide a Certificate of Liability Insurance to GWF.
- The rented space must be left in its original condition to avoid damage charges. The renting party also agrees to relinquish the security deposit in part or whole to cover repairs for any damages to the property or costs incurred as the result of any member of the visiting group. The renter also agrees to reimburse GWF for any additional cost of repairs that are over and above the initial security deposit.
- GWF will provide normal cleaning of the facilities but it is the responsibility of the renter to pick up all trash and place in the receptacles provided. GWF will place trash bags in the garbage cans **but it is recommended that renters bring additional bags.**
- The renter further accepts the responsibility for enforcing compliance with the terms and conditions of this agreement to the individuals attending said event. The renter will be held responsible for the conduct and behavior of any persons in their group.
- Please be mindful of the wildlife which inhabits the property.
- Renters must comply with standard residential noise ordinances. Music must conclude by 11:00 pm.
- All guests/parties are required to check-in at the main ACC building before proceeding to designated rented facilities.
- Please be courteous to other visiting groups. Guests are restricted to the specific area rented and the restroom area unless special arrangements have been made through the GWF office; the exchanging of spaces will incur an additional cost.
- GWF staff may assist guests who need (minimal) copying services or local dial facsimiles. A fee of \$.25 per page will be charged.
- GWF reserves the right to refuse the use of its facilities for any purpose deemed inappropriate at its discretion. Rental space use and policies are set by and may be changed by Georgia Wildlife Federation.
- Please remember when planning your event that the ACC is a smoke-free facility, and smoking is prohibited within 100' of any door. Smoking is permitted in and around the Pavilion area.
- Firearms or weapons of any kind are prohibited inside the ACC facility.
- Visitors who display inappropriate behavior (i.e. yelling, cursing, vandalizing property) will be asked to leave the ACC grounds.
- Alcoholic beverages are allowed but cash bars are strictly prohibited. All patrons must be of legal age.
- The use or presence of illegal drugs or paraphernalia is not permitted on or around the Alcovy Conservation Center property.
- Animals are prohibited from entering enclosed buildings, with the exception of animals specifically for the use of a person with a disability or animals that are used for instructional purposes deemed appropriate by the GWF staff.

**I have read and understand the property policies must be adhered to with *no exceptions*:**

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**GWF Staff:** \_\_\_\_\_



## Alcovy Conservation Center Rental Agreement & Reservation Policy

- **Reservation:** *To guarantee your reservation*, you must complete this reservation form and provide a 50% deposit of the total rental fees at least one month prior to the reservation date. The balance of the rental fee is due not later than the date of the reservation and must be paid before the start time.
- **Cancellations:** The deposit will be fully refundable if cancellations are made **at least two weeks prior** to the reservation. Deposits for reservations which are cancelled less than two weeks from the reservation date are not refundable.
- **Member Discount:** We do offer discounts for our members. If you would like to take advantage of the member discount, the full membership fee must be paid at the time of the reservation. Membership fees are non-refundable.
- **Rental hours:** The rental includes a minimum of 8 hours per day. The initial 8 hour rental times are flexible but must be discussed and agreed upon with the GWF staff. Any additional rental time over 8 hours will be charged accordingly. **Please note the set-up and clean-up time must be included within the 8 hour rental time.**
- **Serving of alcoholic beverages and music must conclude at 11:00 pm.**
- **Catering:** The lessee will have access to a caterer's kitchen with refrigerators, sink, and ice maker for setting up beverages, refreshments and/or catered meals. You may bring in your own coffee, beverages, refreshments, sandwiches, etc. You must also furnish your own serving ware and paper goods. You may also use a licensed and insured caterer of your choice. Caterers are responsible for all materials and personnel brought into the facility. GWF is not responsible for any lost or stolen equipment or any other property belonging to the caterer or event host/hostess. No food or beverage services will be supplied by the GWF. **NOTE – the caterer's kitchen does NOT contain a means of cooking food (no stove).**

**I have read and understand the terms of the rental agreement and reservation policy.**

**Date:** \_\_\_\_\_

**Reservation Date(s):** \_\_\_\_\_

**Reservation Hours (1<sup>st</sup> 8 hours):** From \_\_\_\_\_ To \_\_\_\_\_

**Additional hours requested (Sat/Sun): (cost is \$75.00 for each additional hour or fraction of an hour)**

**Number of hours** \_\_\_\_\_ **From** \_\_\_\_\_ **To** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Planned activities:** \_\_\_\_\_

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