

~ *Eagle Bluff Policies* ~

Eagle Bluff Environmental Learning Center is a 501 (c)(3) private, non-profit, member-supported organization. These policies cover the facilities and grounds owned by Eagle Bluff Environmental Learning Center and are guided by our mission and vision statements.

Use of Facilities: Use of facilities by individuals, groups, organizations, or agencies must meet the following requirements:

- Must not have a purpose of mission in conflict with that of Eagle Bluff
- Must utilize our overall facilities and/or participate in our educational programs
- Must not conflict with other educational activities taking place at Eagle Bluff
- Must be approved by the Executive Director, subject to oversight by the Executive Committee of Eagle Bluff's Board of Directors
- Must abide by all Eagle Bluff Policies

Group Management: There may be other groups at Eagle Bluff during your event. We ask that you treat all individuals, equipment, facilities, and the natural world with respect and courtesy. If there is a problem with another group during your stay, contact your liaison immediately so that the problem can be addressed quickly.

Smoking: Eagle Bluff's buildings are smoke-free. Smoking is allowed outside the main entrance of the Schroeder Building, and near the dining hall in the upper parking lot.

Parking: Parking areas for the disabled are available for individuals with proper permits. Parking is allowed in designated visitor areas only. Failure to park in these areas may result in vehicles being towed at your expense.

Trails and Service Roads: Members of the public may not drive motorized vehicles of any kind on trails and service roads. Use of vehicles on trails and service roads is limited to Eagle Bluff and DNR personnel and vehicles.

Pets: All dogs must be on a leash when on the Eagle Bluff campus. Dogs are not allowed in Eagle Bluff buildings.

Bikes and ATV's: Non-motorized cycles may be operated on designated limestone and blacktop trails. Operation of mountain bikes and ATV's on all Eagle Bluff and DNR grass/dirt trails is expressly prohibited unless under the supervision of Eagle Bluff staff or DNR personnel.

Firearms: Uncased firearms are not allowed within the center's boundaries or within the surround area designated by the Commissioner of Natural Resources. No firearms, live ammunition, bows, or airguns are allowed in the dormitory and dining facility. Any individual in possession of such an item in the dormitory or dining facilities will have the item confiscated and be asked to leave.

False Fire Alarm System Activation: If through negligence, disrespect, or abuse, our fire alarm system is activated, the responsible group will be charged \$100. If the water suppression (sprinkler) system is activated, the responsible group will be charged \$100 plus all associated damage costs. If the fire department is called to Eagle Bluff for a false alarm, the responsible group will be charged an additional \$250. If no group will admit responsibility for the fire system activation, costs will be split among all groups using the facilities at that time.

Team Building Courses: Eagle Bluff maintains three high ropes courses, an indoor climbing wall, and a group challenge course. They must be scheduled and may be used only when authorized and trained Eagle Bluff staff members are present.

Canoe Launch Area: The Eagle Bluff Canoe Launch area below the Brightsdale Dam is not open to the general public and is limited to supervised Eagle Bluff programs.

Council Fire Ring: Use of the Council Fire Ring is limited to Eagle Bluff programs.

Peak Alert Notice: In accordance with our mission to take responsibility for the natural world we participate in the Peak Alert program through our local electric co-operative, Tri-County Electric. In times of high energy use (peak alerts) our back-up generator will kick in and the air conditioner will turn off for a period of time. Occurrence of the alert is rare and it is extremely rare for it to happen on a weekend. Please note that you will not receive a discount should this happen during your event. Your understanding and support of this program is appreciated.

Dissemination of Materials: The distribution or dissemination of leaflets, pamphlets, or other written or printed material within the center's boundaries is prohibited.

Noise policy: The use of loudspeakers or other amplifying systems including audible radios, boom boxes, and stereos within the center's boundaries is prohibited without prior approval.

Damage Policy: Any individual or organization renting the Eagle Bluff facility assumes all liability for damages or injuries to the premises as a result of usage. Following the final rental period, an Eagle Bluff representative will check areas for damages and cleanliness. Charges for damaged items will be based on replacement costs.

Alcohol Policy: Alcohol may be present during your event in the dining facility. No non-recyclable beer bottles are allowed. Keg beer is preferred. Eagle Bluff must be provided with a copy of the host's homeowner's insurance or a liquor liability license showing that the contracting party is insured and covered to serve alcohol at our address. The homeowner's policy or liquor liability license must have at least \$1,000,000.00 of liability for any event. At and special event where alcohol use is approved, a Peace Officer is required by Eagle Bluff to be present during contracted hours. Eagle Bluff will contract the Peace Officer and the cost will be passed on to the renter. The officer will be present from 8pm-1am, the cost is \$150. An additional surcharge of \$30 per hour will be added if the officer is needed to stay beyond the contracted time of 1am. The officer will be in uniform and visible during the reception, will perform ID checks if necessary, and will make sure that all guests are abiding by Eagle Bluff's rules and regulations.

Decorations: Renters may decorate the Dining Hall. Nothing may be removed from the walls or shelves in any area of the Dining Hall. Birdseed may be thrown (in moderation) outside but is NEVER allowed inside the Dining Hall. No rice, bubbles, confetti, glitter, sparklers, or potpourri are allowed inside or outside the building.

Service Providers: Renter or representative of renter must be on premises when service providers are in the building and must be available to accept deliveries. All service providers (rental company, florist, musicians, etc) are the responsibility of the renter.

Cleanup: Each renter and renter's service providers will be responsible for cleanup. All decorations must be removed prior to departure. Rental items must be removed upon departure or stored in the area designated by Eagle Bluff for pickup the next day. Eagle Bluff is not responsible for the storage of any property, items or material goods left in the facility.

Liability Release: The renter agrees not to hold liable and protect Eagle Bluff from any claim or damages of every kind arising out of the use of any portion of Eagle Bluff by the renter, their agents, employees, guests, or any persons admitted to Eagle Bluff by the renter.

Anti-assignment and No Transferability Clause: This lease may not be assigned, transferred, or given by the renter to any other person or party, except with written permission of the Executive Director of Eagle Bluff.

Deposit: The deposit is non-refundable and is 100% of the facility rental fee and is due with the contract.

Final Payment: The renter agrees to pay Eagle Bluff the total contract amount upon entering into this agreement. The total amount is due 10 days after the scheduled date of the reservation. You will also be billed for damage to the facility, additional costs for any extra guests, programming, or services exceeding the information provided on the contract.

Cancellation Policy: Cancellation of your event at Eagle Bluff requires at least 6 months notification. Failure to comply with this policy will incur fees as described below:

91-180 day notice	Deposit and 30% of estimated guest number
31-90 day notice	Deposit and 40% of estimated guest number
Less than 30 day notice	Deposit and 75% of estimated guest number