

**GENERAL USE POLICY AND GUIDELINES
FOR THE USE OF
THE OLIVER N. WORLEY ENVIRONMENTAL EDUCATION CENTER**

This use policy must be read and signed by all the leaders of any organized group before the use of the **Oliver N. Worley Environmental Education Center**, accompanying facilities, and grounds.

General Requirements and Information for all Groups and Individuals

1. Reservation Process and Liability Forms

- a. All individuals and groups using the *Oliver N. Worley Environmental Education Center* are guests of **Lockerly Arboretum Foundation**.
- b. Lockerly Arboretum Foundation has exclusive rights of approving or disapproving the use of the **Oliver N. Worley Environmental Education Center** by any party at any time.
- c. Requests for facility usage and event plans must be submitted in writing, electronic mail or via phone at least two weeks (14 days) prior to your proposed activity. Only upon confirmation from us, is your event reservation considered booked. **Contact: Arboretum staff member Greg Eilers, at (478) 452 2112.**
- d. All individuals using the **Oliver N. Worley Environmental Education Center** are required to complete and sign this General Use Policy and Guidelines Form provided by Lockerly Arboretum Foundation. The minimum age requirement to sign the General Use Policy and Guidelines form is 18 years of age.
- e. It is the responsibility of the authorized group leader to return a signed General Use Policy and Guidelines form to Greg Eilers at gregeilers@lockerly.org or by mail to Lockerly Arboretum P O Box 310 Milledgeville, GA 31059
- f. All groups under 18 years of age should be accompanied by adults at a ratio of one adult per every seven (7) minors.
- g. Any injuries and accidents occurring on the grounds should be reported to Lockerly Arboretum staff immediately. During business hours call 478.452.2112. After hours call 478.232.8010.

2. Preservation of the Grounds and the Environment

- a. The *Oliver N. Worley Environmental Education Center* is an environmental education facility. Collecting, disturbing or harming any fauna, flora or their habitats is strictly prohibited.
- b. Destruction, disturbance or pollution of waterways, introduction of outside plants, fish or animals into the lakes, creeks, wetlands, wells, springs and any other body of water, including beaver dams, is forbidden.

3. *Trash, Recyclables and Cleanup*

- a. All individuals and groups using the **Oliver N. Worley Environmental Education Center** are required to remove from the property all trash, refuse and recyclables generated by the group.
- b. All facilities including covered pavilion, bathrooms, and outdoor amphitheatre must be left clean and ready for the next group to use.

4. *Group Use*

- a. The **Oliver N. Worley Environmental Education Center** is for use by groups involved in the study of the environment and the various disciplines affiliated with it, including school and educational groups, organized scout groups and garden clubs, plant and flower societies and associations and other organized groups interested in botany, ecology, natural history and environmental and earth sciences.

5. *Trails and Roads*

- a. All foot traffic in the woods is to be restricted to the trails and roads.
- b. Bicycles are restricted to roadways and the large maintained trails.
- c. All vehicular traffic is restricted to roadways only.
- d. No off-road or off-trail use of any motorized or non-motorized vehicles is permitted.

6. *Hunting and the Use of Firearms*

- a. **Oliver N. Worley Environmental Education Center *does not permit any form of hunting on its grounds.***
- b. The use of any firearm will not be permitted within the property even for target shooting or practice.

7. *Alcohol Policy*

Alcohol consumption is not permitted in the **Oliver N. Worley Environmental Education Center**.

8. *Outdoor Fires*

- a. Fires are only permitted in the fire rings in the campsites. Do not build a fire ring or bring in a metal fire pit for use anywhere on the grounds. Fires are only to be built under supervision of adult group leaders.
- b. The use of firewood is limited to only fallen limbs and branches that are totally detached from the tree or plant. Do not leave firewood in or around the Pavilion. Extra firewood should be stacked at the edge of the woods.
- c. All fires should be fully extinguished with water and cold to the touch.

9. Use of the Pavilion and House

- a. Sweep and clean all floors, including bathrooms.
- b. Arrange furniture as you found it.
- c. Please bring your own firewood for use in the fireplace. Only fallen and detached branches from the property may be collected and used.
- d. Clean fireplace (unless hot ashes). Do not use fireplace as a trash can.
- e. Check for personal items. All items left, if not claimed within 48 hours, will be discarded.
- f. Turn off lights and other appliances.
- g. Close windows and lock doors.
- h. Do not leave trash or debris in any part of the facility or grounds. Please recycle all trash off the grounds on departure.

Requirements for Scout Groups and Formal Organized Approved Groups Using Camping and Swimming Facilities

1. Safety Protocol

All scout troops who use the **Oliver N. Worley Environmental Education Center** for any activities are required to strictly follow all guidelines outlined in the “***Guide to Safe Scouting – Boy Scouts of America***” along with the site-specific guidelines mentioned above, under: “*General Requirements and Information for all Groups and Individuals.*”

2. Outdoor Fires

- a. Fires are only permitted in the fire rings in the campsites. Do not build a fire ring or bring in a metal fire pit for use anywhere on the grounds. Fires are only to be built under supervision of adult group leaders.
- b. The use of firewood is limited to only fallen limbs and branches that are totally detached from the tree or plant. Do not leave firewood in or around the Pavilion. Extra firewood should be stacked at the edge of the woods.
- c. All fires should be fully extinguished with water after use and cold to the touch.

3. *Fishing*

Fishing is permitted in both ponds, with the appropriate fishing permits and adult scout supervision. All lures, hooks, and other fishing paraphernalia must be removed from the ponds and pond banks.

4. *Aquatic Sports*

- a. Canoeing and boating activities should be limited only to Lake Oliver. All persons engaged in activities in open water should wear personal Flotation Devices (PFD).
- b. All of the above water activities must rigorously adhere to the before-mentioned ***“Guide to Safe Scouting – Boy Scouts of America”***

5. *Modification of Structures and Land*

The modification of any existing structures or additional construction of permanent structures, clearing or cutting of vegetation from prospective construction sites on the property is not allowed without prior approval of ***Lockerly Arboretum Foundation***.
Contact: Arboretum Executive Director, Katherine Cummings, at (478) 452-2112.

6. *Securing the Oliver N. Worley Outdoor Education Center*

The gate at the entrance to the Center must be closed while using the facility and locked when you leave. Do not share the combination to the gate with anyone.

I understand that failure to follow these guidelines fully will result in the loss of all or part of my /our organization’s privileges, and/ or the opportunity to use Oliver N. Worley Environmental Education Center in the future.

Signature: _____

Date_____

My Name and Title_____

My Organization _____

Address:_____

Contact Numbers (Day) _____ **(Evening):** _____
