

## **Important information for Members & Visitors of The Lighthouse Center for Natural Resources:**

Cumulative impacts of visits on wildlife and habitat can be great. To ensure that we may continue to fulfill our primary mission of protecting and managing this Center to support wildlife for the benefit of present and future generations of people, visitors must comply with these simple guidelines and regulations:

The Center's member use areas are open only during daylight hours (7:00 AM to sunset).

Visitors are urged to remain on designated roads and trails, leaving adjacent habitat undisturbed for use by wildlife.

The Center's entrance road speed limit is 10 mph or less, as posted.

Pets must be on a short, handheld leash at all times where permitted. All pet droppings must be picked up and properly disposed of.

### **Prohibited activities at the Center:**

- Hunting
- Smoking in any of the buildings or grounds.
- Alcoholic beverages/drug usage
- No unauthorized vehicles on Boathouse Road or Bayfront area.
- Bicycling on any hiking paths except the EBB Lane (entrance road) and the East Trail
- Tent camping/sleeping in woods or off trail disturbance
- Swimming
- Disturbing, injuring, destroying, collecting of plants, wildlife or other natural objects.
- Feeding wildlife
- Picking fruits or flowers (outside of Center program).
- Entering closed areas.
- Jogging on trails.
- Swimming
- Kite-flying
- Horses, off-road vehicles, unregistered motorized vehicles.
- Outdoor fires of any kind
- Entering the swimming pool area

### **FACILITY RENTALS:**

All rented facilities must be broom swept and left in clean condition, including removal of trash and recycling to dumpster or front gate (Wednesday morning). The security deposit will be returned when it is determined that no damage has been caused, and that adequate clean-up has been done. If cleaning or damage repair are deemed necessary, the security deposit will be retained by the Foundation. In addition, the rental will be charged for any cost incurred beyond the amount of the security deposit.

All rental groups will be required to present a current CERTIFICATE OF INSURANCE prior to rental date. If cancellation occurs 30 days prior to an event, refunds minus a \$60 cancellation fee will be returned within the following 30 days. If cancellation occurs less than 30 days prior to an event, deposits will be forfeited.

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**ADDITIONAL INFORMATION FOR FACILITY/RESIDENTIAL RENTALS**  
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- Entrance Gate must be closed after exiting and especially at night
- No pets in dormitory rooms or other buildings.
- No entrance to any rooms and/or buildings that are not part of your specific group rental.

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**KITCHEN RENTAL REQUIREMENTS:**  
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1. Food Service Provider must provide Lighthouse Center for Natural Resource Education (LCNRE) with a current Certificate of Insurance Food Service Provider must leave Kitchen and Dining Room in clean condition at the end of each day of use.
  - a. All counter tops and sinks, tables, serving areas and chairs must be cleaned;
  - b. All floors must be swept and mopped.
  - c. All trash must be placed in the dumpster;
  - d. All glass/can recycling must be placed in the Recycling Dumpster (if available) or taken to the end of the driveway and placed in the appropriate container.
  - e. The Food Service Provider must remove all cardboard recycling from the premises.
2. All dry goods and refrigerated foods needing to be stored at LCNRE in sealed containers must be labeled with Food Service provider name. All dry goods and refrigerated foods belonging to Food Service Provider must be removed at end of rental period.
3. Utensils/Food service items: LCNRE encourages all Food Service Providers to use biodegradable disposable items. The use of environmentally friendly cleaning products, and energy-saving initiatives is encouraged. A list of vendors can be provided. It is suggested that Food Service Providers:
  - a. Buy local foods,
  - b. Use paper boxes for box lunches instead of Styrofoam,
  - c. Use plastic cups made from a biodegradable corn material,
  - d. Use biodegradable coffee cups,
  - e. Use 65% post consumer recycled paper napkins and cloth napkins whenever possible,
  - f. All cooking oil may NOT be placed in the dumpster. It must be removed by the Food Service Provider and it should be recycled,
  - g. Larger events or purchases should utilize bulk teas and waters.
  - h. Limit usage of prepackage goods to cut down on waste.
  - i. New catering menus should offer organic and locally grown options.
4. A security deposit of \$125 will be required one month prior to rental period and will be returned when it is determined that no damage has been caused, and that adequate clean-up has been completed.
5. Reservations to use kitchen facility must be made one month in advance. Fee for use of Kitchen/Dining Room by Food Service Provider will be at a rate of \$35 per day payable before the beginning of the rental period.
6. Kitchen comes complete with coffee pots, pots, oven trays, etc. Items inventoried before and after usage and are owned by LCNRE and not to be removed and equipment inventory is provided to the Food Service Provider is enclosed. Food Service Provider will be responsible for the cost of any missing items.