



FACILITY USE POLICY FOR THE WINIFRED W. HAGGART NATURE CENTER AT FLORACLIFF NATURE SANCTUARY

The mission of The Mary E. Wharton Nature Sanctuary at Floracliff (Floracliff) is to care for the sanctuary property, ensure its protection as a nature preserve and promote public education of the natural history of the Inner Bluegrass region. Floracliff is a non-profit nature sanctuary in the Kentucky River palisades region of Fayette County.

The Winifred W. Haggart Nature Center (Nature Center) may be used by other groups and organizations for educational purposes and meetings after programming and other building needs of Floracliff have been met. This policy sets guidelines in place for the use of the building. **Please read through the entire policy before contacting Floracliff about use of the Nature Center.**

Priority will be given to groups and organizations whose mission and goals closely align with Floracliff's. Requests by other groups and organizations may need approval by the Board of Directors and/or the Office of Kentucky Nature Preserves. Weddings and concerts will not be approved. If you are interested in conducting a program or workshop, a full description must be submitted to the Floracliff Preserve Director. Building use is limited to hours between **9:30 am and 5:00 pm, Monday - Friday**.

Available Amenities and Activities:

- Multi-purpose room with educational displays, counter space, and a sink
- Kitchenette with sink, counter space, microwave, and refrigerator
- Restrooms
- Coat closet
- 8 tables (2.5' x 5') and 35 chairs
- Projector and screen (laptop not provided; \$35 fee for use of projector)
- Guided hikes for up to 20 people

Rules and Regulations:

- a. Group size must be limited to no more than 35 people for nature center use. Guided hikes are limited to 20 people.
- b. The following are prohibited on the grounds and in the nature center: smoking, alcohol, pets, firearms, campfires, camping stoves, and flammable devices.
- c. Collecting plants and other items from the nature sanctuary is not permitted.
- d. Nails, screws, duct tape, electrical tape, and tacks are not permitted to attach items to the wall. If you need to display an item, please discuss options with the Floracliff staff.
- e. Rice, birdseed, glitter, confetti, and similar items used for crafts are not permitted.

- f. All items brought to the Nature Center must be taken with you unless you are told otherwise by the Floracliff staff. This includes all trash accumulated during the meeting/program. Floracliff is not responsible for anything left at the Nature Center or on the grounds.
- g. Tables, chairs, counters, bathrooms, dishes, and other items used must be cleaned before leaving (cleaning supplies are in the hall closet).
- h. If you need to use some of Floracliff's dishes for the event, please communicate this with the Floracliff staff. All dishes must be cleaned and stored in the cabinets. Disposable dishes will not be provided.
- i. Parking for program attendees is available in the upper lot near Elk Lick Falls Rd. Program facilitators and others needing to unload equipment may park in the small lot by the Nature Center. Parking on the grass and driveways is prohibited.
- j. In cases of severe weather, the Floracliff Preserve Director may consider delaying, rescheduling, or canceling the event. This will be discussed with the meeting/program coordinator.

Scheduling

Reservations are required to use the Nature Center. Inquiries can be made by calling the Floracliff Preserve Director at 859-296-0986 or emailing info@floracliff.org.

Reservations must be approved by the Floracliff Preserve Director and will take effect when all paperwork is completed and signed and deposit has been made. The balance must be paid at least 14 days prior to meeting/program.

Rental Fees

Group	1/2 day weekday	Full day weekday
Non-profit (meetings, workshops)	\$75	\$125
Government	\$100	\$150
For-profit (meetings, free programs)	\$150	\$225
For-profit (programs with a fee)	N/A	\$275

1/2 day: up to 4 hours Full day: 4-8 hours

Please note the rental fees only apply to usage of the Nature Center. If your group is also interested in a presentation or hike led by the Floracliff staff, usual hike/presentation fees apply (see floracliff.org/visit/) in addition to the rental fee.

Payable to: Floracliff (check or credit card)

Deposit/Payment:

Half of the rental fee is due 60 days prior to reserved date or at the time of booking if less than 60 days. This is considered a non-refundable deposit for Floracliff to hold the date. The balance is due at least 14 days before reserved date. If the deposit and balance are not paid on this schedule, Floracliff reserves the right to cancel the reservation.

Cancellations and Refunds

Cancellations may be made up until 14 days before the event. The pre-paid deposit is non-refundable, but any additional fees paid before the 14-day deadline will be refunded. If cancellation is made less than 14 days before the program, no refunds will be granted.

Floracliff reserves the right to cancel, delay or postpone due to severe weather. If the event must be cancelled by Floracliff due to weather, a refund may be granted. Floracliff also reserves the right to cancel if the guidelines in this policy are not followed. In that case, refunds will not be granted.

Policy [approved](#) by Floracliff Board of Directors: February 2019



Facility Use APPLICATION Winifred W. Haggart Nature Center

Organization/Applicant Name: _____

Contact Person: _____

Phone: _____ Email: _____

Preferred Date(s) of use: _____

Hours of use: _____

Rain/Snow date(s): _____

Facility Use		Cost
Nature center rental fee (please see attached policy):		
Projector: \$35.00	Yes No	
Program/hike by Floracliff: # of individuals _____	Yes No X \$ __.00 = _____ Total: _____	
		Total: \$

I have read and agree to the attached "Facility Use Policy for the Winifred W. Haggart Nature Center".

I understand that half the facility use fees, in the amount of _____, is due 60 days (___/___/___) before the event or I risk cancellation. The remaining balance, \$ _____, is due 14 days (___/___/___) before the event unless I choose to cancel.

Signed: _____ Date: _____

Print Name: _____

(for Floracliff use only)

Approved by: _____ Date: _____

Payment(s) received: _____



Facility Use Application CHECKLIST Winifred W. Haggart Nature Center

- Read the "Facility Use Policy for the Winifred W. Haggart Nature Center".
- Submit your request to the Floracliff Preserve Director via email to info@floracliff.org. Your request should include tentative dates and hours and a program description if applicable.
- If Floracliff Preserve Director approves the request, fill out the "Facility Use Application" and send it in with the deposit to:

Floracliff Nature Sanctuary
Facilities
P. O. Box 21723
Lexington, KY 40522

Applications can also be sent through email and invoices can be emailed for credit card payment.

- The Floracliff Preserve Director will confirm receipt of the application and send a receipt for the payment.
- Pay balance at least 14 days before the event or notify the Floracliff Preserve Director of a cancellation.
- Arrange to meet the Floracliff Preserve Director at the Nature Center before the event to go over final details.