



Pequest Natural Resource Education Center

Facility Use Policy

The Auditorium and Grounds are primarily for the use of the Pequest Natural Resource Education Center for educational programming, or by the Department of Environmental Protection for DEP sponsored events.

When the Facility is not in use by the Pequest NREC or DEP, the room is available on a first come, first served basis to groups and organizations as specified in this document. The uses are scheduled by phone through Jessica Griglak at 908-637-4125 x 115 or via email at Jessica.Griglak@dep.nj.gov.

1. The Auditorium and Grounds of the Pequest NREC are designed to meet general information, educational, cultural and civic purposes.
2. Under the following guidelines, the Auditorium and Grounds are available at times that do not conflict with the daily operations of the Pequest NREC:
 - a) No fee is charged for those attending the meeting.
 - b) No sale of goods or services is permitted without the consent of the Pequest NREC.
 - c) Pequest staff may be permitted to observe or monitor a meeting at any time.

3. Auditorium and Grounds usage and availabilities guidelines are applied as follows:

a) Location	Hours	Time	Fee
Auditorium And Grounds	Monday through Friday 8:30 am – 4:30 pm	November 1 to March 15	\$100
Pequest And Grounds	Daily 8:30 am – 4:30 pm	March 16 to October 31	\$100

- b) The Auditorium and Grounds fee may be waived for the following groups:
 - Non-profits with proof of non-profit status
 - Government agencies
 - c) The Auditorium and Grounds fee will not be waived for any group charging a fee to the participants in their proposed program.
4. Acceptable usage of the Auditorium and Grounds includes:
 - a) Pequest sponsored events and programs
 - b) NJ DEP programs and meetings
 - c) Civic, cultural, educational and informational programs

5. The Auditorium and Grounds are not available for the following uses:
 - a) Political campaign purposes
 - b) Weddings and/or showers
 - c) Family reunions
 - d) Individual and private parties
 - e) Dances
 - f) Commercial uses, i.e. where personal or business profits are the aim of the meeting
6. The following restrictions are applicable:
 - a) The Pequest NREC reserves the right to cancel a reservation in the case of an emergency closing.
 - b) Usage of the Pequest NREC phone number as a contact phone number for the meeting/event scheduled including in written documents and websites is not permitted without consent of the Pequest NREC staff
 - c) Any printed or electronic marketing materials that includes the Pequest NREC address must include the disclaimer: "This event is not sponsored by the NJ DEP Division of Fish and Wildlife's Pequest Natural Resource Education Center:
 - d) Prior to use of the Auditorium and Grounds, the Pequest NREC staff reserves the right to review any signage, decorations or literature to be displayed in the room for compliance with the Auditorium and Grounds Use policy.
 - e) No signage may be affixed to the walls, woodwork, ceiling, windows or furniture using nails, thumbtacks or staples. Usage of tape or other adhesives that do not remove cleanly are also prohibited.
 - f) Decorations are permitted, but certain decorations are prohibited, such as confetti.
 - g) All signage, decorations or displays must be removed at the conclusion of the meeting.
 - h) The Auditorium may not exceed the posted occupancy of the room.
 - i) Facility users are responsible for checking for posted fire exits and evacuation procedures.
7. Upon arrival, the applicant must check in at the front desk to gain access to the room and equipment and to ensure that the room and/or equipment is in good condition.
8. Meetings will generally not be scheduled before or after Pequest NREC hours. Entrance and deliveries will not be accepted before the regular opening times.
9. The Auditorium and Grounds must be returned to the condition in which they were found and must be completely vacated before prior to the posted closing time, unless prior arrangements have been made with NREC staff.

10. Upon completion of the meeting, the applicant must check with the front desk to ensure the room and/or equipment is in as a condition at the end of the meeting.
11. Use of equipment:
 - a) There is a projector and projection screen which can be used with a laptop. Cable for connection from laptop to projector is available.
 - b) Applicant must supply their own laptop.
 - c) There is no audio associated with the projector. Applicant must supply their own speakers for use with their laptop. Music and/or audio must be limited in volume so as not to disturb the offices and visitation in other areas of the facility.
12. Pequest NREC equipment and property stored in the Auditorium shall not be removed or transferred to other areas.
13. Applicant placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures or equipment utilized during the meeting.
14. The Pequest NREC reserves the right to revoke a reservation if the program or gathering is disruptive to the NREC's normal business or is in violation of guidelines set forth in this document.
15. Any equipment, furnishings or belonging left behind after a meeting shall be placed in the Pequest NREC's lost and found. These items will be discarded after 90 days. The NREC is not responsible for any items left on the Pequest property. There will be no payment or replacement of items lost by the applicant or those in attendance. Insurance coverage is not provided.
16. Food and beverages may be served in the Auditorium. No alcoholic beverages are allowed. All garbage must be removed at the end of the event.
17. The Pequest NREC is a non-smoking facility.
18. This is a carry in, carry out facility, so applicant must supply garbage bags and remove all garbage at the end of the meeting.
19. Any meetings conducted after hours must have a Pequest NREC staff member present and abide by all the conditions laid forth in this document.

Room Use Requests:

20. The person requesting the room shall be all of the following:
 - a) An authorized representative of the organization holding the meeting
 - b) In attendance at the requested meeting
 - c) Held accountable for restoring the room to set up condition and for any damages to the Auditorium and Grounds or to NREC equipment.
21. An Auditorium and Grounds Request form must be submitted and the applicant must acknowledge that they understand and will ensure compliance with the Facility Use Policy.

22. Applicant must contact the Pequest NREC to cancel a reservation.

Approval and Exception:

23. Reservations are approved on a first come, first served basis.

24. The Pequest NREC administrator will have final authority regarding the use of the NREC meeting rooms and/or cancellation or discontinuance of Facility Reservations.