



**GRAHAM CREEK NATURE PRESERVE
INTERPRETIVE CENTER
RULES/REQUIREMENTS**

It is the intent of the City Officials to make the Interpretive Center available for the use and enjoyment of residents and visitors of the City of Foley.

1. Arrangements must be made with the Environmental Department for the use of any part of the Interpretive Center.
2. The City of Foley has the authority to shut the event down if any of the following occur:
 - a. Defacing the facilities and/or furnishings in any way
 - b. Unruly/Disorderly behavior by guests
 - c. Uncontrollable/Unattended children
 - d. Fighting
 - e. Illegal Drug Use
 - f. Alcohol Use (if not previously arranged for security)
- 3. There will be no refunds if the event is shut down.**
4. Any person or persons caught damaging or defacing any part of the Interpretive Center, inside or out, will be prosecuted to the fullest extent of the law.
5. The Nature Center furnishings and displays are not to be moved from their location. Tables and chairs may only be used within the building and on the porches and patio.

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Updated: 12-7-2016



6. No nails, tacks, brackets or self-adhesive tape will be allowed on or in walls, ceilings, floors or any material that will deface, mar or damage a finished surface.
7. Silly string, glass bottle drinks, confetti, shaving cream, glitter and rice are prohibited inside and outside of the facility.
8. No open flames or flammable fluids (for example, candles or oil lanterns/containers) shall be allowed into the Interpretive Center or on the Graham Creek Nature Preserve grounds.
9. Permission will be required for any person or group to bring into the building and use an appliance with special power requirements.
10. No pets (except service animals) are allowed in the Interpretive Center.
11. No feeding or harassing of the wildlife within the nature center. Do not approach, feed or harass wildlife on the grounds.
12. There is a required minimum of 1 adult chaperone for every 10 guests under 18 years of age.
13. Religious groups may use the Interpretive Center for meetings, conventions, dinners, etc., but will not be permitted to use the facility as a permanent sanctuary on a regular Sunday or weekday basis.

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- 14.No equipment or material will be brought into the Interpretive Center prior to the date and time of use as outlined in the Rental Agreement.
- 15.All equipment and material brought into the Interpretive Center for a function will be moved out of the Center at the end of the rental hours.
- 16.No painting of any type will be permitted inside of the Interpretive Center.
- 17.The seating numbers will be given at the time of booking. There will not be more than 200 chairs set up on the Center floor at any time. Fire and exit lanes will be open at all times.
- 18.Grills used on the property shall be City of Foley approved grills. Only charcoal lighter fluid may be used to start the fire inside the grill. Be sure the charcoal is cold prior to leaving to ensure there will be no fires due to unattended charcoal.
- 19.Fog machines and bubble machines are not allowed in the Interpretive Center.
- 20.In order to maintain health standards as required by the State and County, the following requirements for the Center users must be complied with:
 - a. After food serving has been completed and before leaving the Center, tables will be cleaned off.

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- b. All garbage will be removed from the building and placed in the garbage cans outside at the close of the activity.
- c. All food items will be removed at the close of the activity.
- 21. All events shall end, area cleaned and exited by 11:00 p.m. or there will be a forfeiture of the damage deposit.
- 22. If you are renting the Center or pavilion for profit ventures, it is required to have a City of Foley business license. Please contact the Revenue Department at 251-943-1545 for additional information.
- 23. If alcohol is sold, the renter/caterer must provide proof of the required ABC license. For additional information please contact the ABC Board at 251-947-2971.
- 24. Cancellations must be made in writing and prior to two weeks of the event in order to receive a deposit refund (minus a \$25 processing fee). Cancellations made within two weeks of the event will forfeit the deposit.
- 25. A \$250 damage deposit will be required on all Interpretive Center rentals. This will be returned within two weeks of the event if no rules are broken.

UPON EXECUTION OF THE CONTRACT AGREEMENT, USER AGREES TO ABIDE BY AND CONFORM TO ALL RULES/REQUIREMENTS STATED ABOVE.

I have received a copy of this signed rules/requirements form.

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APPLICANT'S SIGNATURE

DATE: _____

APPLICANT'S PRINTED NAME

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