

**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 one week (7 days) prior to your proposed activity. *Request Forms* should be returned to: *Lockerly Arboretum, 1534 Irwinton Road Milledgeville, GA 31061* or emailed to: *lockerly@alltel.net*. Only upon confirmation from us, is your event reservation considered booked. **Contact: Arboretum Executive Director, James M. Garner at (478) 452 2112.**
- d. All individuals using the **Oliver N. Worley Environmental Education Center** are required to complete and sign the Liability Waiver provided by Lockerly Arboretum Foundation. All minors, under the age of 18 years of age, are required to have the waiver completed by a parent or legal guardian.
- e. It is the responsibility of the authorized group leaders to place all above-mentioned signed waivers in the drop-box located at the **pavilion** at the **Oliver N. Worley Environmental Education Center**.
- f. All groups under 18 years of age should be accompanied by adults at a ratio of one adult per every 5 minors.
- g. Any injuries and accidents occurring on the grounds should be reported to Lockerly Arboretum staff immediately.

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.
- b. The facilities are not available for any private functions.

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***

No fires are permitted on the grounds.

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. Open fires are to be built only in the provided fire rings at the designated campsites under supervision of adult scout leaders.
- b. Use of firewood must limited to only fallen limbs and branches that are totally detached from the tree or plant.
- 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.

4. Aquatic Sports

- a. Swimming is limited only to Lake Oliver, in designated areas.
- b. Diving is permitted only at the designated area off the deck by the amphitheater.
- c. Swimming and diving and all water sports are permitted only under the close supervision of adults and scout leaders.
- d. 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).
- e. 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 vegetation from prospective construction sites on the property is not allowed without prior approval of *Lockerly Arboretum Foundation*.
Contact: Arboretum Executive Director, James M. Garner at (478) 452 2112.

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):** _____