

Delaware Division of Fish and Wildlife
AQUATIC RESOURCES EDUCATION CENTER (AREC)
Facility Use Agreement

The ARE Center is a state owned and operated environmental education/conference facility located in the northwest corner of the Woodland Beach Wildlife Area. Acquired by the Division of Fish and Wildlife in 1991, the center features two separate conference areas, associated outbuildings, several small ponds, and scenic views across broad vistas of Delaware Bay coastal wetland habitats. In addition to its primary focus as a site for development of Delaware's Aquatic Resource Education Program, the center houses offices and labs for several Fish and Wildlife Scientists, and maintains recently-renovated facilities for hosting conferences, workshops and other public or private meetings.

Because the purchase and renovation of the ARE Center was funded with ARE dedicated-dollars (through the Federal Aid in Sport Fish Restoration Program of the U.S. Fish & Wildlife Service), there will be no rental charges for facilities use that involves and/or promotes aquatic education. A modest rental charge will be assessed (and reinvested in the ARE program and facilities) for use of the center by other educational, governmental, natural resource and non-profit groups. The conference area is not available for private parties, or for use by any group not falling into the aforementioned categories. Reservations will be scheduled on a first-come-first-serve basis, with ARE-related meetings having top priority (and if necessary preempting other reservations). Use of the conference facilities by any qualified group will be contingent upon their compliance with the conditions outlined below.

Conditions for Use of the ARE Center

Reservations & Rentals: Completed copies of the AREC Facilities Use Request Form and this agreement must be received at the ARE Office at least 10 working days prior to scheduled use date. Scheduling priority will be give to users engaged in Aquatic Resources Education activities. If reservations are cancelled, notice must be received at least five working days before the scheduled date. No-shows and groups who cancel at the last minute will be charged for facility use. The user fee for the ARE conference center is \$50 per day. However, the fee will be waived for teachers and youth leaders who provide a detailed agenda showing their visit to be primarily for the purpose of conducting an aquatic resources education program. The agenda must be submitted along with the facility use forms and be approved by ARE administrative staff. Additional charges may be assessed to cover any costs of clean up or repair attributable to the user group

Access: Parking areas and handicapped entrance ramps are located on both sides of the building. Large conference room, lounge, lunch area, and kitchen are available for your use. The intern office (small conference room), offices and labs to the right and upstairs (except for the bathrooms) are for staff, and are therefore off limits. The ARE conference facilities are available between 8 AM and 4:30 PM on weekdays - except state holidays.

Kitchen: Kitchen facilities are provided for your convenience, including a refrigerator, gas oven/range, dishwasher, and sinks. All food, beverages, cookware, and utensils must be supplied by the user. A two percolator-type coffee pots and a Bunn® coffee maker are available for your use, but you must provide ingredients and cups. It is the responsibility of the user to see that coffee pots, sinks, stove and any other items use are cleaned at the end of the day.

Furnishings: Conference quality chairs and tables are provided for use in the meeting rooms. We ask your help and vigilance in seeing that these items (and all other elements of the center) last long and well. That means making sure that tables, countertops, and sinks are not used for sitting or standing, and that otherwise all property is treated with care and respect. Please return all furnishings to original positions and leave facility the way in which it was found.

Heating: By executive order, thermostats will be set for a maximum of 67°F while the facility is in use, and reset to 60°F at the end of the day. There is a working fireplace in the large conference room. However, firewood (seasoned hardwood only) must be supplied by the user.

Cooling: Individual air conditioning units are controlled by the remote units you see on the adjacent walls. During the warm weather season, we will have these units pre-programmed for appropriate comfort levels. Should you need to make adjustments, please contact ARE staff.

Clean up: At the end of your meeting or program, it is your responsibility to see that: all floors are swept and vacuumed, chairs and tables are returned to their original positions, trash is removed to outside dumpsters, and that the center is otherwise left in the same condition in which it was found. Upon exiting the premises, turn off all lights, and make sure that all doors and windows are securely locked.

Telephone: A pay phone is available in the conference area for your use. The phone number is (302) 653-9105. If you have to leave a number for you to be reached during a meeting please use this one, as we do not have the staff (or phone lines) to take messages for users. Please provide this number to all users, and inform them that messages and routine calls should **not be directed to the Aquatic Resources Education Center office phones.**

Safety: The conference area has been approved by the Fire Marshall's Office for occupancy by no more than fifty individuals. Smoking is prohibited in all indoor parts of the facility. Dry chemical fire extinguishers are available in every room. Exit signs light the nearest access routes out of the building. Emergency phone numbers are posted next to the kitchen area telephone.

I agree to abide by all the conditions outlined above. Users who do not abide by this agreement will forfeit the privilege of facility use in the future.

Signature/date

User Group