

Delaware Division of Fish and Wildlife
Aquatic Resources Education Program

MALLARD LODGE
Facility Use Agreement

The Mallard Lodge (Lodge) is administered by the Delaware Department of Natural Resources and Environmental Control, Division of Fish and Wildlife as an environmental education facility for the Division's Aquatic Resources Education Program. Located adjacent to the Aquatic Resources Education (A.R.E.) Center and the Woodland Beach Wildlife Area, the Lodge features several small ponds, a 940-foot interpretive boardwalk on the tidal salt marsh, and a magnificent view of the Delaware Bay's coastal wetlands and the numerous wildlife species that inhabit them. Following major renovation in 1995, the Lodge was opened as a host facility for environmental education programs, with amenities including modern sleeping accommodations for as many as 36 individuals. While priority is given to educational activities, the Lodge is also available for conferences and workshops during the summer and winter months when educator use is low. The Mallard Lodge is available without charge to groups engaged in aquatic resource education programs, who submit a detailed agenda of activities and programs that will be conducted at least 10 days prior to their trip. Federal funding guidelines mandate that all users, who are not providing an approved aquatic resources education program, must pay a daily and overnight user fee. Use of the Lodge is restricted to educational, governmental, non-profit and natural resources related functions. Teachers providing onsite Aquatic Resources Education programs for students are afforded the highest priority in scheduling, and will preempt other reservations. Use of the Mallard Lodge by any qualified group will be contingent upon their compliance with the conditions outlined below.

Reservations & User Fees: A MALLARD LODGE Facility Use Request Form and this agreement **must be completed and delivered** to the ARE Office at least 10 working days prior to scheduled use. Groups requesting a fee waiver must also provide an agenda detailing educational activities that will be conducted during the visit. **Users who do not provide an agenda within the specified time will be charged for use of the facility.** The fees for use of the Mallard Lodge are \$50 per day, plus an additional \$50 for overnight accommodations. User fees apply to all groups who are not conducting aquatic resource education programs, as well as those who do not provide an agenda. Additional charges will be assessed for cleaning of the facility or repairing damage attributable to the user group. Due to extremely high use by educators during the spring and fall seasons, facility use will be limited - without exception - to educational programs during March, April, May June, September, October and November. Also during these high demand periods, visits will be limited to 24 hours per group or individual class during weekdays. Teachers and other youth leaders who wish to extend their stay beyond a 24-hour period will be restricted to weekend use, with reservations made on a first come basis.

Handicapped Accessibility: While the first floor of the Mallard Lodge is completely accessible to individuals with disabilities, there currently are no on-site sleeping accommodations available to visitors confined to wheelchairs. However, off-site accommodations including transportation are available and reservations will be made by the facility manager if requested prior to the arrival of the user group. In order to assure equal access to all programs and activities for every individual using the Mallard Lodge, user groups must agree to establish schedules that will allow for the additional travel time associated with off-site accommodations. If off-site accommodations are required, the user group will inform the facility manager of the individual(s) special needs, and will provide a copy of its meeting schedule along with the required Facility Use Request Form. Use of the Mallard Lodge by any user group that does not agree to provide equal access to individuals with disabilities, according to the requirements stipulated, will be denied.

Access and Facility Keys: It is the responsibility of all users to pick up a key to the facility, prior to their visit during regular state office hours. Users arriving during regular office hours should pick up a key at the ARE Center Office, located just south of the Mallard Lodge. To reach the Lodge take U.S. Route 13 into the town

of Smyrna. In Smyrna, turn east onto Route 6 (at the Wendy's Restuarant) toward Woodland Beach. Turn left at the four-way stop sign onto Route 9 North. The Mallard Lodge will be on the right side of Route 9, approximately 2 miles north of the intersection with Route 6.

Kitchen: The kitchen is equipped with refrigerator (no freezer), gas oven/range/grill, 2-pot coffee maker, toaster, microwave oven and three-compartment commercial-grade sink. All food, beverages, cookware, utensils, flatware, and dinnerware including cups must be supplied by the user. Users will be responsible for cleaning kitchen area and all kitchen equipment, and disposing of all trash in the outside dumpster, prior to departure. Catering arrangements, if required, are the responsibility of the user.

Furnishings: The conference/dining area is furnished with tables and chairs that will accommodate up to 48 individuals. Adjacent to the conference room is an informal, living room area furnished with cushioned chairs and sofas. Six bedrooms, located on the second and third floors, provide sleeping accommodations for 36, in rooms furnished with two to 12 twin-sized beds. While furniture may be arranged to meet the needs of the user, please return to the location found upon your arrival.

Heating: To conserve energy and comply with state law, thermostats will be set for a maximum of 67 degrees - do not change the settings on the thermostats. Fireplaces may be used during cold weather, however, all firewood (seasoned hardwood only) must be supplied by the user group.

Cooling: Central air conditioning is available on the ground floor only and will be set according to state energy requirements by the facility manager - do not change the setting on the thermostat. The second and third floors are not air conditioned, however, a limited number of fans are available in the bedrooms.

Clean-Up: It is the responsibility of every user group to see that all floors are swept, chairs and tables are returned to their original locations, and follow the posted "check out" guidelines to assure that the facility is generally clean and suitable for the next group. Upon exiting the premises, deposit all trash (please provide your own heavy duty bags) in the outside dumpster, turn off all lights, and check that **all** doors and windows are locked. Return key to ARE Center office (or place under Mallard Lodge office door during off hours).

Telephone: A public, coin-operated telephone is located in the living room. The number of the public phone is **(302) 653-9918**. Please provide this number to anyone who may need to contact you. Routine calls for users should not be directed to the Mallard Lodge office phone.

Problems: Should problems arise during your stay at the Mallard Lodge, contact (in the following order please): Stu Michels (653-0527), Bob Jones (653-6570) or Gary Kreamer (378-6108).

Smoking: NO SMOKING will be allowed in the Mallard Lodge. It is also important that any smokers in the group be reminded that the lawn and parking lot are NOT ashtrays.

Safety: Fire extinguishers are placed throughout the building. In the event of an emergency, lighted exit signs will mark the nearest routes out of the building. All overnight guests are required to familiarize themselves with emergency escape routes posted in each bedroom, and the locations of emergency fire escape doors. The fire escape and fire exits on the second and third floors are to be used **only** in the event of an emergency. Adult leaders are expected to enforce this rule without exception. Emergency phone numbers are posted at the coin-operated telephone. The emergency response information board located just inside the front door must be filled in by all in the loss of future use privileges. Agreement must be signed by responsible individual.

As a Mallard Lodge facility user, I have read all of the information contained in this Facility Use Agreement, and agree to abide by all conditions as outlined. Non-compliance with this agreement may result in the loss of future use privileges. Agreement must be signed by responsible individual.

Signature/Date

User Group

State and Federal Law prohibits discrimination on the basis of color, race, religion, national origin, age, sex and/or handicap or disability. Any complaints or inquiries should be directed to the Personnel Office, Department of Natural Resources & Environmental Control (DNREC), 89 Kings Highway, Dover, Delaware 19901. The operation and maintenance of the is facility is funded in part by the Federal Aid in Sport Fish Restoration Program of the U.S. Fish and Wildlife Service, U.S. Department of the Interior.