

Frequently Asked Questions for use of the Mallard Lodge

Who may use the Lodge and for what purposes?

The Mallard Lodge is primarily operated to provide overnight lodging for schools and other groups participating in Aquatic Resources Education activities at the surrounding wetland areas. However, it may also be used by governmental agencies and non-profit organizations, and by businesses engaged in training.

Is there a fee for use of the Lodge?

As a condition of the Federal Aid grant that supports operation of the Mallard Lodge, a use fee of \$50 per day, plus \$50 per night, is charged to any user group not primarily engaged in Aquatic Resources Education (A.R.E.) activities. The fee is waived for groups that are conducting A.R.E. programs, provided they submit an agenda of all activities to be conducted for approval prior to arrival.

How are facilities reserved?

Electronic reservations are preferred ([web registration link here](#)). Those without access to the internet may register by calling the ARE Center at 302 653-2882.

How long in advance does one generally need to reserve use of the Lodge?

This is highly dependant on the time of year and the day of the week. Reservations for high use months (September, October, November, March, April and May) should be made six months to a year in advance. Weekends also are in extreme demand and typically require early reservation.

What are the procedures for picking up and returning keys?

Groups arriving during regular working hours (Mon. - Fri. 8 a.m. - 4:30 p.m., excluding legal holidays) can pick keys up at the Aquatic Resources Education Center located approximately $\frac{1}{4}$ mile south of the Mallard Lodge on Route 9. Those arriving at other times should call the Lodge at 302 653-3441 or the ARE Office at 653-2882 for the access code to the Key Box by the front door of the Lodge.

How many people does the Lodge accommodate?

The Lodge has five bedrooms on the second floor and one on the third floor that together can accommodate a total of 40. All beds are twin, and many are bunk-style.

Is bedding provided for Lodge users?

No! Visitors need to bring their own pillows, linens, blankets and/or sleeping bags.

What bathroom facilities does the Lodge provide?

There are three restrooms on the ground floor, men's and women's restrooms with showers on the 2nd floor, and two additional restrooms with showers on the 3rd level.

What is offered in the way of kitchen/dining facilities?

Seating for 40 is available in the large dining room. The kitchen is equipped with a commercial gas range/oven, commercial sink, microwave, coffee maker, and refrigerator (there is NO FREEZER available). All food, utensils, pots and pans, dishes, cleaning supplies, paper products, etc. must be provided by the user groups. A commercial icemaker is also located on the utility alcove on the first floor... the icemaker is NOT to be used as a freezer, and groups who do so will be charged an additional fee to have the ice bin emptied, sterilized and re-filled with ice.

Are there catering services available?

All arrangements for catering must be made by the user group. The Lodge/AREC staff cannot recommend or contact caterers for user groups.

Are there facilities for doing cookouts?

A Weber charcoal grill is available for groups who bring their own charcoal and starter. There is also a campfire ring located behind the Lodge. Groups must bring their own firewood. NO COOKING, including the roasting of marshmallows, is permitted in the indoor fireplaces!

What meeting amenities are available?

The following are available: VCR/Monitor, Slide Projector, Overhead Projector, Easel/Dry Erase Board (users must supply flipchart paper, pens, etc.), Coffee maker (user provides coffee, filters, cups, etc.). There is also a working fireplace located in the living room (user provides firewood - NO PINE or scrap lumber).

Is internet or computer access provided?

There are no jacks available for computer access to the internet.

Are phones available for Lodge visitors?

There is a pay phone located in the living room. The pay phone number is 302 653-9918. DO NOT leave the Mallard Lodge Office phone number as a contact number.

What emergency procedures do lodge users need to be aware of?

Emergency procedures, are posted by the pay phone, along with contact numbers for Fish and Wildlife staff. Any true emergencies should be called into the Kent County Emergency Dispatch Center by dialing 911.

What is expected of Lodge users while there?

Lodge users are expected to conduct themselves in an appropriate manner, and care for the Lodge, its furnishings and the surrounding lands as if they were in their own home. Damage must be reported immediately. Damage resulting from inappropriate use or negligence of any member of the user group will be repaired at the expense of the user group. Past experience has shown that youngsters **MUST** be supervised carefully or damage will result.

What is expected of Lodge users upon leaving?

A clean-up list is posted in several places throughout the Lodge, and must be followed. There is no janitorial service ... each user group is responsible for sweeping, mopping, vacuuming, emptying all trash cans, etc. at the end of their stay so the next group finds the Lodge clean and ready to use. Groups who do not follow the requirements of the posted clean-up list will not be permitted to use the Lodge in the future.

Are pets allowed?

Absolutely no pets are allowed in the Mallard Lodge.

Are there any restrictions as to the number of days a group may reserve?

Yes, Due to increasing demand, users will be restricted to just one weekend reservation per calendar year.

Are there any restrictions on use of the boardwalk, canoes, and nature trails?

Yes. On Tuesdays through Fridays in September, October, November, March, April and May, the area between the Pavilion and the Boardwalk are reserved for the fifth-grade Eco-Explorers between the hours of 9:30 a.m. and 1:30 p.m.