**Environmental Learning Center**

**Rental Guidelines**

*The Environmental Learning Center has long been a treasured asset for the community, but after months of restoration work…, you should see us now! We hope that our new outdoor amphitheater, building improvements, parking lot renovations, native plant restoration, walking trail adjustments and other features will encourage many people to visit and enjoy a quiet respite at the water’s edge. We welcome everyone to engage with this special place!*

*Please know that the following guidelines are unique to the ELC due to its, well… uniqueness. For a full set of guidelines pertaining to the use of campus spaces, please see the Facility Guideline AR.*

ELC Guiding Principles:

* We are charged with being financially self-supporting, and ELC rentals are an important piece of our programming budget.
* We welcome all college departments, divisions and programs to use this space free of charge in a way that benefits our staff and students. This includes, the holding of a meeting, retreat, or staff party.
* We strive to offer an affordable, relaxing venue for the wider community to be able to rent the ELC for purposes such as business meetings, trainings, retreats, and private events.
* Many ELC Educational programs will be held here, therefore, it’s important that these spaces be available for these purposes. ELC Education programs include K-12 activities, community workshops and professional development short-courses.

ELC Scheduling Guidelines:

In order to ensure that ELC spaces are available for meeting the above listed principles, we ask the following:

* College classes that wish to meet in one of our buildings should reserve the space as early as possible. We will be booking other ELC activities well in advance, so if it’s important that a college class meet out here, then you’ll want to book it as soon as you know the meeting date. Even then, there may be times when the space just isn’t available.
* We encourage people to avoid scheduling any recurring, week to week or month to month meetings (i.e. every 3rd Tuesday), without first checking with the ELC Program Director. Recurring events would make it challenging to fit in new, innovative opportunities.
* In addition to the required dean’s approval, sponsored events to be held at the ELC must also be approved by the ELC Program Director.

*There may be exceptions to all of this. Please contact the ELC Program Director to determine if an exception can be allowed.*