

Environmental Learning Center

Reservation Guidelines

The Environmental Learning Center (ELC) has long been a treasured asset for the community. We hope its buildings, outdoor amphitheater, parking lot renovations, native plants, walking trails, wildlife and other features 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, see the AR Facility Use & Term Conditions and the Facility Use Guidelines.

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 in a way that benefits our staff and students. This includes, the holding of meetings, retreats or staff parties.
- We strive to offer an affordable, relaxing venue for the wider community to rent for purposes such as business meetings, trainings, retreats and private events.
- Many ELC educational programs are held here, therefore, it's important these spaces are available for these purposes. ELC education programs include K-12 activities, community workshops and professional development short courses.

ELC Scheduling Guidelines:

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

- College classes that wish to meet in an ELC building should reserve the space as early as possible. The college will be booking other ELC activities well in advance, so if it's important that a college class meet at the ELC, then book it as soon as you know the meeting date.
- The college discourages people from scheduling recurring, week-to-week or month-to-month meetings (e.g., every third Tuesday), without checking with the ELC program director. Recurring events would make it challenging to fit in new, innovative opportunities.
- On occasion, it may be necessary to displace college reservations to make room for paying events. If that should happen, the college will make every effort to provide you with a minimum of two weeks' notice and assist in finding an alternative site.
- In addition to the required dean's approval, sponsored events at the ELC must be pre-approved by the ELC program director.