

# **IVY CREEK FOUNDATION EDUCATION BUILDING**

The Ivy Creek Foundation is pleased to offer use of the Education Building to non-profit organizations for one-day meetings, classes, and programs with an environmental purpose. Use on consecutive days is not possible. Please note that the Education Building is our home and the use of the building is a favor to fellow organizations. The Ivy Creek Foundation is a very small non profit and cannot commit staff time or material resources to your meeting. It is imperative that the building be left as it was found and that security be of top priority. Failing any of the conditions below will jeopardize future use of the building. Thank you for your consideration.

## **RULES AND REGULATIONS FOR USE**

### **1. Important things to know:**

- The legal capacity of the building is 65 persons.
- Alcohol and smoking are prohibited
- Fire of any kind, including candles, is prohibited
- There is no telephone available; please bring a cell phone with you
- Your group must be out of the Natural Area by 11:00 p.m.
- No money can change hands on-site (i.e. no admission charge, no sales, etc.)
- Commercial advertising is prohibited.
- Use of the grounds must be arranged separately
- Snow removal in the parking lot and/or walkways is not guaranteed.

2. **To register:** Call the ICF office at (434) 973-7772: see registration form.

3. Please **bring your own** audiovisual and hospitality items. The only items provided are a wall screen, eight tables and 65 chairs.

4. **Utilities:** See thermostat instructions. Do not leave the doors ajar when the heat or cooling is on. Due to past problems, please do not open the windows.

5. **Public service announcements:** The location can be described as: The Education Building at the Ivy Creek Natural Area, located ½ mile north of Summers Market on Earlysville Rd. (Rte 743). More detailed directions can be found on the ICF website at: <http://ivycreekfoundation.org>  
Publish your phone # for more information. Do not use the ICF phone number in public announcements - nor as a contact number for while you are there.

6. **County Park rules:** The ICF Education Building is subject to Albemarle County Park rules: At Ivy Creek Natural Area the rules prohibit: alcohol, pets, bikes or other vehicles (except wheelchairs), loud music, fires or grills, and collecting. Use of the grounds is prohibited after dark. Use of the Natural Area grounds by groups of more than 20 must be approved by the Ivy Creek Foundation.

# Use of the Ivy Creek Foundation Education Building

## **BEFORE COMING:**

1. Check in with Dede within one week before your event by calling (434) 973-7772 Monday, Wednesday or Friday between 10:00 a.m. and noon.
2. Bring all equipment you need with you, including:
  - audiovisual equipment (there is a mounted wall screen)
  - extension cords
  - easels, flip charts, etc. (there is a blackboard)
  - coffeemaker and all supplies

## **SETTING UP:**

1. Do not drag the tables. To prevent damage, please lift tables to move.
2. Be aware that the front door automatically locks from the outside when shut tightly. Do not attempt to “make” it stay unlocked. It may be allowed to “rest shut” without latching. Only one person in your group should have the combination. Do **not** give the combination to anyone else without permission from ICF.
3. THE OFFICE IS OFF-LIMITS. Please bring a cell phone with you. Do not give the ICF number as a contact number.

## **AFTER YOUR EVENT:**

1. Cleaning: **There is NO custodial staff.** Please leave the building in the same condition as it was found. Cleaning supplies can be found in the women’s bathroom.
  - Wipe off counters and tables
  - Sweep floors
  - Leave bathrooms clean, empty bathroom trash
  - Do not leave anything in the building that you brought with you (even if you think we could use them)
  - Take all disposable trash out of the park with you (there is no trash collection in the park)
2. Turn the heat/cooling off (or down to 65 in winter, 80 in summer) before leaving.
3. Never leave the building unlocked while not occupied.
4. Before leaving, please double check that all doors and windows, including the side door, are locked.

## **AFTER PARK HOURS:**

1. Turn out all lights including path and parking lot lights (the switch is located on the back post of the kiosk) before leaving the Natural Area.
2. The last to leave should close the park gate (unless there are cars in the parking lot)

## **IVY CREEK FOUNDATION OFFICE HOURS:**

Monday, Wednesday, and Friday from 10:00 a.m. - noon / (434) 973-7772

# **IVY CREEK FOUNDATION EDUCATION BUILDING**

## **Registration Information**

*See Rules and Regulations before registering*

1. **To reserve a date:** Call the ICF office on Mon, Wed, or Fri between 10am - noon. Specify the date, time, and nature of your event; an estimated number of attendees; and any special use requests.
2. **Designate a contact person:** Please designate ONE individual who will be present at your event to be responsible for: 1) contacting the ICF office **before** your event; 2) for the enforcement of the rules and regulations **during** the event; 3) and for cleaning and closing **after** the event. This is the ONLY person who should have knowledge of the security code for the door.
3. **To register:** Fill out the registration form below and send to the Foundation at least one week before your event. You cannot receive the lock combination without a completed registration form.
4. **Security:** The combination to the door lock may change frequently. **THE WEEK BEFORE YOUR EVENT CONTACT THE ICF OFFICE ON *Mon, Wed, or Fri* between 10am-noon** to receive the latest combination. The combination will NOT be left on an answering machine or on email. The combination is not to be shared with any person other than the organization's designee.

PLEASE NOTE: The building is not to be entered at any time other than your scheduled time. If you need to visit the building before your event, please contact the ICF office.

**IVY CREEK FOUNDATION EDUCATION BUILDING REGISTRATION FORM**

To be signed by the designated person who will be in attendance and in charge of the event.

Today's date \_\_\_\_\_

Name of organization \_\_\_\_\_

President/Director of organization \_\_\_\_\_ phone \_\_\_\_\_

Designated contact person \_\_\_\_\_ phone \_\_\_\_\_

Email \_\_\_\_\_

Date of event \_\_\_\_\_ estimated # of attendees \_\_\_\_\_

Time of event (include a.m./p.m.) \_\_\_\_\_ until \_\_\_\_\_

Nature of event (purpose and brief description including use of audiovisual, food, music, plants, live animals, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read the rules and regulations governing use of the Education Building and I agree to be personally responsible for their enforcement.**

My organization will be responsible for any damage to the building and/or equipment during our event.

My organization will replace any equipment or pay for any damage due to theft or vandalism in the event the building is left unsecured while under our supervision.

Signature \_\_\_\_\_

Mail to: Ivy Creek Foundation / P.O. Box 956 / Charlottesville, VA 22902  
Email: [icf@ivycreekfoundation.org](mailto:icf@ivycreekfoundation.org)