

# **IVY CREEK FOUNDATION EDUCATION BUILDING GUIDELINES**

The Ivy Creek Foundation is pleased to offer use of the Education Building to non-profit organizations and agencies for meetings, classes, and programs. However, 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 a top priority. Failing any of the conditions below will jeopardize future use of the building. Thank you for your care and attention to our space.

## **RULES AND REGULATIONS FOR USE**

Important things to know:

- The legal capacity of the building is 65 persons.
- Alcohol and smoking are prohibited in the building.
- Fire of any kind, including candles, is prohibited.
- There is no telephone available; please bring a cell phone with you if necessary.
- The main gate to the Natural Area opens at 7:00 am and closes at dark.
- Your group must be out of the Natural Area before 11 pm. The gate opens automatically for vehicles exiting after closure. Please stop and wait at the sign.
- Commercial advertising is prohibited unless permitted by the Ivy Creek Foundation.
- Use of the grounds must be arranged separately.
- Snow removal in the parking lot and/or walkways is not guaranteed.

To book a date, e-mail Rochelle Garwood, ICF Director of Operations — [rochelle@ivycreekfoundation.org](mailto:rochelle@ivycreekfoundation.org)  
You may also reach staff by phone at 434-973-7772.

Once you have confirmed a date with the office, please complete the registration form attached to this document and email or mail it to the office.

1. Audiovisual: The only items provided are: wall screen, a/v cart, power strip, and speaker's dais. Wireless internet is available.
2. Utilities: Please leave the thermostat untouched and keep doors and windows closed if the heating/air conditioning system is turned on. Please do not bring space heaters or box fans, as these can trip the circuit breakers.
3. Public service announcements: The Education Building at the Ivy Creek Natural Area is located ½ mile north of Summers Market on Earlysville Rd. (Rte. 743). Follow the path from the parking lot. More detailed directions can be found on the ICF website at: [www.ivycreekfoundation.org](http://www.ivycreekfoundation.org). Do not use the ICF phone number in public announcements nor as a contact number while you are here.
4. Cars must be parked in the parking lot. If you have need to drive closer to the education building, you must have permission from ICF staff and cars must be returned to the parking lot during the program.
5. County Park rules. The Ivy Creek Natural Area is subject to Albemarle County Park rules that prohibit:
  - Pets, including in the parking lot. Registered Service Animals are permitted, per State and Federal law.
  - Fishing in the streams; fishing is permitted in the Reservoir.
  - Hunting.
  - Removal of natural specimens or cultural artifacts, except by agreement with ICF.
  - Running.
  - Private vehicles, including bicycles (but not wheelchairs), except on designated lanes and in the parking lot.
  - Alcohol.
  - Loud music.
  - Fires or grills.

6. Use of the grounds is discouraged after dark and evening meetings must have prior approval. Use of the Natural Area grounds by groups of more than 20 must be approved by the Ivy Creek Foundation. For groups that have permission to meet after dark, please see that section under “Other Necessities.”
7. All visitors must comply with all current federal, state, and local rules, regulations, and guidelines related to novel coronavirus (COVID-19). Visitors not complying with such rules, regulations, and guidelines or showing signs or symptoms of novel coronavirus (COVID-19) must be asked to leave the Education Building immediately.

#### SETTING UP:

1. To prevent damage, please lift tables to move them, do not drag them across the floor.
2. There are 8 folding tables and 60 folding chairs available to be set up in whatever formation works best for your event. 10 folding desk-arm chairs are available by permission. The space seats approximately 60-65 in theater style (using only the folding chairs), 32-42 in classroom style (chairs at tables facing the screen, use of the desk-arm folding chairs), or 20-24 in conference style (using all 8 tables in a square or U-formation facing center with folding chairs placed around on the outside). **Please do not take chairs or tables outside.** Please return all tables and chairs to their original or stored locations upon conclusion of your event.
3. **Please contact the office before your event to get the front door code.** Be aware that the front door automatically locks from the outside when shut tightly. Please keep the door shut as much as possible to avoid straining the HVAC. If you need to prop it open, please use the provided doorstop. Only one or two key people in your group responsible for managing traffic at your meeting should have the combination. Do not give the combination to anyone else without permission from ICF.
4. THE ICF OFFICE IS OFF-LIMITS. Please bring a cell phone with you. Do not give the ICF number as a contact number.
5. Access to the Education Building requires a short walk from the parking lot. For large items or catering access, please arrange permission ahead of time with ICF.

#### TAKING DOWN:

1. Cleaning: There is no custodial staff. Please leave the building in the same or better condition than you found it. Cleaning supplies can be found in the women’s bathroom or in the far-left bank of lower cabinets.
  - a. Wipe off counters and tables
  - b. Put away tables and chairs
  - c. Sweep floors
  - d. Leave bathrooms clean
2. Take all disposable trash out of the Natural Area with you (there is no dumpster and no regular trash collection on site).
3. Do not leave anything in the building that you brought with you (even if you think we could use it).
4. Never leave the building unlocked while not occupied. Before leaving, please double check that all doors and windows, including the side door, are locked.

#### OTHER NECESSITIES:

1. After Dark: If a meeting starts or ends after dark, the walkway and parking lot light switches are located on the left rear post of the kiosk. The lights are not guaranteed to be on when you arrive. The group leader should bring a flashlight to help locate the switches if the meeting starts after dark, and turn off the lights in the same manner once

the meeting has ended and the attendees have safely reached the parking lot.

2. Building Security: Ivy Creek Foundation does not have enough staff to be onsite for every event, class, and meeting. A designated person must contact staff prior to your meeting for the door access code so that your group can get into the building. This code should not be shared with more than one other person from your group, to help manage traffic in and out of the building during your visit.
3. Indemnification. To the fullest extent permitted by law, the undersigned organization shall defend, indemnify and hold harmless Ivy Creek Foundation, the County of Albemarle, and City of Charlottesville, and their respective employees, officers, and agents, from and against any and all loss, injury, or damage caused by the undersigned organization or its members, employees, or agents' use of the Education Building or entry onto the Property.

**IVY CREEK FOUNDATION  
EDUCATION BUILDING  
EVENT REGISTRATION FORM**

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

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

President/Director of Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title of Event (if applicable): \_\_\_\_\_

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.): \_\_\_\_\_

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- ☐ I have read the rules and regulations governing use of the Education Building and I agree to be 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, vandalism, or other activity 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, or  
E-mail to: [rochelle@ivycreekfoundation.org](mailto:rochelle@ivycreekfoundation.org)