

**HEADWATERS OUTDOOR EDUCATION CENTER
BUILDING USE POLICY**

The HOEC Building is available on a first-come-first-served basis to groups or individuals for non-profit, civic, educational and cultural use. Use requires submitting the following application in writing and compliance with the following:

1. The person reserving the room must be 21 years of age or over. An adult must be present at all times when the building is being used.
2. HOEC sponsored programs will receive first priority.
3. Neither alcohol nor tobacco products are to be used in the building.
4. You must pickup and return building key at the Morrow SWCD office during regular business hours.
5. You may not affix anything to the walls, ceilings or lights.
6. All food and beverage spills must be cleaned up immediately. You may use trash receptacles in the building. All trash must be removed from the premises before returning the key. Please leave building in a clean condition.
7. Check to be sure all lights are turned off after use.
8. Permission to use the building does not imply endorsement of the group's policies or beliefs. No group using the building may publicize its event in such a way as to imply the HOEC's sponsorship of the group's activities.
9. The HOEC Committee and/or the Morrow Soil and Water Conservation District shall not be held liable for injuries to users and it assumes no responsibility for personal property brought to the premises and used there.
10. When entering the building for your event, if the building is found in poor condition, please notify the Morrow Soil and Water Conservation District at 419-946-7923. **Morrow SWCD requires a \$50.00 deposit for the building use. If the Building is left clean and in good condition the person/ group using the building will receive \$25.00 of the deposit back. If the building is left unsatisfactory then morrow SWCD will keep the full deposit.**

**SIGNING THIS APPLICATION IMPLIES AGREEMENT TO ENFORCE OBSERVATION OF THESE
RULES AND OTHER RULES POSTED IN THE BUILDING.**

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Application for Use of the HOEC Building

Name of Group/Individual _____ Telephone _____

Address _____

Type of Meeting/Event _____

Reservation Date _____ Time _____ Size of Group _____

I HAVE READ AND AGREE TO ALL OF THE ABOVE ITEMS AND WILL BE RESPONSIBLE FOR THE CONDITION AND SECURITY OF THE HOEC BUILDING AND FOR RETURNING THE KEY AS INSTRUCTED.

Signature _____ Date _____