

Somerset County Park Commission

Environmental Education Center Room Rental Guidelines & Regulations

Application Guidelines

1. Upon receipt of a room rental application, staff will review room use and availability. Once the application is approved a confirmation email and invoice will be sent. Room rentals are booked on a first-come first-serve basis. The Environmental Education Center (EEC) encourages booking early and reserves the right to deny a room rental if ample time is not available to accommodate requested rental. Payments must be received within 30 days after your reservation date.
2. All applicants are required to provide a Certificate of Insurance naming the Somerset County Park Commission (SCPC) and the County of Somerset, its elected officials, agents, volunteers, and employees as additional insured for \$1,000,000 for bodily injury and \$2,000,000 for aggregate coverage. The room cannot be occupied by the applicant until the EEC receives the certificate of insurance.
3. The individual and/or organization requesting a room rental, agree(s) that while using the facilities made available by the SCPC they will not discriminate in any manner against any person by reason of race, color, gender, disability, age, sexual orientation, national origin, or religious or political affiliation.
4. The applicant and group members are subject to meet all applicable federal, state, county, and/or municipal regulations and/or ordinances. Violations of SCPC rules and regulations may result in revocation of the room rental, expulsion of the violator from SCPC property, the barring of the sponsor from conducting future events, and criminal and/or civil charges.

Facility Guidelines

1. The EEC is available every day of the week (schedule permitting) from 8am - 5pm. There is a \$25 building attendant fee per hour for opening doors prior to 8am and locking them after 5pm. The building can be occupied no later than 11 pm.
2. The EEC requests two business days' notice for cancellations.
3. Room Capabilities: (all approximate by room setup style)

	Classroom	Theater	U-Shape
Auditorium	56	120	56
Exhibit Hall	30	60	30
Pond View Room	16	35	20
STEM Lab	36	50	30
Tree House	30	35	24

4. All aspects of the event must be contained in the designated room, including, but not limited to, registration and catering.
5. The SCPC will provide tables and chairs. AV equipment, extension cords, and coffee urns may be requested. Additional fees may apply.
6. The SCPC may not be named or implied as co-sponsor of any permitted event, without prior written approval.



Fire Regulations

- Smoking is not permitted anywhere in the building or on the grounds.
- Parking is available in the EEC lot. For overflow, parking is permitted on the left side of the driveway in front of the building. Parking on the right side of the driveway is illegal and blocks the fire lane.
- No candles or oil lamps may be lit.
- All fire exits must have a clear path.
- Chair set-up in auditorium and/or exhibit hall must provide a 4-foot aisle.
- Front Entrance/Exit lobby door must be kept clear of people and tables.
- Stairway must be kept clear at all times.

General Regulations

- No alcoholic beverages are permitted in the building or on the grounds.
- Only room use confirmed by the EEC in advance may be utilized. Last minute room requests cannot be accommodated. Use of additional room(s) without EEC approval may result in forfeiture of future reservations.
- All publicity must properly credit the SCPC Environmental Education Center and copies of all press releases, clippings, brochures, posters, and invitations must be provided to the EEC. Press releases and publicity inviting the public to the EEC must be approved in advance.
- Amusement rides/games are not allowed at the EEC.
- Commercial filming on park properties requires a permit. Additional fees may apply.

Vending/Concession Regulations

- No vendor/concession/gambling will be permitted at the EEC unless a written permit has been granted.
- Persons selling food will be required to contact Bernards Township Health Department in regard to obtaining a food handling permit.
- The permitted shall be subject to the Rules and Regulations of the SCPC, to all regulations, ordinances and laws of all other City, State and Federal Departments insofar as they may apply. In particular, the SCPC Rules and Regulations that apply:
 - Admission fees may not be charged within the park. "Suggested" donations may be accepted.
 - Events that have a primary purpose of selling merchandise items or services are not allowed within the park.
 - All concessions associated with the event must have a direct relationship with the event itself and are subject to SCPC approval.
 - Recycling and compost bins are available for use.



For your consideration

*The Environmental Education Center
strives to be green and we need your help!*

When arranging for, or purchasing food for your event, please keep the following guidelines in mind. If you are using a caterer for your event, please pass these guidelines on to them.

- We encourage the use of compostable plates, cups, and utensils. Polypropylene containers and single use plastic bags are not permitted as per state regulations.
- Glass water pitchers are available for use upon request. If you wish to purchase water for your event, we encourage you to purchase gallon jugs instead of single-use plastic bottles. We strongly urge you to encourage group members to bring refillable water bottles, which can be refilled at our water bottle filling station which provides filtered water.

**Thank you for your support
in achieving this very important goal.**

Environmental Education Center
190 Lord Stirling Rd, Basking Ridge, NJ 07920
(908) 722-1200 ext.5332
kbender@scparks.org
www.somersetcountyparks.org

