

# STANTON W. MEAD EDUCATION AND VISITOR CENTER BUILDING USE POLICY

**New Policy Effective March 1, 2013**

Before Requesting a Date: Check the “Center Calendar” at: [www.meadwildlife.org](http://www.meadwildlife.org) for Availability

**The Stanton W. Mead Education and Visitor Center** is a state-owned building which may be used by a variety of groups & organizations for many different purposes. This policy sets the general conditions by which the building may be used.

## **General Policy:**

First priority for use of the building will be given to the Wisconsin Department of Natural Resources (WDNR) and the Friends of the Mead/McMillan Association, Inc. (FMMA).

After the needs of the WDNR and FMMA are met, consideration will be given to other groups or organizations having goals and purposes related to natural resources that are compatible with the missions of the WDNR and FMMA. The building may be used for meetings, training, education programs and other similar activities deemed appropriate by the WDNR and the FMMA Building Policy & Use (BPU) Committee.

The building can not be used for political or religious purposes, for the purpose of generating income for a private party or business (i.e. commercial purposes), or for private celebrations such as weddings, anniversaries, class reunions, etc. Use of the building may be denied at the discretion of the WDNR and FMMA’s BPU Committee.

Priority will be given to groups wishing to use the building during normal business hours (i.e. weekdays, 8 a.m. to 4:30 p.m.) and during the less busy times of the year (i.e. winter & summer). Groups wishing to use the building after normal business hours, on weekends or at busy times of the year, may be denied occupancy based solely on the availability of staff to open, close, and monitor the use of the building.

## **Recommended Donation:**

- Use of Education Room: \$75/day or part of day
- Use of Kitchen: \$50/day or part of day
- Use of Library: \$25/day or part of day

All donations are to be paid to: **Friends of the Mead/McMillan Assoc., Inc.**,

**Please Note:** No janitor is employed on this site; these funds are used for the cleaning costs to maintain the public use areas of the Stanton W. Mead Education and Visitor Center.

***Thank you.***

**Mail:** Friends of the Mead/McMillan Assoc. Inc., S 2148 County Hwy S, Milladore, WI 54454

**Phone:** Pam Resech, 715-457-6771 ext. 2 **Email:** [pamela.resech@wisconsin.gov](mailto:pamela.resech@wisconsin.gov)

Revised January 12, 2015

## **Obligations of Users:**

Users must take reasonable precautions to ensure the building is kept clean and undamaged. Users are responsible for any damages done during the use of the building and will be billed for these damages or unusual cleaning costs. Users will be responsible for setting up tables and chairs based on their needs. Users are responsible for taking down tables and chairs unless otherwise directed by the Mead Staff. Tables and chairs must be stacked and stored in the correct areas like the provided photos show.

The use of tobacco is not allowed in the building. The use of alcohol may be approved on a case by case basis. Serving of food and beverages is allowed but must be approved prior to use of the building.

## **Mead Wildlife Area Building Guidelines:**

1. Complete all cleaning and closing items as listed on checklist. The building must be left in the same condition in which it was found.
2. Driving and unloading on the main entrance sidewalk pavers is prohibited. Parking is allowed in the main parking lot, bike trail parking lot, and tent pad area east of the Center. IN case of an event overflow, parking is allowed by the old office area and across Highway S in a designated field.
3. Animals are NOT allowed inside building without permission (with the exception of seeing-eye dogs). State Leash Laws apply on the grounds from April 15 through July 31.
4. No items or decorations may be attached to walls, ceilings, windows or any building surfaces in any manner that will leave a mark or damage the surface. This includes the use of tape, tacks, or forms of adhesives.
5. Interior classroom furniture (Colored chairs, brown tables, marked white tables, and benches) may not be removed from the building. Exterior white tables and black chairs for outdoor use **ONLY!** These will scratch the wood flooring in the classroom if brought inside.
6. All activities must be in compliance with DNR codes. Smoking and the use of tobacco products is prohibited in a state facility.
7. AV equipment (projector, DVD player, & Surround Sound) is available upon request. The Mead Center has wireless internet available upon request.
8. Coffee pots (12, 30, 100 cups) are available for use, users provide own coffee.
9. Place all **Recyclable Items** in correctly marked bins: aluminum, plastic, glass, & tin and **clean** paper.
10. Consolidate trash into as few trash liners as possible from the classroom, kitchen, and public bathrooms. Then place them into the green Garbage Can outside of kitchen door.
11. Users may only occupy portions of the building that they have reserved (i.e. classroom, kitchen or library). Access to the DNR office is strictly prohibited.
12. If you have been issued keys for access, place them on top of refrigerator in the kitchen before leaving or return them to the Mead DNR office during business hours.

**STANTON W. MEAD EDUCATION AND VISITOR CENTER  
BUILDING USE AGREEMENT FOR  
ORGANIZATIONS AND CLUBS**

This agreement is in accordance with the Building Use Policy (attached) for the Stanton W. Mead Education and Visitor Center

Before Requesting a Date: Check the "Center Calendar" at: [www.meadwildlife.org](http://www.meadwildlife.org) for Availability

**Organization/Club Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**\*\*\*Chairperson for DNR meeting:** \_\_\_\_\_

**Contact's Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Desired Date(s) of use:** \_\_\_\_\_ **# of Attendees:** \_\_\_\_\_

**Time(s):**    **Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_

Desired Facility Use Area:	<u>Unit Donation</u>	Request
___ Classroom (Max. 100 people)	\$75.00	\$ _____
___ Kitchen	\$50.00	\$ _____
___ Library (Max. 15 people)	\$25.00	\$ _____
<b>TOTAL DUE</b>	<b>(Enclosed)</b>	<b>\$ _____</b>

(Make check payable to: **(Friends of the Mead/McMillan Association, Inc.)**)

**Mail:** Friends of the Mead/McMillan Assoc. Inc., S 2148 County Hwy S, Milladore, WI 54454

**Phone:** Pam Resech, 715-457-6771 ext. 2 **Email:** [pamela.resech@wisconsin.gov](mailto:pamela.resech@wisconsin.gov)

I have read and agree to the attached Building Use Policy. Contact person or DNR chairperson is responsible for completing cleaning and closing checklist. (See Attachment)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payment Received: \$** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Denied by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# STANTON W. MEAD EDUCATION AND VISITOR CENTER

## Cleaning and Closing Checklist

Main Contact Person: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Cleaning Procedures: There is a tote with the approved cleaning supplies and rags. Remember less is more. Please hang any used rags or towels over the sinks to dry. Leave the building in the same condition that you found it. See provided photos for proper table and chair storage. Your assistance & cooperation in cleaning up after your use helps us to maintain a low usage fee. There are 20 tables and 75 chairs.

### Classroom:

- \_\_\_ Wipe off all tables & chairs with soapy rag
- \_\_\_ Return tables to original storage location. See photos provided. (Unless otherwise directed by Mead Staff)
- \_\_\_ Clean counter tops
- \_\_\_ Clean floor with broom or dry mop found in janitor closet in kitchen.
- \_\_\_ Wet-mop floor or spot clean (small amount of pine cleaner to water)
- \_\_\_ Remove all tape, signs, & food items from the building.
- \_\_\_ Use erasers to remove marker then wipe board with Expo cleaner in labeled drawer.

### Library:

Not used: \_\_\_\_\_

- \_\_\_ Wipe off table with soapy rag
- \_\_\_ Clean coffee pot & rinse out sinks
- \_\_\_ Empty garbage

### Public Bathrooms:

- \_\_\_ Check men's & women's restrooms
- \_\_\_ Flush toilets
- \_\_\_ Pick up litter
- \_\_\_ Wipe mirrors and counters
- \_\_\_ Wipe down water fountains

### Kitchen:

Not used: \_\_\_\_\_

- \_\_\_ Remove all items from the refrigerator and make sure door is closed.
- \_\_\_ Wash any dishes used
- \_\_\_ Wipe off stove if used
- \_\_\_ Wipe out microwave if used
- \_\_\_ Wipe out oven if used
- \_\_\_ Check to make sure oven is shut off.

### Closing Procedures:

- \_\_\_ Consolidate trash into as few trash liners as possible from the classroom, kitchen, and public bathrooms
- \_\_\_ Put trash in green garbage can outside of kitchen door.
- \_\_\_ Put new trash bags in garbage cans. Extra bags can be found in the labeled drawer in kitchen
- \_\_\_ Break down all cardboard boxes before putting them between the building and green Garbage can.
- \_\_\_ Pick up all trash & litter from outside and put in outside garbage cans.
- \_\_\_ Verify that all doors are securely locked.
- \_\_\_ Confirm that all windows are shut & locked.
- \_\_\_ Turn off all lights. (During un-staffed hours or evenings)
- \_\_\_ Complete this checklist & leave on clipboard.
- \_\_\_ Leave keys on top of refrigerator or return to Mead DNR office during business hours.
- \_\_\_ Lock entrance and exit gates. (During un-staffed hours or evenings)

Comments: