



**GENERAL INFORMATION
FOR INTERPRETIVE CENTER USE**
GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
 153 CEDAR STREET, BATAVIA, NY 14020
 Phone (585) 344-8508 – Administration/Reservations/Parks Supervisor
 Fax (585) 343-9303
 Phone (585) 344-1122 – Interpretive Nature Center/Environmental Educator
 Website: www.geneseeny.gov

Timothy Hens, PE
 Commissioner
 Paul Osborn
 Deputy Commissioner
 Claudia Nusstein
 Conservation Education
 Program Coordinator

Park Hours of Operation: October – April (9:00am-5:00pm), May – September (9:00am-9:00pm)

- The building is **not** available during winter holidays which include: Columbus Day, Veterans Day, Thanksgiving, Christmas, New Years Day, Dr. Martin Luther King Jr. Birthday, President’s Day.
- All “Rules and Regulations” for Genesee County Parks and Recreation Areas must be followed at all times.

Emergencies

- In case of an emergency a phone is available in the Office and in the Lab Room (Kitchenette) TO DIAL 9-1-1. A fire extinguisher is located on each floor of the building. One in the main display room on the wall to the left of the main doors and the other is located on the wall next to the Lab room interior door.

Interpretive Nature Center Highlights

- The Interpretive Nature Center is located within the beautiful scenery of the Genesee County Park and Forest. This post and beam structure sets on the western part of the park overlooking a meadow and a 4-acre wetland. Visitors often view deer, rabbits, turkeys, and other wildlife from the elevated rear porch. The building is home to the Park’s environmental education programs as well as many other public functions. Along with the meeting spaces the building includes public restrooms, interactive environmental displays, a lab room with countertops and refrigerator, and a small display room. The building is completely handicap accessible and child friendly. Adjacent to the Center is an outdoor composting display, ACORNS Outdoor Learning Center, and a large lawn area for people to enjoy the outdoors on picnic tables. There is plenty of parking available for up to 150 cars.
- The Interpretive Nature Center allows business meetings, training sessions, environmental programs, conferences, seminars, and special events. It is not open to weddings or receptions. Caterers are allowed but must have health department approval. All Park “Rules and Regulations” and “Facility Use Requirements” must be followed at all times. Courtesy must be given to all users. Access to the basement during non-public hours is required through the exterior rear doors by using the handicap accessible concrete walkway.
- The building is open to the general public year round Thursday - Saturday 10:00 am – 4:00 pm and on Sunday 12:00 – 4:00pm. The building is not available during winter holidays which include: Columbus Day, Veterans Day, Thanksgiving, Christmas, New Years Day, Dr. Martin Luther King Jr. Birthday, Presidents. Hours are subject to change as needed.
- Alcohol is not permitted in the facility at any time. Clean-up must begin ½ hour before the park closes, unless arrangements have been made prior to the scheduled activity.

Interpretive Nature Center Rental Fees

The **ENTIRE** building can be rented for \$300.00 depending upon scheduled activities and proposed events.

Location	Amenities Available	Size	# People	\$	Dates Available
Discovery Zone	Carpeted, projection screen, whiteboard, seating for 8 at table, perimeter seating for 10. Located on 1 st floor.	552 Sq ft	8-20	\$50.00	Jan1 – Dec 31
Activity Room	Folding tables and chairs for 40 people, vinyl floor, perimeter seating for 15, and whiteboard projection wall. Classroom style seating for 50. Located in the lower level.	1100 Sq ft	40-50	\$150.00	Jan1 – Dec 31
Classroom	Concrete floor, projection screen, whiteboard, classroom style seating for 25. Located in the lower level.	540 Sq ft	25-30		

FACILITY USE GUIDELINES AND REQUIREMENTS

The use of all recreational and parks facilities shall be subject to the approval and rules of the Genesee County Park Law administered by the Genesee County Supervisor of Parks and Recreation or his/her designee.

1. Organizations and Individuals wishing to use Genesee County facilities shall first apply to the Supervisor of Parks and Recreation on the prescribed form. The Supervisor of Parks and Recreation or his/her designee has final authority on approval.
2. In the event of inclement weather, the Supervisor of Parks and Recreation or his designee has the final authority on whether facilities are usable.
3. **Intoxicants shall not be brought onto municipal facilities at any time.**
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations and individuals using the facilities must clean up afterwards. Decorations may not be attached with tape, pins, tacks or nails. All decorations must be removed prior to departure.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision, over 21 years of age, at all times.
10. The fee for use is payable before use begins.
11. An emergency telephone is located in the Kitchenette. The emergency telephone number for police and Fire is: 911. The appropriate authority must be contacted in the event of an emergency.
12. When required, users must provide the following insurance prior to using facilities.
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT.

Commercial Users:

- A. The user hereby agrees to effectuate the naming of Genesee County as an unrestricted additional insured on the user's policy.
- B. The policy naming Genesee County as an additional insured shall:
 1. Be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer;
 2. Contain a 30-day notice of cancellation;
 3. State that the organization's coverage shall be primary coverage for the Genesee County Legislature, Parks Advisory Committee, employees and volunteers; and
 4. Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
 5. The Certificate Holder shall be identified as the Genesee County, 7 Main Street, Batavia, NY 14020.
- C. The user agrees to indemnify Genesee County for any applicable deductibles.
- D. Enclosed a copy of the endorsement providing additional insured status.
- E. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/\$2,000,000 aggregate
- F. User acknowledges that failure to obtain such insurance on behalf of Genesee County constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to Genesee County. The user is to provide Genesee County with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights help by the municipality.

Individuals:

- Required Insurance:
- **Homeowners Insurance**
Section Two- Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the Insured.



INTERPRETIVE NATURE CENTER USE APPLICATION FORM

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
Phone (585) 344-8508 – Administration/Reservations/Parks Supervisor
Fax (585) 343-9303
Phone (585) 344-1122 – Interpretive Nature Center/Environmental Educator
Website: www.geneseeny.gov

Timothy Hens, PE
Commissioner
Paul Osborn
Deputy Commissioner
Facilities, Parks, Recreation & Forestry
Claudia Nusstein
Conservation Education
Program Coordinator

TODAY'S DATE: _____ DATE(s) REQUESTED: _____ TIME _____ to _____

ROOM LOCATION REQUESTED/FEE \$: LOWER LEVEL (\$150.00) (Includes Activity Room, Kitchenette, Classroom)
 DISCOVERY ZONE (\$50.00) ENTIRE BLDG (\$300.00)

****ACCEPTABLE USES** - MEETINGS, TRAINING PROGRAMS, EDUCATIONAL PROGRAMS, CONFERENCES, SEMINARS, SPECIAL EVENTS**

INFORMATION ABOUT YOUR GROUP

MAKE CHECKS PAYABLE TO: GENESEE COUNTY TREASURER

NAME OF APPLICANT ORGANIZATION OR INDIVIDUAL: _____

TYPE OF GROUP (Non-Profit, Business, Club, etc...): _____

MAILING ADDRESS: _____

CITY, STATE _____ ZIP _____

TELEPHONE # (DAY) _____ (NIGHT) _____ (EMAIL) _____

NAME OF EVENT MANAGER (Person in Charge): _____

INFORMATION ABOUT YOUR INTENDED USE OF INTERPRETIVE CENTER

EVENT NAME: _____

PURPOSE & DESCRIPTION OF EVENT/USE: _____

EXPECTED SIZE OF AUDIENCE: _____ RESIDENTS (#): _____ NON-RESIDENTS (#): _____

HISTORY OF EVENT/USE (If any): _____

PROPOSED ACTIVITIES (Including food & beverage service) WHO? _____

LEVEL OF ASSISTANCE REQUESTED: _____
(Tables, chairs, trash receptacles)

CERTIFICATE OF INSURANCE REQUIRED FOR ORGANIZATION: YES NO

USE AUTHORIZED BY: _____ DATE _____

**NO REFUNDS. PERMIT MUST BE PRESENTED TO PARKS SUPERVISOR OR STAFF ON REQUEST
PLEASE OBSERVE ALL DEPARTMENT RULES AND REGULATIONS – SEE BOOKLET**

ANY VIOLATION OF DEPARTMENT RULES AND REGULATIONS MAY RESULT IN CANCELLATION/TERMINATION OF EVENT/USE

REMEMBER THIS IS A CARRY-IN CARRY-OUT PARK SYSTEM

HOLD HARMLESS AGREEMENT

The undersigned is over 21 years of age and has read the form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless Genesee County from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out or in connection with the actual or proposed use of Genesee County's property, facilities and/or services by _____.

Name of Organization

Date

Signature of Organization's Representative

Address

Telephone Number

1/15/19

**READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
ATTENTION: PARKS SUPERVISOR**