

**Gwynne Conservation Area
Natural Resources Interpretive Center (Cabin)
Reservation Policy and Notes**

- Reservation requests must be made at least 30 days prior to the intended use date.
- The reservation form, below, can be printed and returned to the Farm Science Review campus office with the appropriate payment (if applicable).

USE CONDITIONS

- Approved participants must notify the Farm Science Review staff, 135 SR 38 NE, London, Ohio at least 30 minutes prior to their scheduled use. Keys and the appropriate information relative to the use of the facilities will be provided at that time.
- Groups will have use of the Interpretive Center (Cabin) and the Gwynne Conservation Area per the information that was requested and approved on the registration form.
- The facilities are not available after 6 pm weekdays and on weekends without extra expenses being involved.
- Maximum group size is 45 for the Interpretive Center.

The Interpretive Center is equipped with:

- A meeting room with chairs and tables
- Restrooms
- A kitchenette with refrigerator, microwave, gas grill and coffee makers.
- Some audiovisual equipment.

If a group uses the coffee pots or cooking utensils provided, the group is responsible for cleaning, drying and returning the items to their proper places. The group must replace any items used from the refrigerator/freezer unit found in the Interpretive Center, and not belonging to the using group. The group may bring their own meals with them or have their meals catered in the facility. All trash brought in must be removed by the group. Trash bags are provided. The Interpretive Center is to be left in as good as order as the using group found it. No alcoholic beverages are permitted. There are no play areas or playground equipment available. The Interpretive Center is heated and air-conditioned. The group may adjust the thermostat but should return the thermostat to 55 degree in the winter and 80 degree in the summer settings. Propane is the energy source for the heating so that temperature changes should be relatively quick. If furniture is moved, please return to the position you found it in or place it on the carts provided. Users are responsible for any and all damages to the building, equipment and contents occurring during the user's occupation.

Violation of any of the guidelines provided will result in the forfeiture of any uses of the facility by the group.

REMEMBER!!!!

- All trash must be removed from the Interpretive Center.
- Re-adjust the thermostat.
- Turn off the lights, close and lock all doors and windows.
- Return the keys to the Farm Science Review Headquarters Building (if applicable).

GWYNNE CONSERVATION AREA and
NATURAL RESOURCES INTERPRETIVE CENTER (CABIN) RENTAL AGREEMENT
640 ARBUCKLE ROAD, LONDON, OH 43140

Organization Name: _____

Contact Name: _____ Email Address: _____

Phone Number: (____) _____ Fax Number: (____) _____

Address: _____

Date(s): ____/____/____ to ____/____/____ Times: ____ to ____
Mo Day Year Mo Day Year AM or PM AM or PM

Event Name: _____

Event Purpose/Comments/Needs: _____

Number of people in group: _____

Services Requested (Check all that apply):

- Outdoor Use Only, No Cabin (No charge)
- Natural Resources Interpretive Center (Cabin) and adjacent parking (\$25 per half day, \$50 per full day)
Seating style preference (please circle): Theater Classroom U-Shaped Herringbone Facilitating
Number of chairs requested: _____ Other seating style: _____
- AV Equipment: Projection screen (Please bring own projector) TV/VCR/DVD
- Welcome Speaker (no charge) Outdoor Gas Grill (no charge)
- Tour of conservation area and/or wildlife practices (fee may be charged)
- Wagon tour or transportation service (\$18 per hour)
- Other special programming, please specify: _____

The fee for the use of the Interpretive Center and other services must accompany this form. Please make checks payable to The Ohio State University. Cash and credit cards (MC, Visa and AM EX) are accepted. OSU groups please submit e-request for payment.

Agreement Conditions: I (We) have read the Facility Use Guidelines and accept the responsibility for this property while I (We) am (are) using it. I (We) further indemnify and save and hold harmless The Ohio State University and their officers, agents and employees, from and against any and all loss, liability, damages, cost, and expense, including but not limited to reasonable attorney's fees for injury, death, loss or damage of whatever nature to any person or property resulting from tortuous acts or omissions by the user in connection with the use of the premises. In the event that any action or proceeding is instituted against The Ohio State University by any reason of any such claim or event, the user shall resist and defend such action or proceeding at the user's sole cost and expense, or cause it to be resisted and defended by and insurer.

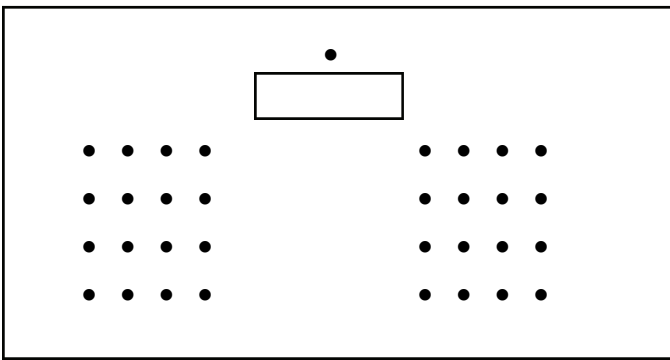
Authorized Signature Date Print Name Title

For questions about the Interpretive Center, contact the Campus Office of the Farm Science Review (614) 292-4278 or the Molly Caren Ag. Center Office (614) 247-0035.

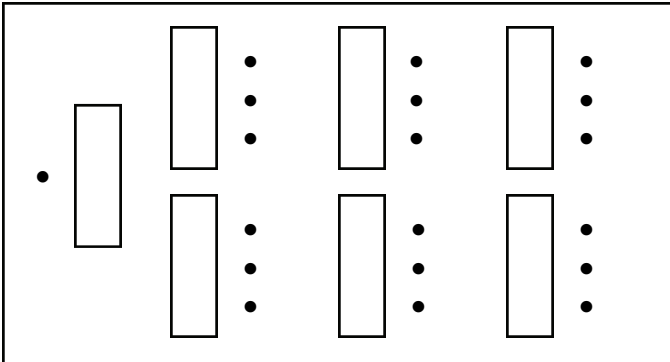
Return rental agreement to: Farm Science Review, 232 Ag Engineering Bldg, 590 Woody Hayes Drive, Columbus, OH 43210, Fax (614) 292-9448, Email: fsrinfo@osu.edu.

Office Use Only

_____ Date Rec'd	_____ MCAC Copy	_____ Payment Type	_____ Payment Date
_____ FSR Mgr Approval	_____ Calendar	_____ Payment Amt.	_____ Invoice #

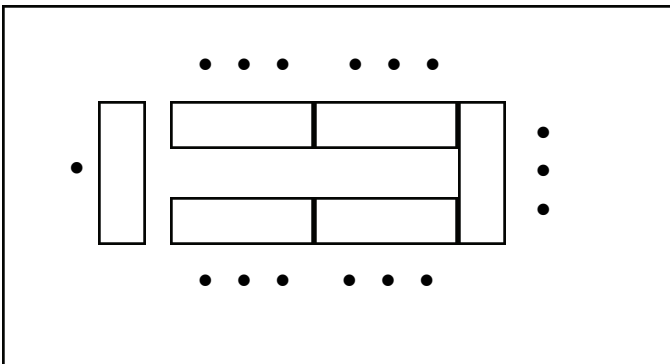


Theater or auditorium style offers the greatest number of seats in the smallest space but the lack of tables makes the interaction and writing difficult. (45 people max)



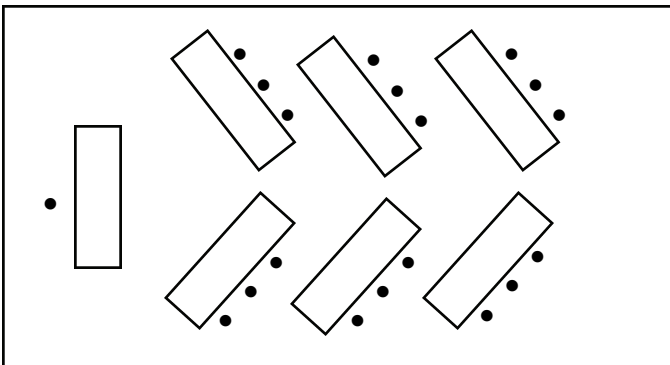
Classroom/Chevron style adds tables and decreases space. It promotes presenter-audience discussion, but inhibits group discussion. For lecture style learning and small group discussions between people at the same or different tables, angle the tables (Chevron style). (6-45 people)

This style can be oriented toward screen.



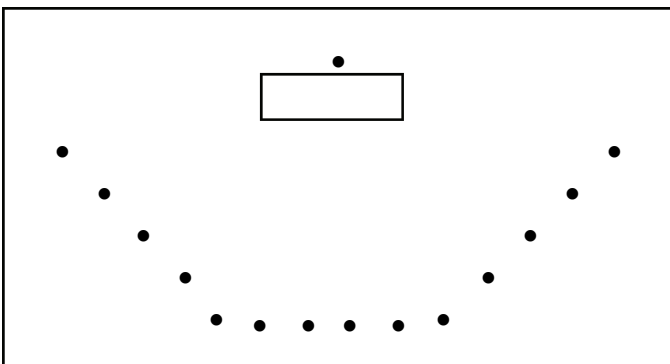
U-Shaped seating allows participants to easily see each other, which promotes group dynamics. Authority is focused in the open end of the U. (15-45 people)

This style can be oriented toward screen.



Herringbone seating is useful for small discussions. It is less formal than classroom style. (6-45 people)

This style can be oriented toward screen.



Facilitating is used for small groups where interactive discussion is shared and documented on easel or other visual. (10-45 people)