



## Reynolda Gardens Education Wing Reservation Policy

The Reynolda Gardens Education Wing can only be reserved by horticultural or environmental based groups. Please note the following policies:

- Reservation of Education Wing space cannot be reserved until a reservation form is submitted and confirmed by Education Office. You may contact the Education Office at 336.758.3485 if you would like to check on available dates and times.
  - The Education Wing is available Monday through Friday 9:00 a.m. until 4:00 p.m., March through November, but not during the summer months of June, July, and August. No Tuesday reservations. Night reservations are only available if Reynolda Gardens staff is giving the program. Staff program fee is \$50.
- Setup of room is the responsibility of the reserving party. Room should be returned to its original setup before leaving.
- Refreshments are permitted, however we ask that no alcoholic beverages be served. Any stains left from spills will be subject to a carpet-cleaning fee.
- Workshops are permitted however, materials brought in will need to be approved.
- A departure checklist will be provided. Please see that it completed before leaving.

**Failure to abide by this policy may result in a clean-up fee at minimum of \$50. Thank you!**



## Education Wing Checklist

We are glad that you have chosen to use the Education Wing. Please help us keep it clean and taken care of by going through this checklist before you leave. Thank you so much!

Group \_\_\_\_\_ Date \_\_\_\_\_

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- Vacuum is available for use if you need to clean up any mess on the floor.

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  - Collect trash and place in dumpster located in Reynolda Village.

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  - Return the room to its original setup.

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  - Turn off lights.

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  - Make sure door to outside is locked.

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