

## **Interim Fitz Wetlands Educational Resource Center Guidelines Effective Though December 31, 2006**

### **General Rules**

The following general rules shall be followed *at all times* by parties using the Fitz WERC:

1. Defacing WERC property, and littering on WERC grounds are prohibited.
2. There shall be no smoking on premises of the WERC. Alcohol shall not be permitted on the premises of the WERC.
3. If food and drink (non alcoholic) are to be served, permission must be requested from the WERC building coordinator. The requesting organization shall be responsible for any cleanup costs or damage to building incurred as a result of food or drink.
4. Chewing gum is prohibited in and around the WERC, including the outdoor classroom and greenhouse.
5. Balls and other sports equipment are not allowed on the WERC grounds unless part of approved programming.

### **General Guidelines**

1. The WERC shall be available exclusively for meetings of organizations that help fulfill the mission of the WERC, "To inspire education and research of the wetlands and watershed of the Pajaro Valley."
2. Requests for use of the WERC classroom or visitor center shall be approved by the WERC building coordinator, and be received at least fifteen working days (3 weeks) in advance. We will make every effort to accommodate your requests.
3. Cancellations must be received at least one week in advance.
4. The WERC shall not be available on such occasions or during hours as that interfere with the regular functions of the school.
5. Anyone who plans to visit other areas of the Pajaro Valley High School campus besides the WERC must sign register at the High School Administrative Office.
6. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not disturbed, and that the premises are vacated as scheduled.

7. Emergency and key phone numbers shall be posted in the WERC office and classroom.
8. First aid kits and fire extinguishers shall be readily accessible in the WERC classroom and office.

**Building Keys**

1. Building keys shall be made available to Watsonville Wetlands Watch staff and officers of the Wetlands Watch Board (President, Secretary, and Treasurer). Keys shall also be made available to Wetlands Watch Board members, City of Watsonville Resource Conservation Program staff, and designated PVUSD staff engaged in special events at the WERC, such as the Wetlands Watch Docent Training Program. Keys must be returned to the WERC office by 5:00 the day following special events.
2. Bathrooms are to remain locked at all times, with keys available at the WERC office, unless an approved program is taking place on site. Students are not to use WERC restrooms without adult consent, unless part of an approved program.
3. Other keys, such as keys to storage cabinets, shall be kept in a locked key cabinet and administered by WERC office staff or trained volunteers.

**After Hours Use of Facilities**

All Watsonville Wetlands Watch Board members, staff, and volunteers who plan to use the WERC during after-hours or on weekends must be trained on deactivating the building alarm.

Non-Watsonville Wetlands Watch affiliated parties wishing to use the WERC for evening or weekend events are required to fill out a rental agreement with the Fitz Wetlands Educational Resource Center office as well as the PVUSD Office of Facilities Assignments (294 Green Valley Road, Watsonville, CA 95076, 768-2100 x304).

Once the applicant has completed all paperwork through both Watsonville Wetlands Watch and PVUSD and submitted copies of signed paperwork to the Fitz WERC office, the requested event shall be reviewed and scheduled on the WERC calendar. We request that all paperwork be in at least 3 weeks (15 working days) prior to an event.

Applicants shall be charged a small fee for security and custodial services by the PVUSD Office of Facility Assignments.

We encourage groups to make a donation to help support our efforts and suggest the following rates:

WERC Classroom	\$50 / two hours
WERC Visitor Center	\$30 / two hours

Donation checks may be submitted at the Fitz WERC office or mailed to: Watsonville Wetlands Watch, P.O. Box 1239, Freedom, CA 95019.

For groups unable to make a donation, use of the WERC Classroom and Visitor Center will be provided free of charge and considered as an in-kind contribution.

### **Use of Facility by Community Groups and Organizations During Business Hours**

Those parties not directly associated with Watsonville Wetlands Watch who wish to use the WERC during working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) are required to fill out a building use agreement with the Fitz Wetlands Educational Resource Center office.

Once the applicant has completed all paperwork through Watsonville Wetlands Watch and copies of signed paperwork have been received at the Fitz WERC office, the requested event shall be reviewed and scheduled on the WERC calendar. We request that all paperwork be in at least 3 weeks (15 working days) prior to an event.

We encourage groups to make a donation to help support our efforts and suggest the following rates:

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For groups unable to make a donation, use of the WERC Classroom and Visitor Center will be provided free of charge and considered as an in-kind contribution.

### **Use of Facility by School Groups**

- All PVUSD school groups have equal priority for use of the WERC classroom. The WERC classroom will be available to other school groups on a first come, first served basis, provided a PVUSD school group has not signed up for the facility at least (3) weeks in advance.
- Students must be supervised at all times by trained teachers, staff, or volunteers.
- Any adult supervisor left alone with students or youth must have a valid PVUSD background check on file.

### **Use of Equipment and Resource Library**

- Books shall not be checked out of the WERC resource library. Until a formal checkout procedure is adopted, this is to be a reference library exclusively.

- The projector cannot be checked out from the WERC except by Watsonville Wetlands Watch staff.
- Equipment including GPS devices, digital cameras, optics, and water quality testing supplies shall be available to teachers only. Teachers must sign a waiver form prior to checking out equipment from the WERC. Equipment shall be checked out at the discretion of the WERC Coordinator.
- Equipment must be signed in and signed out with name, equipment ID#, phone number, and date checked out. Equipment shall be returned by 5:00 p.m. on the following business day, except with permission from WERC office staff.
- Individuals checking out equipment must complete an orientation on proper equipment usage.

### **Use of Computer Lab**

- Computers are available for use by teacher-led classes, trained community members and trained students, with permission from WERC office staff.
- Individuals using computers must complete an orientation on proper use of the computers and software.
- No personal files are to be copied onto WERC classroom computers.
- No alterations are to be made to existing files on the WERC classroom computers, except as part of a class assignment or research project. Blank CDs shall be made available for saving files.