

Group Rules & Responsibilities

It is the policy of Northern Great Lakes Visitor's Center to allow for temporary use of specified rooms within the facility under the following terms and conditions:

- 1) A designated Group Representative will be responsible for the conduct and control of participants of the meeting or event. The Group Representative must be present from the time the room is available for the event until all participants have left.
- 2) The Group Representatives must agree to understand this group-use policy and communicate this to the group. The Representative must complete a check-out list and check-out with NGLVC staff prior to departure to ensure rooms, equipment and supplies, and tables are left clean, in the original condition, and in original locations. (Supplies for wiping down the tabletops will be provided). If excess trash is generated, groups may be requested to assist with removal to our dumpsters onsite. No use of nails, tacks, screws, tape, or any other fastening device on the walls, or floors.
- 3) All group participants must conduct themselves in a courteous and respectful manner and must comply with all applicable federal, state, and local statutes, regulations, and ordinances. Participants and events must not interfere with or disrupt day-to-day public use of the facilities or grounds.
- 4) NGLVC staff reserve the right to terminate an event at any point if the event or participants disrupts daily operations, violates NGLVC policy or best interests of center, or creates any health or safety risk.
- 5) NGLVC reserves the right to limit an individual or organization's use of facility where prior history or conduct at NGLVC, or another location, caused or is reasonably likely to cause a disturbance, damage to property, or harm to others.
- 6) The NGLVC shall not provide or be responsible for security for events, exhibits or articles brought to the facility or grounds. The NGLVC is not responsible for lost or stolen property.
- 7) No sales are allowed by groups. Exceptions may be granted for mission related programs and may require Special Use Permits through Chequamegon-Nicolet National Forest (more information available).
- 8) Any use of NGLVC logo must approved by the NGLVC and follow our guidelines.
- 9) Being under the influence of or possessing alcohol is prohibited within the NGLVC building and grounds. Use of tobacco or electronic cigarettes is prohibited within NGLVC facilities; exceptions may occur for ceremonial purposes with prior approval. No firearms or other dangerous weapons are permitted in NGLVC facilities or grounds. No open flame devices will be permitted (exceptions will occur for ceremonial purposes).