



DAVID R. OBEY NORTHERN GREAT LAKES VISITOR CENTER GROUP USE POLICY

The David R. Obey Northern Great Lakes Visitor Center (Center or NGLVC) offers rooms available for use at no-charge during normal weekday operating hours (Tuesday through Friday) to the following organizations or groups:

- County, state, federal, tribal or local governments.
- Educational institutions, including any technical, trade or vocational schools.
- Non-profit Organizations-501(c)(3)s.
- Organizations whose proposed use of the facility is consistent with the Center mission at the discretion of the Center Director.

Ineligible events, organizations include:

- Private events (e.g., birthdays, weddings, funerals, baby/wedding showers,).
- Commercially sponsored events or activities. Programs with intent to sell, promote, or give away products or services. Exceptions may be made by Center Director for events sponsored by affiliated or partner organizations when not intended for purposes of profit but for education and may require a special use permit.
- Religious groups seeking to rent space to perform religious services or ceremonies.
- Other events the Center Board feels could interrupt the operations of the Center.
- Political groups, meetings of a political or sectarian character, campaigning, fundraising, or protesting within the facility, etc.

Reservations

To request a room, please check our [Calendar Page](#) for availability first, then use the ***Suggest an Event*** button. Reservations are neither guaranteed nor confirmed until you receive a call or email from our staff. Please ensure all information is provided along with the name and contact of the group representative. The group representative must review and be responsible for understanding this room use policy. For questions, please email rooms@nglvc.org or call 715-685-2660.

Hours of Operations

Meetings/events must be conducted during normal weekday operating hours (9:00 am to 5:00 pm Tuesday through Friday). Setup, cleanup, and breakdown must be done within the agreed upon reservation time. Depending on the size and complexity of your meeting or event, plan at least 30 to 60 minutes to complete all tasks associated with setting up/breakdown and cleanup of rooms. Exceptions may be granted with prior approval from the Center Director.

Cancellations and Changes

- NGLVC may need to move a meeting or event from its reserved room to an alternative suitable room that meets the needs of the group due to unforeseen circumstances.
- NGLVC reserves the right to cancel events or meetings for unforeseen circumstances, such as a government shutdown.

Supplies and Services Available

- Coffee is available for purchase from the Friends of the Center Alliance for two dollars per person for an endless cup. Please confirm at time of the reservation if needed.
- Groups may bring food and snacks. A kitchen is available for use and includes use of the dishwasher, dishes, utensils, mugs, microwave, and oven. We encourage prepared food to be heated rather than preparing food from scratch due to time and older kitchen appliances. Groups are responsible for cleanup; cleaning supplies are available.
- Overhead projector, video conferencing, and flipcharts are available by request: indicate your needs at the time of reservation to ensure availability.
- Laptops are not provided. Photocopying or printing material is not available.

Group Rules and Responsibilities

It is the policy of the Northern Great Lakes Visitor 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 Representative must agree to understand this group-use policy and communicate this to the group. The Representative must work with NGLVC staff to ensure our checklist is completed 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, trash should be removed and left in designated hallway. 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 the Chequamegon-Nicolet National Forest. More information about special use permits is available on the Chequamegon-Nicolet National Forest website at <https://www.fs.usda.gov/r09/chequamegon-nicolet/permits/event-commercial-permits>.
- 8) Any use of NGLVC logo must approved by the Director.
- 9) Being under the influence of or possessing alcohol is prohibited within the NGLVC building and grounds. Use of tobacco, electronic cigarettes, or open flame devices 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.