

[approved by the board August 2018]

Policy for private group programs at the Los Alamos Nature Center

Purpose: The purpose of this policy is to treat groups visiting the nature center equally.

Applicability: A private group program is a pre-arranged, interpreter-led program offered to a group of people. Private group programs are not open to the public, are scheduled directly with the group attending, and use nature center resources, including the building, grounds, or expert interpreters, whether paid staff or volunteers.

Policy: In recognition of the value of the resources used for this kind of programming, PEEC charges for private group programs according to the fee schedule on the PEEC web page. The only groups not charged a fee would be those with which PEEC has a written reciprocal agreement, or school groups whose fees are covered by county or grant funding. All private group programs must be scheduled in advance through the groups@peechnature.org email, or by phoning the nature center.

In some instances, PEEC board members or other volunteers may wish to show parts of the nature center or offer services to a small group of their friends and family. In this case, if the following guidelines are met, no charge would be assessed:

- The group is small (fewer than 8 people)
- The programming takes place during the normal open hours of the nature center, unless the volunteer has a door and alarm code and is willing to take responsibility for all members of their group during the time they are in the nature center.
- The volunteer is willing to modify their offering to their group if another group is making the nature center crowded already (for example, if a large field trip is taking place in the nature center) or if the space they wish to use is reserved for another group.

These would not be considered private group programs and do not need to be scheduled, as they will be bumped if there is any conflict. If the volunteer wishes to make use of the planetarium, it should be added to the planetarium calendar as a courtesy to the other planetarium volunteers. All such uses are subject to review by the Executive Director or board, and should be limited to a reasonable number per year.