



- Rental location is listed on the confirmation. The other facilities may not be utilized at this time.
- **TNC requires that you have a mask so that you have your PPE on hand at all times.**
- **Social distancing is in effect and masks must be worn when guests cannot maintain a distance of 6 feet from each other or are not solely with family members, household partners, and/or caretakers.**
- **Masks are not required for people under the age of two, when eating or drinking, when doing high intensity aerobic/anaerobic activities, and where the presence of a mask would pose a risk to the individual's safety.**
- Campfires permitted only with staff supervision and must be reserved ahead of time.

Preparation for your visit

- Notify us in advance of any special needs or considerations for your group.
- The contact person will need to check in with the front desk when they arrive.
- **Arrive with no more than the maximum participants allowed.**
- Tenafly Nature Center practices the principles of Leave No Trace. Trash removal is your responsibility. Please bring a **bag for your garbage and take it with you when you leave.** Please do not place anything in the cans outside.
- You may decorate the rented space, however it must be left in the same condition as it is found. **No noisemakers, balloons, piñatas,** or anything that explodes.

Arrival and Departure

- **Input 313 HUDSON AVENUE TENAFLY NJ into your GPS!**
NOT Tenafly Nature Center as that may send you to the opposite side of the park (away from the entrance).
 - or Visit our Contact & Directions page (TenaflyNC.org/Contact-and-Directions) to find us.
- Rental groups should check in at the Redfield Building.
- Rentals are limited to five (5) parking spaces. Additional vehicles must park on Hudson Ave., not the cul-de-sac.
- Please pull into the **nature center parking lot to load and unload.** Our driveway is in the middle of the cul-de-sac (not the short driveway to the left).
- If the parking lot is full, participants will be asked to park on Hudson Avenue and walk into the center.
- If you arrive early you are welcome to walk on the trails before your scheduled rental.
- Rentals begin and end at the time listed on the confirmation sheet. This includes set up and cleanup. Rental time will not be altered due to lateness. **If alteration is requested an additional fee will be applied.**
- Schedule transportation accordingly, and allow time for bathroom breaks, loading and unloading.

Supervision

- Participant behavior is the responsibility of the group contact, not the staff of TNC.
- Group representatives assume full responsibility for the behavior of their guests and damages to the property.

Filming Rules and Regulations

1. No filming will be permitted unless the renter:
 - a. Provides proof of insurance coverages as follows for bodily injury for any person in the amount of five hundred thousand (\$500,000) dollars and for any aggregate occurrence in the amount of one million (\$1,000,000) dollars.

Groups are expected to:

- Have masks and wear them when not practicing social distancing.
- Notify us in advance regarding any special needs or considerations for your group.
- Arrive on time and if delayed please contact us.
- Arrive with no more than the maximum participants allowed.
- Group leaders are responsible for maintaining discipline and

- b. Agrees in writing to indemnify and save harmless the Tenafly Nature Center Association and the Borough of Tenafly from any and all liability or damages resulting from the use of such public lands.
2. The renter shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Tenafly Nature Center Association and the Tenafly Police Department with respect thereto.
3. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners attributable to such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities upon public lands and limit, to the extent possible, any interference with normal public activity on such public lands.
4. The holder of a permit shall take all reasonable steps to minimize the creation and spread of debris and rubbish during filming and shall be responsible for removing all equipment, debris and other rubbish from the filming location upon the completion of filming or the expiration of the permit, whichever comes first.
5. Filming shall be permitted Monday through Friday during Tenafly Nature Center operational and grounds hours.

Guided Programs

- **Programs are held drizzle or shine.** If outdoor conditions are unsuitable or dangerous, a suitable undercover program relating to the scheduled topic or any topic can be substituted.
- For all scheduled programs one Environmental Educator will be assigned to lead each group (max, 15 students).
- Please make sure all cell phones are set to vibrate.
- Attending group leaders and chaperones are required to stay and be a part of the group program. They will be asked to assist when necessary to provide an enjoyable experience for all involved.
- Child discipline is the responsibility of attendant adults, not the staff of TNC.
- Program Attire:
 - **All participants are required to have a mask however they only need to be worn when social distancing of 6 feet is not feasible.**
 - Programs vary seasonally and are **mostly outdoors**; we **encourage you to dress for the weather.**
 - We suggest all guests wear sturdy, closed-toed shoes or boots and rain gear when applicable (no umbrellas please).
 - Due to elevation and forest cover, TNC tends to be cooler throughout the year.
 - Please apply insect repellent at home before you arrive at the Nature Center. We suggest that you apply to clothing rather than skin. We ask that you don't spray insect repellent in our parking lot!

Picnic Area at TNC

- TNC does not supply any food or refrigeration.
- **No drink boxes**, please (clear straw wrappers can be harmful to our wildlife).
- Tenafly Nature Center practices the principles of Leave No Trace. For more information on these principles, please visit the Leave No Trace Center for Outdoor Ethics page (Int.org/learn/7-principles).
- **Lunch/snack trash removal is your responsibility. Please bring a trash bag for your garbage and take it with you when you leave.**
- TNC has the space for recyclables, and encourages the recycling of glass, metals, and plastics numbered 1-7.
- For the health of our wildlife, please do not place any food, plates, cups, etc. in the trash cans outside.

Accessibility at TNC

Many of the programs Tenafly Nature Center offers can be altered to accommodate participants with special needs. We ask that you disclose pertinent information with a minimum of two weeks' notice about any special needs (particular educational requirements resulting from learning difficulties, physical disability, or emotional and behavioral difficulties). This information enables us to make the necessary accommodations needed to meet the needs of your group.

Reschedule, Cancellation & Refund Information

- **If you must reschedule or cancel, a \$50 processing fee will be applied.**
- Cancellation Timeline Refund Amount
 - More than 30 days' notice - 100% returned
 - 11 to 30 days' notice - 50% returned
 - Less than 11 days' notice - NO REFUND

- We reserve the right to terminate your event for non-compliance with these regulations and prohibit plans that may interfere with operations, cause harm to wildlife, or other reasons at the discretion of the Executive Director.
- A **minimum charge of \$50** will be added and an invoice generated on the group's Tenafly Nature Center account in the event of damage to TNC facility space or its contents or if garbage is left behind. Tenafly Nature Center will notify the group contact by phone if an invoice is created.