

Guidelines for Students, Staff and Guests in the Melva Lind Interpretive Center

Thank you for choosing the Melva Lind Interpretive Center as your location to host. Here are a few guidelines and rules about procedures that need to be done before and after your event takes place in the Interpretive Center. Please read carefully and follow the directions.

Contact:

If you have any questions about any of these use policies or guidelines please contact the Linnaeus Arboretum Office at 507-933-6181 or arboretum@gustavus.edu

All policies were revised in March 2020

Organization:

Keeping the Interpretive Center clean and orderly is imperative. Please do your best to keep the area clean.

- Put tables and chairs back into their original placement. Rearrange any furniture that was put out of place. Keep podium up at the front.
- Turn lights off when you leave the space (located in the hallway by the restrooms)
- Raise the projector up into the ceiling (button near the office door/ behind the projector)
- Turn off the sound system and put technology cords back in the wooden box neatly.
- Leave the wooden kitchen divider down once you leave.

Cleaning:

If the event includes crafts or any other activity that leaves a mess, please clean the table tops, floors and any other areas affected.

- Sweep and/or vacuum
- Clean the table tops (rags and soap can be found in the kitchen)
- Unless provided by the Arboretum, please take extra materials after the event is complete.
- Collect all garbage and place the garbage bags out back (behind the kitchen) to the trash cans. (We want to ensure we do not attract mice.)

Ultimately, please leave the place cleaner than you found it.

Cancelations:

In the event of a cancelation, please contact arboretum@gustavus.edu or contact 507-933-6181 immediately. **Please let the Arboretum know as soon as possible if you no longer need this space.**

If you are an off campus renter, please let us know 4 weeks in advance or you may forfeit your deposit.

Technology:

Projector and sound system:

- The “up and down” button can be found on the wall closest to the office door and behind the projector.
- To turn on the projector, refer to the technology panel near the slide doors and display cases. Located on the wooden ledge are directions for your computer.

Media/Photography:

All commercial photography must be registered through the Linnaeus Arboretum.

- The link for photography registration may be found here:
<https://forms.gle/dmWK8CZdZV9GUDp36>

Non-commercial photographers may take pictures for their own personal use and not for profit are allowed to use the Arboretum.

Fireplace:

If you are renting out the space you are approved to use the fireplace. **Please be aware that the person who starts the fire is responsible for the safety and well-being of guests and property for the duration of the fire.** Please follow these guidelines:

- Be sure the damper is open by positioning the lever all the way to the right.
- Begin with a hot fire to draw smoke up. (a small, cold fire can result in a smoke-filled room!)
- Prepare before lighting: Use lots of crumpled paper, some kindling on top of that, and split logs on top.
- Once fire is burning well, close glass doors to prevent smoke rollout.
- Do not leave fire unattended.
- Leave only after fire has died down to coals. Be sure the mesh screen is closed!
- Leave damper open even after the fire dies down.

- For assistance with the fireplace, call 933-8888 for Gustavus Campus Security.

No Alcohol and drugs:

- Alcohol is not permitted unless verified by the Linnaeus Arboretum. Drugs are not permitted on the Arboretum grounds in accordance with College rules.

No smoking:

Gustavus Adolphus College is a **100% smoke-free campus**. All forms of tobacco use, including cigarettes, cigars, bidis, smokeless/spit tobacco, hookahs, blunts, pipes, e-cigarettes and snuff are prohibited. This applies to all campus grounds including parking lots, athletics facilities, event venues, classrooms and common areas.

Decorations and modifications:

If you are unsure whether your decorations are acceptable in the Linnaeus Arboretum, please contact us at 507-933-6181 or arboretum@gustavus.edu and use discretion.

- No nails or staples on the inside or outside Center walls.
- No spray paint
- All decorations must be taken down and taken away after the event

Parking:

Visitor parking can be found right outside the Interpretive Center. Please note that Red parking is for Gustavus students and Green parking is for Gustavus staff/faculty.

Holidays/Closings:

- The facility is closed on school-recognized holiday weekends including Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's.

If the Interpretive Center is found in disarray and directions were not followed, student organizations and outside renters could be subject to fines.