

## **Guidelines for Students/Staff /Guests in the Melva Lind Interpretive Center**

Thank you for choosing the Melva Lind Interpretive Center to host your gathering. Here are a few guidelines and rules regarding procedures that may be helpful. **Please read carefully and thank you for following all directives.**

### **Cleaning:**

- Sweep/Swiffer mop, if necessary (see kitchen).
- Clean the tabletops (cloths & cleaner can be found in the kitchen).
- Unless provided by the Arboretum, please take extra materials/food with you after the event is complete. **Please remember to check the fridge for any food items you may have brought (including ketchup, mustard, etc.).**
- Full trash bags should be brought to the curbies behind the kitchenette and liners replaced.

*Best practice, please leave the place cleaner than you found it.*

### **Decorations and modifications:**

- Please do not use nails, staples, spray paint, or **3M Command Hooks on the ceiling or ANY drywall area**. Please be respectful of the facilities and wildlife, we do not promote glitter or confetti in the Interpretive Center or on the grounds.
- All decorations must be taken down and removed after the event.

If you are unsure whether your decorations are acceptable in Interpretive Center, please contact us at 507-933-6181 or arboretum@gustavus.edu and **always use discretion.**

### **Organization:**

- Put tables and chairs back into their original placement. Rearrange any furniture that was put out of place. Keep podium up at the front.
- If used, please pull down the wood kitchen divider upon departure.
- Turn lights off when you leave the space (located in the hallway by the restrooms).

**Projector and sound system:**

- The “up and down” toggle button for the screen can be found on the east wall and (ultimately) behind the screen.
- To turn on the projector, refer to the technology panel below the display case (to the far right of the fireplace). Directions for your laptop are located on the wood ledge.
- When finished, please raise the screen up toward the ceiling.
- When finished, please turn off the sound system and neatly place technology cords back in the wood box.

**No alcohol and drugs:**

Alcohol is not permitted unless verified by the Gustavus 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.

**If you have any questions about any of these policies or guidelines, please contact the Gustavus Arboretum Office at 507-933-6181 or [arboretum@gustavus.edu](mailto:arboretum@gustavus.edu).**

*\*If the Interpretive Center is found in disarray and directions were not followed, student organizations/guests could be subject to fines and/or banned from future use.*

*Revised August 2024*