

Ijams Nature Center

Permit Program Provider Policy



Ijams Nature Center has experienced a growing demand for the use of the nature center property by a variety of commercial and non-profit entities, including health/fitness providers, dog trainers, yoga instructors, and other outdoor professional service providers. In order to effectively manage the commercial and non-profit use of the trails, parking lots, and facilities, Ijams Nature Center has established the following policy. This policy applies to events, sessions, workshops, etc. that are led by instructors other than Ijams Nature Center staff, volunteers and/or vendors, and take place on any Ijams Nature Center property. The goal of the Permit Program is to promote successful partnerships between Ijams Nature Center and local providers, while ensuring the safety of participants and the overall experience of Ijams Nature Center visitors.

Any provider that has been identified as not following the described process below will be requested to cease the program until all required documentation is secured and approved.

Step 1: Obtain approval to proceed with Permit Program

- Complete and submit the Permit Program Provider Proposal Form to Carolyn Corley at ccorley@ijams.org. The Permit Program Proposal form can be located in the Permit Programs section on the Ijams website under Programs.
- Ijams Nature Center must approve the program description, location request, program times, participant fees, etc. before proceeding to step #2.

Step 2: Obtain an Permit Program Provider Permit

- Submit annual application and non-refundable program fees, based on the following fee schedule:

If the number of program participants is less than 25 people, the following fees apply:

1. Single day use: \$25 per session
2. Repeated programs (up to 6 sessions): \$15 per session
3. Annual program (over 6 sessions): \$100 per year

If the number of program participants is between 25-50 people, the following fees apply:

1. Single day use: \$40 per session
2. Repeated programs (up to 6 sessions): \$25 per session
3. Annual program (over 6 sessions): \$160 per year

Note: Programs with over 50 participants are considered events and will be required to rent space per our Rentals Coordinator.

- Permits valid per fiscal year (January 1-December 31)
- Submit a copy of liability waiver (if any) to be used for program.

- Submit approved and signed monthly proposal/plan with days, times, locations, and prices for upcoming calendar year.
 - ✓ Ijams Nature Center staff will inform provider of potential conflicts based on other events scheduled at time of submission. Additional Ijams Nature Center events will be posted on the Ijams Nature Center website calendar (<http://ijams.org/events/calendar-view/>) and it will be the responsibility of the provider to make themselves aware of such events independently.

Approved provider shall:

1. Receive documentation stating they are approved as a Permit Program Provider with Ijams Nature Center.
2. Program providers will develop all of the necessary publicity and marketing for their event, as well as participant registration. Any printed material that utilizes the Ijams Nature Center logo must be approved prior to distribution.
3. Agree to have all participants sign and complete liability waiver (if applicable) prior to starting activity.
4. Provide information for the Ijams Nature Center "Permit Programs" webpage. Information posted may include name, company, phone, email, website, prices and/or approved day/time/locations.
5. Understand and adhere to Ijams Nature Center rules and not interfere with normal flow of Ijams Nature Center business.
6. Update the Ijams Education Director about any programmatic updates or changes in a timely fashion.
7. Submit proposal forms for any additional programs that become planned that may be in addition to the original request.
8. Ijams will issue a Permit Program Pass, which should be kept available during the scheduled program at Ijams Nature Center. This pass will serve as visual proof to Ijams staff and volunteers that the program has been approved for Ijams Nature Center.
9. Check the Ijams Nature Center public program calendar (<http://ijams.org/events/calendar-view/>) monthly to be made aware of any conflicts that could interfere with scheduled programs. The provider shall also understand that any Ijams Nature Center events that may be scheduled simultaneously to scheduled Permit Programs will take precedence, which may require the Permit Program to be moved and/or adapted to another location.

Ijams Nature Center shall provide:

1. Permit Program listing on the Ijams Nature Center webpage
2. Permit Programs rules and policies
3. Permit Program Pass