Maywood’s Reservation Policy
Effective: August 1, 2008

As of August 1, 2008, EKU’s Division of Natural Areas will follow the policy below for scheduling Maywoods Environmental and Educational Laboratory reservations. Maywoods was developed to serve the faculty, staff and student body of EKU and the surrounding community as a place for educational programs, research and environmental related conferences or retreats. Since use at Maywoods has increased, this policy was developed to better serve the EKU faculty and staff, as well as community environmental and educational groups. All scheduled activities and requests for reservations must be approved through the Division of Natural Areas. Reservation requests may be submitted weeks or months ahead, but will be addressed according to the priority scheduling policy.

Priority scheduling will be given to all University classes and University research programs during the first full week of classes, for fall, spring and summer sessions of each school year. At the end of the one week period, reservations will open to all University and community educational groups on a first come, first serve basis with environmental/educational programs receiving priority. Groups will still be required to submit the Maywoods Reservation Form when requesting a reservation. The form will include a section for 1st, 2nd, and 3rd choice of reservation dates. The Division of Natural Areas will maintain a schedule that best accommodates the requests of all reserving groups. The Division of Natural Areas reserves the right to refuse a group’s request.

Also, as of August 1, 2008; Maywoods’ lodge will be available for Saturday night to Sunday noon stays upon request. This request will fall under the above priority scheduling policy as well.

The following general rules for Maywoods will continue to be observed into 2008 and beyond.

1. Programs conducted at Maywoods should not exceed one week in length. Exceptions to this rule will be addressed upon request.
2. All groups are responsible for damages incurred and the person in charge will be billed accordingly. These responsibilities will be explicitly stated to the users.
3. All groups will be expected to adhere to the rules and regulations of Eastern Kentucky University.
4. Group leaders or sponsors of individuals must be 21 years of age or older.

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