



Maywood's Updated Reservation Policy Effective: September 1, 2015

As of September 1, 2015, ECU'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 ECU and the surrounding communities 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 ECU 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. To reserve a date(s), groups will be required to contact the Division of Natural Areas about the availability of the facilities, then contact ECU Conferencing and Events to reserve the date(s). All reservation paperwork will go through Conferencing and Event. 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.

