

Important changes to Mallard Lodge Guest Use/Rental Policies

This is to inform you of significant changes – effective October 1, 2014 - regarding future use of the Mallard Lodge facility by visiting groups. Due to increased operational costs, along with budget cuts and other state and federal compliance issues, the following adjustments to use policies will be put in place:

- The Lodge will be closed to group use for winter (from Thanksgiving through the end of February).
- During the rest of the year, use will be limited to meetings, workshops, trainings, or conferences for agencies/organizations of a governmental, conservation, natural resource or educational orientation. Use by other group types or for private parties, reunions or other peripheral uses will not be allowed.
- Payment of \$100 for damage deposit will be required for all groups as a pre-requisite for reservation (with return of the damage deposit fee contingent on leaving the Lodge in satisfactory condition).
- Qualifying groups using the Lodge for non-aquatic education functions are restricted to weekdays at a new rental rate of \$175 for each full day (>4 hours) and \$100 for each half-day (≤4 hours) of use.
- Groups using the Lodge for approved aquatic education programs may reserve either weekend or weekday timeframes, but must also (for the first time) pay a use fee (at a rate of \$50 per day + an additional \$50 per night), with approval contingent on meeting the following requirements:
 - group leader participation in a qualifying ARE facilities use workshop (for new group leaders) or the on-line re-orientation training and assessment (for previously-trained group leaders)
 - submission of an agenda planner form and schedule of activities clarifying an aquatic education focus
 - return of facilities use agreement, rental fee and damage deposit check at least 2 weeks prior to visit
 - return of all forms, and adherence to all check-out policies, as spelled out in the Lodge use agreement
- Groups failing to comply with use agreement guidelines and/or who do not exhibit proper care, clean-up and treatment of the Lodge facilities (and/or associated ARE field/equipment amenities) will forfeit their damage deposit and risk loss of privileges for future use of the Lodge facilities.

What do these changes mean to you and your group?

- If you belong to a group that has used the Lodge before but does not meet the new requirements for an agency/organization of a governmental, conservation, natural resource or educational orientation, then, we are sorry, but you will need to find alternative facilities for your group's gathering.
- If you belong to a qualifying group that has used (or wishes to use) the Lodge for non-aquatic education focused meetings, workshops, trainings or conferences, you will now be restricted to weekday use during the open (non-winter) seasons, and are asked to pay the increased use fees described above.
- If you belong to an approved aquatic-education user group that has used the Lodge at no cost in the past, then you are now required to pay the modest use fees described above.
- Groups that had already reserved future Lodge use dates prior to initiation of these new policies will be honored according to the previous Lodge use agreement arrangements.

Please direct any questions or concerns you may have about these changes to: Gary Kreamer, gary.kreamer@state.de.us, 302-735-8665 or Pearl Franklin, pearlie.franklin@state.de.us, 302-735-8689.