

Indoor and Outdoor Space Use @ Schiff Nature Preserve

Frequently Asked Questions & Rules

- Can anyone rent indoor or outdoor space at Schiff? Indoor or outdoor space rental is a privilege of membership to Schiff Nature Preserve. The applicant's Schiff membership must be in good standing. Membership to Schiff Nature Preserve is valid for 12 months from membership date. Indoor and Outdoor space rental fees vary depending on the space requested.
- How many guests can you accommodate? The capacity of each location varies. Intended or expected numbers of guests are not to exceed the amount set by the Fire Marshal.
Wood Badge Lodge- Indoor capacity is 135. Outdoor capacity is approximately 60, depending on seated spacing between parties.
Nature Center- Indoor capacity is 76.
Lean To- Outdoor capacity is approximately 50.
Amphitheatre- Outdoor capacity is approximately 80 - 100 depending on seated spacing between parties.
- Is there potable water available at the indoor and outdoor rental spaces? There is potable water at the Nature Center. No other locations have potable water available.
- Is alcohol consumption permitted during an indoor and outdoor rental space? Alcoholic beverages are not permitted without prior approval. Alcohol is to be consumed only in areas designated on the permit and only for the times of the permit.
- Is smoking permitted? Smoking is prohibited anywhere and everywhere on the preserve.
- Is there electricity at each location? The only locations with power are Wood Badge Lodge and the Nature Center.
- Where are the bathrooms? The Nature Center has one (two stall) unisex bathroom on the first floor. The Amphitheatre has a porta john during the summer months. Wood Badge Lodge has a primitive latrine nearby. There are supplies typically present, but it is recommended that applicants bring toilet paper and any other desired supplies. The Lean- To area has no bathroom facilities.
- How far are the sites from the Nature Center parking lot? The Lean- To area is approximately a ½ mile from the parking lot of our Nature Center. The Amphitheatre is approximately ¼ of a mile from the Nature Center, and Wood Badge Lodge is approximately 1 mile from the Nature Center.
- How do we get supplies up to the location? You may drive and park one vehicle through the preserve to Wood Badge Lodge, Lean- To area or the Amphitheatre. Park off the trail, please. All other vehicles are to remain at the Nature Center. Please do not drive or park other vehicles on other routes or surrounding roads.
- Are there picnic tables or seating at the locations? Wood Badge Lodge has 5-6 tables outside with a seating capacity of 30-36. Additional lawn chairs are available if needed. Lean- To area has one picnic table with seating capacity of 6. The Amphitheatre has ample spectator bench seating for upwards of 80 people. The Nature Center has (30) lawn furniture style chairs and 4 (8ft) tables that can be made available upon request. All other amenities, audio-visual equipment, food service provisions, and additional furniture etc. will be the sole responsibility of the applicant.
- May we use the kitchen of the Nature Center? Yes, the kitchen affords you counter space, access to potable water, a sink, refrigerator, microwave, but no stove. The dishwasher is portable/plug in style. No food may be left in the refrigerator or anywhere on premises following the event. The kitchen must be left clean.
- What preparations does Schiff provide for each space? Schiff will inspect each indoor space prior to the event date to ensure that indoor spaces are broom clean, requested tables and chairs are present,

bathrooms are clean, and paper supplies are present. Schiff will inspect each outdoor space prior to the event date to ensure that outdoor spaces are freshly leaf blown, requested tables and chairs are present, fire pits are in working condition, latrine is clean with paper supplies stocked.

- **May we decorate for the event?** No alterations are permitted in any part of Schiff's indoor or outdoor spaces. Nothing shall be attached using tacks/nails or tape to the ceilings, walls, doors, floor or fixtures either inside or outside of the building. The building must not be marked or defaced in any manner. No equipment or plants may be moved without the approval of Schiff Natural Lands Trust. No open flames, glass vases, balloons, or glitter use allowed. You are permitted to use fabric, lighting or paper decorations using string/removable strips to affix, non- breakable vessels for flowers/outdoor decorations.
- **Is there a trash can / dumpster for trash? A recycling receptacle?** When renting an outdoor space, all trash and recycling is to be taken off the nature preserve with you. Please leave no trace. No trash or recycling containers are available at Amphitheatre, Lean- To, or Wood Badge Lodge locations. The Nature Center does have trash and recycling receptacles for use. All waste must be disposed of properly to be collected by Schiff staff. All recycling (aluminum, plastic, and glass) is to be rinsed and placed into the blue recycling bins. Any corrugated boxes must be flattened and placed in blue recycling bins. General waste is to be placed in large trash bins/bags.
- **Who is responsible for cleaning up?** It is the responsibility of the person making the reservation to see that rules are followed and that the indoor/outdoor space is left in a broom clean condition.
- **Do you have rules concerning building a fire? Can we scavenge for firewood in the nearby woods?** A permit to burn an open fire is required. You must secure a fire permit from the New Jersey Forest Fire service or Mendham Township fire official and forward Schiff a copy prior to the date of the event. Drought conditions may result in the denial of a fire permit. Fires are to be set in fire pits provided at Wood Badge Lodge or Lean- To area only. Applicants may bring local, New Jersey firewood or use fallen trees in the immediate area. Please keep in mind that, to prevent the spread of invasive, damaging insects, NJ state law permits the movement of wood over state lines.
- **Do you have an electronic copy of your trail map?** Our website has a copy of our trail map that you can download and print, or screenshot. The kiosk also has a QR code you can use to access the trail map.
- **When is the earliest time to arrive and the latest time to depart for a rental?** The Preserve is open from dawn to dusk. Schiff requests that all applicants provide Schiff with a 3-hour window for arrivals to ensure that the Schiff greeter will be available to welcome you to the Preserve. The Schiff greeter will review the space use rules and direct your group to the location via the best route from the Nature Center. The latest time for a rental is seasonally dependent. Refer to a sunset calendar to assist you in planning.
- **In the event of severe weather requiring a cancellation, do we get a refund?** Provided we receive written communication within 48 hours of your reservation start time, your balance minus the non- refundable administrative fee of \$40 will be refunded OR you can select a rain/alternate date. Notice given in less than 48 hours will result in forfeited fees.
- **If we change our mind, can we transfer the rental to another person?** No, space rental arrangements are non-transferable from one party to another in whole or in part. You may however reserve an alternate date.