

**Jackson County Conservation Board  
Hurstville Interpretive Center  
Use Policy and Procedures**

**I. Statement of Purpose**

The Hurstville Interpretive Center (HIC) is owned and operated by the Jackson County Conservation Board (JCCB) for the following purposes:

To provide an attractive and conveniently located center for environmental education, recreation, and information for Jackson County residents and visitors.

**II. Policy for Use of the Interpretive Center**

This policy has been written with the following points in mind:

**A. Interpretive Center Hours**

Normal building hours are defined as:

Summer Hours (April – October)	9 a.m. – 4 p.m. Monday through Friday. Noon – 5 p.m. Saturday and Sunday.
Winter Hours (November – March)	9 a.m. – 4 p.m. Monday through Friday Noon – 4 p.m. Saturday and Sunday.

The Hurstville Interpretive Center will be closed on Easter, Veteran’s Day, Thanksgiving and Friday after, Christmas and New Years Day, unless otherwise posted.

Conservation Office Hours are 9 a.m. – 4 p.m. Monday through Friday.

Area hours for hiking on nature center trails, access roads and immediate vicinity are: 6 a.m. – 10 p.m.

- B.** The JCCB cannot be all things to all people at all times because of limits on time, staff, and space. Thus, priorities have been established to insure an orderly use of these limited resources based on stated purposes.
- C.** To properly protect the HIC it should not be left unsupervised when being used by the public. To accommodate after-hour use an additional fee will be charged to pay for staffing and overhead.
- D.** The use of any alcoholic beverages, including beer, is prohibited in the nature center building and area unless approved by the County Conservation Board or Director. Persons who are allowed to have alcoholic beverages must provide someone to sign a special use permit. That person is responsible for watching over activities of the group while at the HIC.
- E.** As a public facility, the HIC and surrounding grounds will be a smoke-free zone.

**III. First Priority Uses**

First priority use will be given to groups that include conservation education as a primary goal or purpose. Educational groups as defined below will be given priority during use periods in fall (Sept. 1 to Nov. 15) and spring (April 1 to June 10). Groups are not necessarily listed in priority order. Special events or fund-raisers held by these groups at the HIC will be assessed a fee in accordance to second priority uses.

- A. JCCB sponsored programs and events for the public.
- B. Educational groups, defined as public school, private school, and college classes who request a formal program from the JCCB staff at the HIC, or plan to use the HIC as a self-guided visit. These groups will be scheduled on a first come, first served reservation basis as staffing allows during normal hours. A classroom is defined as a teacher and students (up to 30) and any volunteer helpers. An adult to student ratio shall be at least one adult to every 15 students (1:15), not including HIC staff.
- C. Youth groups are defined as any scout, church, 4-H, or special youth club that may choose to educate youth on conservation or environmental issues. There shall be an adult to child ratio of 1:15.
- D. Teacher or Educator Workshops are defined as educational workshops for teachers, conservation personnel, and other educators such as staff development and teacher in-service.
- E. Conservation or educational organizations such as Sierra Club, Audubon Society, National Wild Turkey Federation, Whitetails Unlimited, Pheasants Forever, Duck's Unlimited, Izaak Walton League, DNR, CCB's, PTAs, Friends of JCC and other groups as decided upon by the JCCB Director or staff shall be able to use the meeting rooms for a board or general membership meeting.

**IV. Second Priority Uses**

The HIC will be available to other groups as a second priority. These groups will be scheduled on a first come, first served reservation basis, as staffing allows. These groups will be limited to a maximum of 150 people in the basement.

- A. Civic and Community groups**, defined as service organizations such as Kiwanis, Lions Club, Rotary, American Legion, etc. that do not include conservation or education as their main goal or purpose.
- B. Social gathering and events**, defined as weddings, anniversaries, reunions, sales events, corporate retreats, etc. are considered private parties, separate from JCCB functions.

Please refer to JCCB Room Rental and Program Fees on the attached pages.

Approved by Jackson County Conservation Board \_\_\_\_\_.

\_\_\_\_\_  
Bill Hainstock, Chairperson

For \_\_\_\_\_

\_\_\_\_\_  
Rick Small, Vice Chair

Against \_\_\_\_\_

\_\_\_\_\_  
Eric Strathman, Secretary

Absent \_\_\_\_\_

\_\_\_\_\_  
Gene Welch, Member

\_\_\_\_\_  
Roger Schladetzky, Member