

## SKCAF Arboretum Special Uses Policy

Effective Date:	January 10,2007
Approved by SKCAF Board on:	January 10,2007
Applicability:	Lake Wilderness Arboretum Grounds
Manager of Responsibility:	PMD Chairperson

This policy provides guidance for insuring that special events in the Arboretum are scheduled and coordinated properly and that adequate precautions have been taken to limit the Foundation's liability.

### Scheduling

Scheduling of special events such as weddings on Arboretum property or use of the Fire Circle must be scheduled and approved by the Lake Wilderness Center staff. This scheduling should be coordinated with the PMD chairperson who will, in turn, communicate and coordinate with the Arboretum board.

### Insurance

As a condition of use, a primary requirement for the Foundation is to be ***named as additional insured*** for the same policy limits as MV requires and to have that Certificate of Liability Insurance on file with the approved application held by MV.

### Special Work Parties

The PMD chairperson and volunteer coordinator will work together to arrange special work parties. Per our volunteer policy, the work party cannot proceed until work party members complete hold harmless agreements..

### Vendors

Vendors participating at the Arboretum in special events (such as our annual plant sale) must also sign our hold harmless form.