

FOOTHILLS LEARNING CENTER
BUILDING USE POLICY
August 2011

Operated by the City of Boise Parks and Recreation Department, the Foothills Learning Center (FLC) focuses on education and information about the Boise foothills and the surrounding high-desert environment. It is a place for learning by direct experience with the outdoors. The FLC was built in 2005 as a collaborative effort amongst the Bureau of Land Management, Boise City, local businesses and non-profits. Its Mission Statement is as follows:

Dedicated to promote, through environmental education, the preservation and improvement of the natural ecosystem of the Boise Foothills by fostering appreciation, understanding and responsible use of the natural resources in our community.

This falls in line with the City values to “ensure a safe, healthy, livable community” and to “foster an environment where learning, the arts, culture, and recreation thrive.”

Use Policy: Use of the facility shall be limited to those activities or events which are consistent with the Mission Statement of the Foothills Learning Center. Determination of appropriate use will be made by the Environmental Education Director or the Foothills and Open Space Manager. If a room is available, it can be scheduled for a meeting/training; however, both rooms will not be scheduled for meetings/trainings simultaneously.

Examples of acceptable events: wilderness first aid training, corporate or school-wide sustainability planning, orienteering/mapping training or demonstrations, science teacher training.

Examples of unacceptable events: corporate retreat/team building, fundraisers, weddings/birthdays/memorials, church services, school board or foundation meetings.

User Fees: There shall be no cost to use the Foothills Learning Center if the organizers are not charging for the meeting/training. Donations for building use are always welcomed. If the organizers using the FLC are charging a fee for their training/camp, the rental fee for the room will be \$100/half day and \$200/full day. Fee is due one week prior to reservation date. Reservations cancelled less than two business days before the scheduled meeting will be assessed a \$25 cancellation fee. Requests for reduced fees may be submitted in writing and will be considered by the Environmental Education Coordinator or Foothills and Open Space Manager.

All fees collected shall be dedicated to the development and delivery of educational programs at the Center.

Hours Available: M-F 8 am to 5 pm; weekend and evening hours are not usually considered due to limited availability of staff.

There are two rooms available in the Foothills Learning Center. There are no kitchen facilities. There is a refrigerator, a multi-purpose sink and a microwave. Set-up, take-down and clean-up are the responsibility of the room user. Waste needs to be primarily compostable or recyclable. The classroom has a pull-down screen. Bathrooms are available.

The Classroom: (capacity 62) has ten 6-foot tables and 30 chairs that can be arranged in a various patterns to suit class needs, or be stacked to allow open floor space. Natural light floods the room from many windows, most of which can be opened.

The Conference Room (capacity 40) has tables specifically designed and arranged for a conference/discussion-type setting. They can be arranged in several configurations.

Users will return all tables and chairs to their original configuration after use.

**Use of the facility by Boise City groups (not to be scheduled on Groupwise, but through FLC staff) will be considered on a case-by-case basis.*

FLC building partners are grandfathered in for usage. For-profit partners will be assessed the user fees and non-profit partners will be allowed free use.