



THE DISCOVERY CENTER
Discover yourself in nature



OUTWARD
BOUND

COMMUNITY MEETINGS WELCOME

The Discovery Center is partnership between Audubon, the Philadelphia Outward Bound School, and the Strawberry Mansion community. We welcome the use of the Discovery Center for meetings related to non-profit civic, educational, and cultural organizations on specified days and times. Special preference will be given to groups serving residents of Strawberry Mansion or sponsored by a Strawberry Mansion resident.

THINGS TO KNOW BEFORE YOU MAKE A RESERVATION

- Free meeting space is available to non-profit groups of no more than 25 people on Thursdays from 10 am to 4 pm and 5 pm to 9 pm.
- Groups larger than 25 will be required to pay a fee.
- Tables and chairs will be available; however, your group is responsible for setting up and storing items used.
- Groups using a room may not charge attendees a fee or take up a collection. Exceptions must be requested from The Discovery Center and may trigger a fee.
- Use of the room by any group shall not exceed two times per month.
- While security deposit is not required, proof of insurance may be required for large groups.

MAKING A RESERVATION

- All groups must fill out an on-line application form to request use of the meeting room: discoveryphila.org
- Requests for reservations should be made at least three weeks in advance; reservations, and may be accepted up to six months in advance.
- Reservations requests will be reviewed and booked on a first come first served basis; special preference will be given to Strawberry Mansion groups. Groups will be notified of the status of their request within five business days of receipt.
- The Discovery Center must be notified of significant changes in the booking, including cancellations, schedule changes, number of attendees, planned food, and equipment needs, at least 48 hours in advance of the meeting.
- Audubon and Outward Bound may reserve space for non-profit group at The Discovery Center for a day other than Thursday, if that organization is co-sponsoring the gathering and will manage the event.

USING THE DISCOVERY CENTER FOR A MEETING

- **NAME USE:** The Discovery Center name and address may not be used as the official name, address or headquarters of any organization using the meeting room. All advertisements, announcements, press releases, flyers, etc. relating to meetings should clearly state the meeting is held at The Discovery Center but not sponsored by either Audubon or the Philadelphia Outward Bound School.
- **CHILDREN** – Children must be accompanied by a parent or guardian; if the organization is providing on-site child care during a meeting or event, the supervising adult must be 21 or older and have a clear child abuse check on file.
- **SET-UP** – Groups must be prepared to set-up the event, including all tables and chairs provided by The Discovery Center. Staff is not available to assist in moving or setting up any equipment or materials brought by the group. We will make a transportation cart available for moving equipment or materials from the parking lot to the building.
- **FOOD** – Organizations may serve light refreshments. No cooking on site. No food or food trash may be left at the Center. Food, beverages or paper products found at the Center may not be used by the group.
- **DECORATING** – Decorating is permitted; however, certain types of decorations are prohibited. No signage or decorations may be affixed to the walls, woodwork, ceiling, windows or furniture using nails, thumbtack or staples. Only tape provided by The Discovery Center is permitted. All signage, decorations or displays must be removed at the conclusion of the meeting. Prohibited decorations include: glitter, confetti, balloons and any open flame (including all candles).
- **ALCOHOL:** Permission to serve alcohol must be granted in writing by the Discovery Center and may require the presence of a licensed bartender and proof of liability insurance.
- **END OF EVENT** - Each group is responsible for cleaning up the area after their use, removing garbage from the building, and vacating the room 15 minutes prior to the end of the reservation period.
- **LIABILITY:** Each group assumes liability for damage to and/or theft of Discovery Center property during the reservation period. The Discovery Center assumes no responsibility for materials, equipment, or any other articles left by any organization, group or individual in the Center.
- **RESPECT:** The Discovery Center pledges to treat our guest courteously throughout the reservation and rental process. In return, we expect all groups and their guests will be respectful to the staff and property. We reserve the right to eject, cancel or suspend the right of use for any group or individual in event of the violation of any policies, or for any legal reason whatsoever.



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FOR YOUR SAFETY

Welcome to The Discovery Center! We hope your visit will both **safe and enjoyable**. It is important to understand that The Discovery Center is built on a **man-made reservoir**, slowly reclaimed by nature over the last 60 years. Reservoirs **unlike lakes have no shallow areas**. The water, as well as the trails, pose inherent and unforeseen risks. By entering The Discovery Center, you **acknowledge and accept these risks and agree to follow the rules**.

THINGS TO KNOW

- **Deep water** – do not attempt to enter the water for any reason.
- **Uneven terrain** – to avoid tripping stay alert and step thoughtfully.
- **Poison ivy** and other plants that can be harmful to humans.
- **Biting insects**, including ticks and mosquitoes, that can transmit diseases are present. Protect yourself by wearing long pants and long sleeved shirts. Insect repellents on exposed skin and clothing may be helpful.

Due to these special conditions:

Stay on trails and in designated areas
Children should be supervised by an adult

WHAT YOU CAN DO

- Enjoy the beauty and tranquility of the Reservoir.
- Walk or run on the trail – the trail is not a loop, so be prepared to turn around at the end.
- Picnic near the parking lot. If you need more than 3 tables, please contact the Discovery Center in advance.
- Leave no trace. Take all trash with you and deposit in an appropriate receptacle.
- Respect all staff and other visitors.
- Watch the birds! Over 150 species of birds have been recorded here. Audubon staff can identify what you see.
- Become inspired to learn more about the Philadelphia Outward Bound School.
- Check out upcoming programs open to individuals and families at the front desk or posted in one of the kiosks.
- Become a volunteer or community ambassador. Applications available in the lobby.
- Hold a meeting of your non-profit community organization in our Multi-Purpose Room (available Thursdays).
- Take one action that will help the environment and your neighborhood when you return home.

WHAT YOU CANNOT DO – The following activities are **PROHIBITED** on the site:

- Swimming, wading, fishing, boating or ice skating on the water.
- All pets (service animals are always welcome, but must remain on leash at all times)
- Smoking, vaping, alcohol and drug use.
- Driving any motorized vehicle, including cars, ATVs, and dirt bikes, on the grass, natural trails, or walk-ways.
- Bicycling, roller blading or skateboarding beyond the parking lot. Racks are provided for your convenience.
- Tents, shelters and overnight camping and parking.
- Amplified sound not pre-approved.
- Removing, tagging or carving any trees, plants, or rocks.
- Disturbing, feeding and hunting birds or other wildlife.
- Releasing or abandoning any wild or domestic animal, fish, reptile, or plant.
- Vending, selling, or soliciting anything without written permission.
- Lighting a fire or using fireworks.
- Using metal detectors and setting up non-approved geo-caching stations.
- Sledding or skiing on any part of the property.
- Discharge, possession, and transport of firearms, bb guns, bows/arrows, pellet or air guns, or slingshots.
- Use of Unmanned Aerial Systems (UAS) or drones over any part of the property.