

General Information Sheet/Public Use Policy (effective July 1, 2007)

The **mission** of the *Arkansas Game and Fish Commission* is to wisely manage all the fish and wildlife resources of Arkansas while providing maximum enjoyment for the people.

The **mission** of the *Conservation Education Center* is to provide people with educational and recreational opportunities to promote responsible stewardship and ensure the future of Arkansas' natural resources.

Purpose of the Policy:

To reduce or eliminate potential use group conflicts and to control and protect agency property and interest by establishing policy and procedure to schedule area activities and events.

The primary purposes of public use areas and facilities are to provide opportunities for recreational uses of the lands owned and managed by the AGFC for the purpose of promoting wildlife and natural resource related activities. Activities compatible with these purposes are encouraged and will receive priority during the scheduling process.

Reservations:

Scheduling for facility use, including overnight accommodations, is coordinated through the Facility Manager, Aneesah Rasheed @ 870-983-2790. A facility use form will be provided upon request and must be completed and approved prior to facility use. Reservations must be made a minimum of two weeks in advance. Requests cannot be made more than 3 months in advance. Events and activities are to be conducted according to rules and conditions under which the function is approved. Future reservations may be denied for violations of rules, regulations, or damage to the facility.

Priority facility uses:

- 1st priority: to provide conservation education experiences for Arkansas youth.
- 2nd priority: to provide facilities for in-service training workshops, meeting, conferences, etc. that promote or coincide with Agency objectives.
- 3rd priority: to provide outdoor related opportunities for the general public
- 4th priority: Other requests will be approved on a first come, first serve basis after consideration is given to the first three priorities.

Building Descriptions:

The **West** building is a 3-bedroom unit accommodation up to 14 overnight guests with an equal number of single bunk-style beds. This building includes a small conference/meeting room, kitchen, dining room, den area with television, washer & dryer, and 2 bathrooms complete with showers.

The **East** building is a 1-bedroom unit accommodating up to 26 overnight guests in single bunk-style beds. The building also includes 2 bathrooms (only one of which

includes three showers), kitchen, dining area, small den area, vending machines, and a pay phone.

Both building are complete with linens.

Groups may use kitchen facilities to prepare meals or may arrange for catered meals from local vendors.

All youth group supervision is the responsibility of the group sponsors and chaperones. All areas of the facility are to be kept clean, garbage collected and tied to prevent odor, and left over food properly disposed of prior to departure. Upon departure, trash should be taken to the bin at the entrance. If you serve food of any kind, you are responsible for cleaning up all messes associated with that food. **Failure to do so could result in deposit forfeiture.**

Fees:

The daily overnight facility use fee is \$150.00 per building (**East or West Buildings**) per 24-hour period. A \$100.00 deposit in the form of a check made payable to "Arkansas Game and Fish Commission" is required for all building use. The deposit will be applied to any damage, repair, unreasonable wear and tear, or other special custodial services to building or grounds considered necessary by Agency staff. If, in the judgment of Agency staff, the buildings and grounds need no special cleaning, repair, or maintenance, the deposit will be credited to the group's charges.

Only Agency personnel will have keys to the facilities. Facilities will be unlocked at a designated time, and your group will be responsible for locking up upon your departure unless other arrangements have been made. Approved users are responsible for facilities during this period. The office area (including fax machine, copy machine, telephone, etc.) is off limits to group users.

Our fees for the Shotgun Range are Skeet/Trap (1 round = 25 shots) Adult (ages 16 and up) - \$6.00 and students (under 16) - \$4.00. Sporting Clays (1 round = 25 shots) Adults (age 16 and up) - \$8.00 and students (under 16) - \$6.00. You supply your gun and shells. Scheduling and questions are coordinated through the Center office @ 870-983-2790. A brochure including range rules, procedures, location, and fees is available upon request.

Other guidelines:

No smoking is permitted in the buildings.

No animals/pets are allowed unless facility manager grants permission for a specified purpose.

Due to fire codes, room capacities **cannot** be exceeded for overnight use.

Arkansas Game and Fish Commission
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