

NORMAN SMITH ENVIRONMENTAL EDUCATION CENTER

Blue Hills Trailside Museum

1904 Canton Avenue

Milton, MA 02186

617-333-0690

bluehills@massaudubon.org

www.massaudubon.org/bluehills

Thank you for choosing Blue Hills Trailside Museum's Norman Smith Environmental Education Center at Chickatawbut Hill for your upcoming rental. The following outlines the rules and responsibilities of the rental:

Facility Rental Information at Chickatawbut Hill

The rental fee entitles your group to full use of our dormitory and cafeteria buildings. You are welcome to use the dishes, utensils, etc., available in the cafeteria, as well as the refrigerator and freezer. Your group is responsible for washing all used dishes prior to your departure. In accordance with State regulations, alcohol, drugs, weapons, firearms and pets are strictly prohibited at Chickatawbut Hill. Smoking is prohibited inside any of the buildings.

RENTAL INCLUDES

- Use of kitchen, refrigerator, available dishes and food service utensils, dishwasher, dishwashing soap and chemical sanitizer
- Use of dining hall and available chairs and tables.
- Use of outdoor area and campfire (by request only)
- Use of dormitory building, camp style beds, and bathrooms
- Use of 100 chairs
- Tables
- Parking
- Live animal presentation (for an additional fee, by advance request only)

Please Note: Cell phone and internet access is very limited

Trailside Staff will:

- Provide you with keys to the three entrance gates and the cafeteria and dormitory buildings
- Make sure there are adequate supplies of bottled drinking water in the cafeteria and dormitory
- Check supplies of toilet tissue, paper towels, hand soap, dishwashing liquid and trash bags;

Your group is responsible for the following:

- Prompt payment of any invoices.
- Managing the gates to the facility and making arrangements to let attendees in and out as necessary.
- Washing all used dishes prior to your departure.

Rental Terms and Conditions:

- In accordance with state regulations, alcohol, drugs, weapons, firearms, and pets are prohibited.
- Capacity for all events at the site is 90. Seating capacity in dining hall area is 60.
- Smoking is not allowed in any buildings.
- Balloons are not allowed on the property, including at entrances.
- No open flames, including candles, indoors or outdoors, are allowed. Please inquire about campfires.
- Volume of music must be kept at a reasonable level.
- Set up and clean up for your event must take place within the rental period. The gates will not be opened early for your set up.**

It is our policy that any group found abusing these regulations will be asked to leave the premises immediately and refused future rental requests at the Norman Smith Environmental Education Center.

The museum is not responsible for the damage or loss of personal items and does not provide transportation for guests or supervision for children. Clients must provide adult supervision for all children participating in their event at all times.

RENTAL PROCEDURES

Chickatawbut Road gates can be opened at approximately 7:30 a.m. and closed at approximately 8:00 p.m. You must always leave them as you found them - if closed, close them behind you. Do not let any other cars enter when you are passing through closed gates as they will be trapped on the road by the set of gates at the Route 37 end. It is best to use the Route 28 gates as they are better lit and visible to passing traffic. The Norman Smith Environmental Education Center gates can be left open during the day if you are on-site, but this will encourage curious passersby to drive up for a look around. You can leave the lower gate closed but not locked so that people arriving and departing can have access. Please lock the padlock onto the gate pin so the pin isn't stolen. At night, both upper and lower gates should be closed and locked

KITCHEN

- Refrigerator:** The large refrigerator is for your use.
- Dishwashing:** Dishes and food service utensils are washed in the dishwasher. Directions for dishwasher use are posted next to the dishwasher. We will provide dishwashing soap and a chemical sanitizer.
- Dish drying and storage:** All dishes and food serving utensils are to be air dried and stored away from dust and contamination. Facility renters should air dry dishes and utensils in racks by the dishwasher. All items should be put away when dry.
- Food handling procedures:** Commercial sanitizers are used to clean and sanitize food contact surfaces (counter tops, cutting boards, knives, spoons, bowls) after each use. Only food that is currently being prepared and/or served should remain out of the refrigerator.

DORMITORY

□ **Bedrooms:** Each of the 11 rooms in the long wing have 3 to 4 camp style beds. For emergency purposes we ask that you record who is in each room. Do not exceed 4 individuals per room. Designate a gathering spot so that you can account for all your participants in the event of an emergency. In this way you can quickly tell emergency service personnel if someone is missing, and exactly where they should be looked for in the building. Guests are responsible for their own linens, blankets and pillows.

□ **Heat:** All sleeping quarters are heated. If you have concerns about heating, please contact a staff member. Please do not touch the thermostat. Windows with screens are opened to ventilate the rooms.

□ **Doors:** Please keep all doors labeled “fire door” and outside doors closed at all times. Individual rooms should also have doors closed while sleeping. No obstacles should be placed in rooms that could potentially inhibit freedom of movement in case of emergency.

□ **Bathrooms:** There are two bathrooms, designated by gender: one in the short wing and one to the left of the entrance lobby. The gender is indicated on the door. Guests are responsible for their own toiletries and towels.

□ **Overnight Attendees should bring:**

- o Bedding for twin beds or sleeping bags, and pillows
- o Towels, soap for showers and their personal toiletries
- o A warm jacket (it can be cold and windy on the hilltop)
- o Sturdy shoes
- o Binoculars and hiking gear if interested

The caretaker lives on-site in the caretaker's apartment within the Administration building. He is aware that you will be renting the facility. In case of problems at night you can reach him at (508) 840-7567. He will most likely check with you during the rental to make sure everything is in order. You can reach the museum during the day at 617-333-0690. Chickatawbut Hill is a private facility, enclosed by a fence. It is closed to the public except for appointments. Any negative encounters should be reported to your facility rental contact or the Trailside Museum. Immediate threats should be reported to the State Police.

EMERGENCIES

User groups are responsible for their own first aid and emergency care and supplies. However, in an emergency situation first aid supplies are located in the pantry cabinet of the kitchen.

In case of a medical emergency, user groups are responsible for their own transportation; although it is recommended that you dial 911 for ambulance service. When calling for an ambulance say, “Ambulance needed at Norman Smith Environmental Education Center, Chickatawbut Road, Blue Hills Reservation.” If the gates are locked, send someone down to open them for emergency vehicles to enter. At night, call the State Police at 617-523-1212.

Please report any emergency situation to the Chickatawbut Hill Caretaker. His phone number is located by each telephone, as are emergency phone numbers. If your facility rental contact is

unavailable, report the emergency to the Trailside Museum immediately. Accident and incident reports will be filed with both Mass Audubon and the State Department of Public Health.

Emergencies: 911

Trailside Museum: (617) 333-0690

Norman Smith, Director x5222

Ken Nowell, Property Supervisor x5228

Chickatawbut Hill General Number (617) 696-0920

Mike McWade, Caretaker (508) 840-7567

State Police (weekend gate issues) (617) 523-1212

DCR Headquarters for the Blue Hills (617) 698-1802

DIRECTIONS

The Norman Smith Environmental Education Center is located off Chickatawbut Road near the junction of Route 28. Take Route 24 to Route 93 North and get right off Route 93 North at Exit 5B - Route 28 North. Follow Route 28 North approximately 1 mile to the traffic light and turn right onto Chickatawbut Road. Follow Chickatawbut Road for approximately 1/2 mile, turn right at the small access road with a sign, "Norman Smith Environmental Education Center". Follow this access road to the top of the hill.

**Norman Smith Environmental Education Center
User Group Agreement**

We will issue a refund if you notify us of your cancellation at least two weeks before the rental date. Blue Hills Trailside Museum reserves the right to cancel rentals. If we cancel a rental, you will receive a full refund. We rarely cancel due to inclement weather. However, if this situation occurs we will contact you as soon as possible. If we have been forced to close the building you will receive a full refund. Feel free to call the museum during business hours with any questions or concerns at 617-333-0690.

A check for \$100 must be submitted in advance of the rental as a damage deposit and will be voided or returned if the rental site is left in good condition. If there is damage to the rooms or amenities, if the rooms are not left in good condition, or if the rental is cancelled less than 2 weeks in advance, the check will not be returned. Extra fees for destruction of property may be issued.

I have read, understand, and agree to abide by the terms and conditions of this Blue Hills Trailside Museum Auditorium Rental Agreement and further agree to indemnify and hold harmless Massachusetts Audubon Society and its employees, volunteers, directors, and officers from all claims, injuries, and damages resulting from the rental, unless caused by Massachusetts Audubon Society's negligence.

Date and Time of Rental: _____

Signature of Renter: _____

Printed Name of Renter: _____ Date: _____

If an Organization, Name of Organization: _____
and Title of Signer: _____

Mass Audubon Approved Signature: _____

Printed Name: _____ Date: _____

Title: _____