

## Guadalupe Basin Natural Resources Center Application for Use of Meeting Facilities

Please return this application to UGRA, Attn: Assistant General Manager by fax to (830) 792-6763 or email to [tthompson@ugra.org](mailto:tthompson@ugra.org). If you have any questions or need additional information, please call (830) 896-5456 Ext. 221.

Date of Application: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Date/Time Requested: \_\_\_\_\_ to \_\_\_\_\_  
Date(s) Start Time End Time

**Room(s) Requested:**

**Classroom** – The Classroom can seat between 35 to 45 people.

**Daily Rental Fee:** \$ \_\_\_\_\_ x # of Days: \_\_\_\_\_ = **Rental Fee:** \$ \_\_\_\_\_

**Lecture Hall** – The Lecture Hall can seat between 90 to 100 people.

**Daily Rental Fee:** \$ \_\_\_\_\_ x # of Days: \_\_\_\_\_ = **Rental Fee:** \$ \_\_\_\_\_

**After Hours Surcharge:** \$ \_\_\_\_\_ x # of Days: \_\_\_\_\_ = **Surcharge:** \$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

Please check the appropriate box(s) for available equipment:

Classroom	Lecture Hall
<input type="checkbox"/> Dry Erase Board	<input type="checkbox"/> Dry Erase Board
<input type="checkbox"/> Projector w/Screen (laptop not included)	<input type="checkbox"/> Projector w/Screen (laptop not included)
<input type="checkbox"/> Podium with or without microphone	<input type="checkbox"/> Podium with or without microphone
<input type="checkbox"/> TV/DVD	<input type="checkbox"/> TV/DVD
<input type="checkbox"/> Coffee Maker – 40 cups	<input type="checkbox"/> Coffee Maker – 40 cups

Special Request(s): \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

# **Guadalupe Basin Natural Resources Center Facility Use Policy**

## **1. Introduction**

The Upper Guadalupe River Authority (“UGRA”) has care and custody of the Guadalupe Basin Natural Resources Center (GBNRC). One of the purposes of the Center is to provide the community with a place to meet, especially with respect to the development and protection of natural resources.

Two rooms are available to be reserved by the public for meetings or other gatherings:

- The Classroom; and
- The Lecture Hall

The Classroom can seat approximately 35 to 45 people.

The Lecture Hall is an auditorium style room and can seat approximately 90 to 100 people.

Persons or groups reserving either of these meeting rooms also have access to, and use of, a kitchen, bathrooms, and reasonable parking.

## **2. Reservations**

Reservations may be made on a first come, first served basis. Persons interested in reserving a meeting room should first check on availability with the UGRA Assistant General Manager at 830-896-5445. Persons desiring to reserve a meeting room should submit a complete Application-for-Reservation Form, together with the appropriate Rental Fees to the UGRA at the earliest possible date. Reservations must be made at least twenty-four hours prior to the desired meeting date. Reservation forms are available at UGRA’s Office, 125 Lehmann Drive, Suite 100, Kerrville, Texas or by calling (830) 896-5445. Reservations shall be in place when confirmed by the Assistant General Manager after receipt of a complete application and payment of all required fees.

## **3. Availability**

The meeting rooms are normally available from 8:00 a.m. to 5:00 p.m., Monday through Friday, except UGRA holidays. Special arrangements may be able to be made if a meeting room is desired outside of these time frames, but prior approval of UGRA shall be required in all such cases. A surcharge of \$15.00 will be added to any meetings taking place outside of the normal hours.

#### 4. Fees

In order to offset costs of operating and maintaining the Center, the following fees are charged regardless of the number of hours of actual use per day:

1. <u>Lecture Hall</u>	<u>Daily Rates</u>
Regular Rates	\$80.00
Meeting of Non-Profit groups on a topic directly related to the development and protection of natural resources.	<u>Daily Rate</u> \$50.00
2. <u>Classroom</u>	<u>Daily Rate</u>
Regular Rates	\$30.00
Meetings of Non-Profit groups on a topic directly related to the development and protection of natural resources	\$30.00

A surcharge of **\$15.00** will be added to any meetings taking place outside of the normal hours. A reservation for three (3) or more consecutive days will receive a 25% discount.

In the event that a reservation is cancelled, the Fee shall be credited toward the next reservation date(s), or forfeited. Any group wishing to cancel a reservation shall give written notice to the UGRA Executive Secretary.

#### 5. No Endorsement

Reservation or use of the GBNRC facility meeting space by any person or group for any purpose shall not constitute UGRA's endorsement of any person, group, cause or event. UGRA makes the meeting rooms available to the public on a nondiscriminatory basis.

#### 6. Rules

The UGRA General Manager has sole discretion to allow or disallow the use of the rooms for any reason. Use of the meeting rooms for official UGRA business shall always take precedence, and UGRA reserves the right to cancel any reservation when use of a meeting room is required by UGRA for official business.

Consumption of alcoholic beverages in the GBNRC facility or on the premises is forbidden.

Smoking is prohibited throughout the entire GBNRC facility.

Refreshment may be served in the Break Room. Users shall provide their own food, drinks, cups, plates, napkins, utensils, etc.

Use of the meeting room space, or any UGRA personnel, facilities, equipment or property for any political advertising, as defined in Section 251.001(16) of the Texas Election Code, is absolutely prohibited.

Persons or groups that reserve or use the facility shall in no manner advertise, state or imply that UGRA supports or endorses the group or event conducted within the meeting room. ***Any advertisements for the meeting or event must contain a disclaimer expressly stating that the meeting or event is not endorsed by UGRA.***

All advertisements for a meeting in, or use of, the GBNRC facility must specify the physical address of the GBNRC facility (125 Lehmann Dr.), and/or the “Guadalupe Basin Natural Resources Center” rather than referencing “UGRA building” or including any other reference to UGRA.

The applicant is responsible for ensuring that all rules in this Policy are followed by the group or organization using the GBNRC facility. Failure to follow the requirements of these rules or this Policy may result in temporary or permanent forfeiture of any future right to use the facility.

The applicant is responsible for any damages and personal injury occurring to the facility caused by or arising out of use of the GBNRC facility.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_