

Nature Center Media Rooms General Terms



Availability

*Nature Center programming will take priority in scheduling throughout the year.
The Nature Centers are open to the general public Tuesday-Saturday, 9:00am – 4:00pm
Parking is limited.*

Scheduling

Contact:

Mary Jo Lewis
Bear Creek Nature Center
maryjolewis@elpasoco.com
719-520-6388

Nancy Bernard
Fountain Creek Nature Center
nancybernard@elpasoco.com
719-520-6745

Room may be scheduled up to 6 months in advance

These facilities are typically used by school children for environmental education programs and El Paso County citizens for interpretive programs. All donations to use these facilities will support the Friends of El Paso County Nature Centers, a 501-c-3 nonprofit, whose mission is to support Bear Creek and Fountain Creek Nature Centers and the educational programs.

For-Profit Use

Deposit - \$50.00 check (due with signed agreement – Returned if there is no damage, see cancelation policy).
\$50.00 first hour, \$25 per hour for additional hours.
\$25 per hour additional fee for after listed hours.
Fee due upon signing agreement.

Non-Profit Use

Deposit - \$50.00 check (due with signed agreement – Returned if there is no damage, see cancelation policy).
\$30.00 first hour, \$15 per hour for additional hours.
\$25 per hour additional fee for after listed hours.
Fee due upon signing agreement.

Weddings, Birthday Parties and Special Events

Please contact us for more information.

Room Set-up and Tables Sizes

Rooms can be set up for presentations, as a classroom or boardroom style. Special seating arrangements may be requested and will be accommodated if possible.

Tables are 30"x72" or 36"x72"

Seating Capacity

75 maximum - Theater style
50 maximum – Seated at Tables

Walls

No tape or attachments to walls, drapes or blinds is allowed. The rooms typically have art displayed on the walls which cannot be covered or removed.

Food & Beverage

Buffet style or sit-down meals can be served with prior approval. Access to the sink, refrigerator, and counter space may be available. Food and Beverages are not permitted in the exhibit room at any time.

Advertising

Except for the Nature Center’s address, Bear Creek Nature Center, Fountain Creek Nature Center and El Paso County Parks name may NOT be used under any circumstances in advertising a function without prior written consent.

Cancellation Policy

If your function is cancelled thirty (30) days prior to the date of the function, your fee will be refunded minus \$50.
If it is cancelled within twenty-nine 29 days of the meeting date, the deposit is forfeited.

Loss or Damage

El Paso County Parks and Leisure Services and the El Paso County Parks Naturalist Docent Organization shall not assume any responsibility for the damage or loss of any merchandise or articles in its premises prior to, during or following your function. If required, appropriate insurance coverage must be in place for your event naming El Paso County Parks and Friends of El Paso County Parks Nature Centers. You are responsible for any loss or damage to the Nature Center’s premises or equipment and will be invoiced for any loss or damage that may occur either by you or a participant of your event.

Cleaning

The user will pick up and bag all trash.

Available Items

Chairs
Tables
Podium
AV Equipment
Flip Chart Stand
Screen

Not Permitted

Alcohol
Smoking
Unsupervised youth
Barbeque grills
Rice/Confetti
Helium balloons

Date of rental: _____ Beginning Time _____ Ending Time _____

First hour \$ _____ + # hours _____ @ \$ _____ = Total Rental Fee _____

Damage Deposit: Check # _____ for \$50

Set up: Theater/Auditorium Style _____ Classroom Style w/tables _____ Other _____

I have read, understand and will comply with the above general terms.

Signature _____ Date _____

Printed Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____