

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, 9:00 a.m.-4:00 p.m.
Parking is limited.*

Scheduling

Contact:

Mary Jo Lewis

Bear Creek Nature Center

maryjolewis@elpasoco.com

719-520-6387

Jessica Miller

Fountain Creek Nature Center

jessicamiller@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 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, \$25.00 per hour for additional hours.

\$25.00 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, \$15.00 per hour for additional hours.

\$25.00 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 Table 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 29"x72" or 34"x34".

Seating Capacity

75 maximum- theater style
 50 maximum- seated at tables

Staff Use
Confirmation Sent: _____

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 and 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 or more prior to the date of the function, the fee will be refunded minus the \$50 check. If your function is cancelled within twenty-nine (29) days of the rental date, the fee and deposit are 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 by 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(s)

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: _____