

# 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](mailto:maryjolewis@elpasoco.com)

719-520-6388

Jessica Miller

Fountain Creek Nature Center

[jessicamiller@elpasoco.com](mailto:jessicamiller@elpasoco.com)

719-520-6765

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.

\$35.00 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.

\$35.00 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

<b>Staff Use</b>
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 \_\_\_\_\_ @ \$ \_\_\_\_\_ (+ # after hours \_\_\_\_\_ @ \$35 = \_\_\_\_\_) = 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: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_