

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

Please return this application to UGRA by fax to (830) 792-6763 or email to 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 30 to 35 people.

Daily Rental Fee: \$30.00 x # of Days: _____ **= Rental Fee: \$** _____

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

Daily Rental Fee: \$80.00 x # of Days: _____ **= Rental Fee: \$** _____

After Hours Surcharge: \$20.00 x # of Days: _____ **= Surcharge: \$** _____

Total Fees: \$ _____

Checks should be made payable to: UGRA

Classroom Includes:	Lecture Hall Includes:
Podium	Podium
Chalkboard	Microphone
	Dry Erase Board

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

Classroom	Lecture Hall
<input type="checkbox"/> Projector w/Screen (laptop not included)	<input type="checkbox"/> Projector w/Screen (laptop not included)
<input type="checkbox"/> 75" Smart TV	<input type="checkbox"/> Wireless Microphones
<input type="checkbox"/> Coffee Maker – 40 cups*	<input type="checkbox"/> Coffee Maker – 40 cups*

*Renter is responsible for cleaning the coffee maker after use.

Will you be serving food or drink in the room requested? _____

Special Request(s): _____

Renter is responsible for equipment and condition of room and furniture during their rental. Renter assumes the entire risk of loss or damage, regardless of cause. If items are lost, stolen, damaged, or stained, renter will assume all cost of replacement, repair, or cleaning, including all labor costs.

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 30 to 35 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 UGRA at (830) 896-5456 Ext. 221 or tthompson@ugra.org. Persons desiring to reserve a meeting room should submit a complete Application for Use of Meeting Facilities Form, together with the appropriate Rental Fees to 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, at www.ugra.org/facility-information/room-rental, or by calling (830) 896-5456 Ext. 221. Reservations shall be in place when confirmed by UGRA 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 \$20.00 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. Classroom \$30.00 per day
2. Lecture Hall \$80.00 per day

A surcharge of **\$20.00** 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 UGRA (tthompson@ugra.org).

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.

Renter is responsible for equipment and condition of room and furniture during their rental. Renter assumes the entire risk of loss or damage, regardless of cause. If items are lost, stolen, damaged, or stained, renter will assume all cost of replacement, repair, or cleaning, including all labor costs.

We strongly encourage refreshments to be served in the breakroom. If you choose to serve food or drink in the room rented, you are responsible for the condition of the room and furniture as stated above. 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: _____