



# The Biodiversity Education Center

367 Freeport Parkway  
Coppell, TX 75019  
Email to: [bec@coppelltx.gov](mailto:bec@coppelltx.gov)

## Reservation Request Form

Name of Coppell Non-Profit Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contact (must be present during reservation): \_\_\_\_\_

TX Driver's License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Email: \_\_\_\_\_ Number of expected attendance: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time (include set-up): From \_\_\_\_\_ To \_\_\_\_\_

Details of intended use:

### Check all those that apply:

- Conference Room                      Education Hall (100 capacity)                      Back Deck
- Kitchen                                      Smart TV

Catering/Vendor Services Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

- Organization's representative will be responsible for opening and closing the BEC and will be there during the scheduled meeting time.
- A designated city staff member will be present at the beginning of each reservation to assist with any questions and to check out key/code to the group's representative at the Biodiversity Education Center, 367 Freeport Parkway, for closing of the building after use.
- The organization's representative is responsible for the condition of the room after the meeting concludes, including returning A/V equipment, remote controls, and related items to the storage area.
- Please return the rooms to correct, original set-up as it was found.
- If you use the kitchen please clean and leave in the same order it was found. Make sure food trash is contained and not overflowing.
- Inform city staff member of any spills, damage, safety issues by email: [bec@coppelltx.gov](mailto:bec@coppelltx.gov)
- Request Reservation form must be submitted to [bec@coppelltx.gov](mailto:bec@coppelltx.gov) no more than three months in advance or less than 72 hours in advance. No guaranteed scheduling but every attempt will be made to meet your needs.

I have received, read, and agree to the entire Biodiversity Education Center Reservation Request Guidelines:

Agreement Signature: \_\_\_\_\_

<b>Office Use Only:</b>			
Name of Community Programs representative: _____	_____ (date)	Confirmed <input type="checkbox"/>	Declined <input type="checkbox"/>
Confirmation Sent: _____ via <input type="checkbox"/> Email <input type="checkbox"/> Fax    501(c) 3 status <input type="checkbox"/> Key/Code Release <input type="checkbox"/> Permit Required <input type="checkbox"/>			



## **BIODIVERSITY EDUCATION CENTER NON-PROFIT RESERVATIONS GUIDELINES**

### **Biodiversity Education Center (BEC) Mission:**

To be a unique, adaptable, and sustainable facility that will inspire passion for local and global environment, promote community involvement, and create life-long learning opportunities by incorporating engaging outdoor activities and innovative technologies that will provide fun, hands-on experiences where people of all ages can explore, learn, and celebrate nature.

### **The Biodiversity Education Center (BEC) is primarily used to:**

1. Support the Friends of the Coppell Nature Parks educational, recreational, and informational mission of the BEC for the community's adults and children.
2. Provide space for programming for Biodiversity Education Center sponsored events, the City Council, City Boards and Commissions, and City of Coppell Departments.
3. As available, provide access to Coppell 501 (c) 3 non-profit organizations that are of interest to the entire community. BEC may not be used as the primary meeting place for any organization or group. All meetings are open to the public at large.

### **To ensure fair, scheduled use of the BEC, the following applies:**

#### **Users:**

- The BEC may be made available, free of charge, for public gatherings and/or meetings for a Coppell 501 (c) 3 non-profit organization of cultural, educational, informational and religious nature when the facility, parking lot, and premises are not being required by the BEC or the City Of Coppell.
- Governmental, tax-supported units serving City of Coppell residents or recognized City Of Coppell Home Owners' Associations, on file in the Planning and/or City Secretary's Departments may request use of the BEC under these same guidelines.
- Political organizations with local resident sponsorship and/or national organizations with a Coppell chapter may make application for use of the BEC in accordance with existing policies. Distribution of partisan campaign literature shall be limited to the program rooms in accordance with existing policies.

#### **Reservation Requests:**

- Use of center will not be granted for meetings, which are private, commercial, or social in purpose. No group may charge tuition or admission to a meeting held in these facilities nor may it solicit or collect a "free will" offering, nor may it present for sale any item, which is conditional for attendance at the program. Exceptions to this provision may be made for certain programs sponsored by the city and/or Friends of the Coppell Nature Park (FCNP).

- Maximum occupancy for the BEC is 100 person capacity in the Education Hall. Adherence to this limit must be followed at all times.
- A Reservation Request form should be submitted to the City of Coppell Community Programs by email: [bec@coppelltx.gov](mailto:bec@coppelltx.gov) no more than three months in advance or less than 72 hours in advance by a City of Coppell resident. A group or organization may schedule one meeting at a time. Future meetings may not be scheduled until the day after a meeting takes place. No more than two meetings per year are permitted per organization.
- Standing reservations for the BEC will not be accepted nor be used as the primary meeting place for any organization.
- Each meeting date/time will have a separate BEC Reservation Request form.
- The Biodiversity Education Center Coordinator or the appropriate staff person acting for the BEC will confirm approval or denial of written reservation requests within three business days, excluding holidays and weekends.
- Permission to use the program room shall not, in any way, constitute an endorsement of any group, its policies, or activities by the City.
- Reservations are subject to cancellation, if the City of Coppell requires the use of the program room or in the case of emergency. Every effort will be made to avoid canceling a scheduled event. If a cancellation does become necessary, the BEC will notify the applicant as early as possible.

**General:**

- All meetings of organizations held in program rooms must be open to the public.
- Social functions such as showers, parties, self-promotional activities or other personal use will not be permitted.
- The City of Coppell shall not handle any publicity concerning non-sponsored programs.
- Organizations or groups conducting or sponsoring meetings shall assume total responsibility for any and all damages to the rooms and contents utilized during the course of the meeting/function. The person making the reservation shall attend the meeting and designate the responsible person and contact information when making the reservation. The responsible person will use the Opening and Closing Checklist (attached).

- Charges may be imposed upon the organization if its use of the equipment and facilities results in damage to the BEC's property.
- Permission to use the BEC may be withheld from groups who have damaged rooms, flooring, equipment or furniture, who have caused a disturbance, or failed in any other way to comply with rules and regulations governing the use of the rooms.
- AV equipment may be available for use within the rooms and must be requested on Reservation Request form. Responsibility for their safe and proper use rests with the organization using the facility.
- A small kitchen facility is available, if needed, and must be requested when booking the program room. It has a full-sized refrigerator, microwave, coffee maker, and a sink. The kitchen must be cleaned and left in the same order it was found.
- Notification of the use of a caterer or other vendor services will be provided to the City of Coppell personnel at the time of the reservation request. Permits may apply. Please refer to the City of Coppell Environmental Health Department webpage for current policies. No alcohol on premises per Parks Code of Ordinance.
- City of Coppell personnel are not available for setting up or clearing tables and chairs in the program rooms. The organization using the BEC is responsible for setting up the rooms as needed, restoring rooms as instructed, and vacating the rooms by the scheduled ending time. Removing personal and organization belongings following the use of the room shall be the sole responsibility of the person and/or group requesting the program room.
- No sitting on cabinets, shelves, or tables.
- Smoking or use of candles, incense or any other open flames is prohibited in the BEC. The use of paint, glitter, balloons, liquid glue, glue guns, paste or adhesive of any kind, is also prohibited.
- Organizations or groups may utilize the Wagon Wheel parking lot. Driving on park trails and sidewalks is prohibited. Parking in the fire lanes or blocking access to and from the fire station by emergency apparatus is strictly prohibited.
- It is the policy of the City of Coppell to maintain its facilities in compliance with all applicable local, state and federal building codes and regulations. The City of Coppell reserves the right to have a staff member present at any meeting held in the BEC facility.

## **Biodiversity Education Center Opening and Closing Checklist**

### **OPENING**

- All lights are motion sensor, except for the Education Hall. There are two switches inside the front entrance to adjust lights and a fan switch.
- Use key to set open position on Conference and Education Hall exterior doors.
- Confirm cleanliness. A broom, dustpan, manual carpet sweeper, and vacuum are located in the storage room for clean-up.
- Set-up the rooms as needed with existing tables and chairs.

### **CLOSING**

- Clean kitchen to leave in the same order as was found.
- Contain trash and recycling making sure there is no overflow.
- Arrange tables and chairs as instructed.
- Return AV equipment, handcart, remote controls to proper storage, if used.
- Remove all personal and organization belongings.
- Vacuum Education Hall and Conference floors, as needed.
- Lock restroom doors and open position exterior doors. Make sure all doors are shut completely and locked.
- Make sure everyone has exited the facility.
- Turn off Education Hall lights and fans, all other rooms are on motion sensors and will turn off in 30 min.
- Set alarm on security pad to AWAY and exit through Conference Room door.

Please report all concerns, safety conditions, and cleanliness to City of Coppel Biodiversity Education Center Coordinator at [bec@coppelltx.gov](mailto:bec@coppelltx.gov) .