

## McKinney Roughs Nature Park Reservation Guidelines

McKinney Roughs Nature Park is owned and operated by the Lower Colorado River Authority (LCRA). McKinney Roughs Nature Park's mission is to serve our communities and especially youth within the LCRA service area with quality education programs that teach and demonstrate the value of protecting the Colorado River basin's natural and cultural resources. Priority use of McKinney Roughs facilities is for this purpose.

McKinney Roughs is also available for meetings and events on a rental basis. Facilities include meeting rooms, dormitories and a dining hall. These facilities are available on a day-use or overnight basis with dormitory-style housing.

LCRA reserves the right to refuse any event that, in its opinion, provides a significant risk or harm to any resource, natural or man-made, at McKinney Roughs Nature Park. LCRA also reserves the right to limit the use of its facilities to activities that are in line with the mission of McKinney Roughs Nature Park.

The following guidelines provide direction for facility use and answer frequently asked questions. Reservations can be made by calling the McKinney Roughs Nature Park at (512) 303-5073; (512) 473-3333, Ext. 8041, or 1-800-776-5272, Ext. 8041.

### Customer Classifications and Fees

This chart of fees and charges is broken out by non-profit, private and commercial customers. Each group type has its own fee structure and may have specific guidelines.

The non-profit group includes events and meetings for organizations with proof of non-profit status such as 501(c) (3) documentation and can include educational groups associated with schools, colleges or universities; community and youth groups, such as churches, Girl and Boy Scout organizations; LCRA wholesale customers; and governmental agencies.

### Daily Fees

		Non-Profit	Private	Commercial	Deposit
Dormitories – per person per night**	Youth* Group	\$25	\$25	\$25	25% of total reservation fee
	Adult Group	\$30	\$30	\$30	
Dining Hall		\$300	\$375	\$450	\$150
Classroom		\$ 75	\$150	\$250	\$75
Amphitheater / Campfire		\$ 25	\$ 25	\$ 25	
* Youth – through undergraduate level of college					
**Dormitory fees are subject to local and state hotel occupancy tax unless organization has proof of exemption from those taxes.					

## Day Use Facility Reservations - Meeting Rooms and Dining Hall

Facilities at McKinney Roughts Nature Park are available on a rental basis, Monday through Saturday between the hours of 8 am to 5 pm, and Sunday noon to 5 pm. Set-up and clean-up should be scheduled within these hours to avoid additional charges.

Individuals or groups wanting a day-use meeting will receive a Facility Reservation Request Form - Day Use. The form must be completed and returned within two weeks along with the deposit to confirm the reservation.

### Fees and Payment

#### Meeting Room

- \$75 per meeting room for non-profit organizations
- \$150 per meeting room for private individuals
- \$250 per meeting room for commercial customers

Payment is due in full no later than 30 days before the scheduled meeting date.

#### Dining Hall

- \$300 per day for non-profit organizations
- \$375 per day for private individuals
- \$450 per day for commercial customers

Payment is due in full no later than 60 days before the scheduled meeting date.

### Deposits

Deposits are due within two weeks of making the reservation. See the table of **Daily Fees** on Page 1 for deposit amounts. The deposit amounts shown are per reservation NOT per room. For example, a nonprofit organization reserving the dining hall for a three-day meeting would pay a \$150 deposit to confirm the reservation. The \$750 balance would be due in full no later than 60 days before the meeting date.

### Cancellation Policy

Last Revised Date: January 18, 2012

Please provide a faxed notice of cancellation to (512) 303-5277, Attn: McKinney Roughts Scheduler.

#### Meeting Room

If a room fee has been paid and the group cancels 30 or more days before the reservation date, the room fee will be fully refunded upon receipt of a faxed notice of cancellation.

If the group cancels with less than 30 days notice, the room fee will be refunded less a \$75 cancellation fee upon receipt of a faxed notice of cancellation.

#### Dining Hall

If the dining hall fee has been paid and the group cancels 60 or more days before the reservation date, the fee will be fully refunded upon receipt of a faxed notice of cancellation.

If the group cancels with less than 60 days notice, the dining hall fee will be refunded less a \$150 cancellation fee upon receipt of a faxed notice of cancellation.

### Day Use After Hours Charges

After hours charges apply to day customers who schedule meetings or use facility space after the park is closed at 5 pm. These charges are as follows:

\$50/hr for every hour from 5 pm to Midnight

### Cleaning Fees

Customers are responsible for leaving their meeting space clean prior to departing. If excessive cleaning by LCRA is required, the following cleaning fees apply:

\$200 minimum fee for dining hall (includes kitchen area)

\$25 minimum fee per meeting room

### Rescheduling

If the customer notifies McKinney Roughts within the 30 day period for meeting rooms and 60 day period for the dining hall that they are unable to meet on the scheduled date, the customer may reschedule their visit without penalty one time only. If they cannot make their

rescheduled date, the visit is considered canceled and the above **Cancellation** paragraphs will apply.

**Security/Damage Deposit**

LCRA reserves the right to require a Security/Damage deposit in an amount to be determined by LCRA depending on the nature of the event. This deposit can be held by a credit card number.

If paid by cash or check, the Security/Damage deposit will be refunded within a reasonable period of time after the event, not to exceed three weeks, less any fees assessed by LCRA because of damage done to LCRA property during the event or extraordinary cleanup needed after the event.

Groups will receive an invoice, payable upon receipt, for damages or cleanup fees assessed over the amount of the Security/Damage deposit.

## **Day Use - Education and Recreation Programs**

Schools or groups wanting to reserve education or recreation day programs will receive a Reservation Agreement Form which should be signed and faxed back. The deposit must be received by the deposit due date provided on the form.

### **Fees and Payment**

Charges vary depending on the program. Program costs are discussed when the reservation is made and are listed on individual program fliers available from the McKinney Roughs Scheduler.

Payment is due in full on the day of the program visit.

### **Deposit**

A \$100 minimum deposit is required on education and recreation day program visits. The deposit is due within two weeks of scheduling the program visit.

### **Cancellation Policy**

Please provide a faxed notice of cancellation to (512) 303-5277, Attn: McKinney Roughs Scheduler.

If a group cancels 15 or more days before the scheduled visit date, the deposit will be refunded less a cancellation fee equal to 50% of the deposit.

If the group cancels with less than 15 days notice, the entire deposit will be forfeited as a cancellation fee.

Weather conditions prompting LCRA to cancel programs will result in a full refund or rescheduling of participants.

### **Number of Participants**

The minimum and maximum number of participants varies depending on the program. The McKinney Roughs Scheduler will explain program requirements at the time of a group's initial inquiry and may provide written informational fliers and/or brochures with program-

specific details including price, length of the program, minimum and maximum number of participants and age requirements.

For education and recreation day programs, inform McKinney Roughs of changes in group size a minimum of seven days before the group's visit. Staff and resources are scheduled according to the group's confirmed numbers.

If numbers decrease by more than 10 students within six days of the scheduled visit, the group must pay for 50% of the number of students who were unable to attend.

The number of participants can be increased subject to the availability of staff and equipment. If additional students attend, groups must pay for all students over the confirmed numbers.

## **Academy Program and Other Residential Group Reservations**

Individuals or groups making a residential reservation (all groups staying overnight in the dormitories) will receive a Facility Use and Service Agreement (referred to as the Agreement) which outlines all the details including fees anticipated with the upcoming rental. Facilities may be rented up to 18 months in advance of the desired date depending on the size of the group (see **Dormitory Minimums**).

Groups renting dormitory space are required to rent activity/meeting space appropriate to the size of their group to have a location for the group to assemble, conduct an activity, or have a backup space in case of inclement weather during their stay. Central Texas weather is unpredictable and may impact planned outside activities. There is no separate area in the dormitories for socializing or relaxing after the day's activities.

### **Fees and Payment**

Fees for residential group reservations are based on the number of attendees, the facility space reserved, and the McKinney Roughs educational or recreational programs scheduled and will be set out clearly in the Agreement. Under the terms of the Agreement, final payment in full is due 30 calendar days prior to the group's arrival date. All numbers reported at this time are considered final.

The group can be billed for additional costs incurred due to attendance increases, programs or meeting rooms added, other items requested by the Group Representative, or for damages and/or cleaning required after the event.

### **Deposit**

Twenty-five percent (25%) of the Agreement total or a \$100 minimum deposit is to be paid within two weeks of scheduling the event. If the deposit and signed Agreement are not received by the date specified in the Agreement, that space will become available to others on a first-come, first-served basis.

### **Cancellation Policy**

Last Revised Date: January 18, 2012

Cancellation must be made by faxed notice of cancellation to (512) 303-5277, Attn: McKinney Roughs Scheduler.

If a group cancels their residential reservation 60 days or more before their scheduled visit, the fees paid will be refunded less a \$100 cancellation fee upon receipt of a faxed notice of cancellation.

If a group cancels their residential reservation 31-59 days before their scheduled visit, the fees paid will be refunded less a \$150 cancellation fee upon receipt of a faxed notice of cancellation.

If a group cancels their residential reservation with 30 or fewer days notice before their visit, all deposits and fees paid will be forfeited.

### **Check-in and Check-out Procedures**

The Group Representative should check-in at the Visitors Center upon arrival and check-out with McKinney Roughs staff before departure.

The check-in process includes orientation to McKinney Roughs Nature Park, a review of building safety procedures, receipt of dormitory keys, and a review of scheduling logistics.

The check-out process ensures that the rooms and dorms will be ready for use by other groups and that the departing group does not leave personal items behind. At check-out, the dormitory keys are to be returned and the dormitories are checked by McKinney Roughs staff.

### **Cleaning Fees**

Customers are responsible for cleaning their facility meeting space and dormitories before departure. If excessive cleaning by LCRA staff is required, the following cleaning fees will apply:

\$200 minimum fee for dining hall (includes kitchen area)

\$75 minimum fee per floor for dormitories

\$25 minimum fee per meeting room

### **Dormitories**

The three dormitories can sleep a total of 128 persons. There are two dormitories with 24 beds per floor and one dormitory with 16 beds per

floor. Dorms are reserved based on accommodating a single gender per floor.

The dormitories are climate-controlled, two-story, open bunk-bed accommodations with restrooms, showers and open storage bins for personal gear. Each dormitory floor has its own separate entrance.

### **Dormitory Minimums**

The Llano dormitory (capacity 16 per floor) can be reserved for a minimum of 10 people per floor.

The San Saba and Pedernales dormitories (capacity 24 per floor) can be reserved for a minimum of 15 people per floor.

Groups of 10-20 can reserve a dormitory beginning 30 days prior to the requested date of arrival.

Groups of 20-59 can reserve a dormitory beginning 12 months prior to the requested date of arrival.

Groups of 60 or more can reserve a dormitory beginning 18 months prior to the requested date of arrival.

### **Group Representative**

Groups are asked to designate one person as their on-site Group Representative. Typically, this is the individual with whom McKinney Roughs staff has worked to plan the group's visit. The Group Representative will have the authority to approve changes to the Agreement which impact the group's final costs. Having one group representative minimizes any confusion regarding services during planning and execution of the event.

### **Number of Participants**

The number of participants agreed to by the customer and LCRA when the reservation is made and specified in the Agreement is subject to the following:

1. For residential groups final, firm participant numbers are due in our office at least 30 calendar days prior to arrival in accordance with the signed Agreement.
2. The number of participants may be increased subject to availability of dormitory beds, meeting space, and staff if LCRA is providing programs.

### **Security/Damage Deposit**

Last Revised Date: January 18, 2012

1. A Security/Damage deposit in the amount of \$250 is required for all groups staying overnight in the dormitories. This can be held by a credit card number.
2. Depending on the nature of the event, LCRA may require a Security/Damage deposit in excess of \$250.
3. If paid by cash or check, the Security/Damage deposit will be refunded within a reasonable period of time after the event, not to exceed three weeks, less any fees assessed by LCRA because of damage done to LCRA property by the group or extraordinary cleanup needed.
4. Groups will receive an invoice, payable upon receipt, for damages or cleanup fees assessed over the amount of the Security/Damage deposit.

## **GENERAL INFORMATION**

The following guidelines in alphabetical order provide information about frequently asked questions regarding facility rentals and park use at McKinney Roughs Nature Park. For clarification or any further questions, please call McKinney Roughs at 1-800-776-5272, Ext. 8041, (512) 473-3333 or (512) 303-5073, Ext. 8041.

### **Accessibility**

McKinney Roughs Nature Park facilities, including dormitories, are accessible for people with physical disabilities. To ensure that logistical arrangements will accommodate all attendees, when making a reservation, groups should advise McKinney Roughs staff if any of their attendees have special needs. Our Ridge Trail is a crushed granite ADA-approved trail accessible by wheelchairs.

### **After Hours Fees**

There is an afterhours fee of \$50/hour assessed for day-use meetings that go beyond 5 p.m. to help defray after hour expenses.

### **Alcohol**

Alcohol use on McKinney Roughs park property is approved on a permit basis only by the Manager of the Natural Science Centers. An Alcohol Use Request Form must be submitted no later than two weeks prior to the event. Alcohol will not be permitted until the park closes at 5 p.m. Approval of the use of alcohol is determined based on such factors to include general ages of group participants, the purpose of the event at which alcohol would be served, and types of alcohol the group wishes to serve. LCRA does not allow kegs of beer. If permission is granted, one security guard for each 100 guests will be required at the expense of the customer. Alcohol Use Request Forms can be obtained from the McKinney Roughs Scheduler and Events & Facilities Coordinator.

### **Amphitheater**

The outdoor amphitheater has bench seating for 128 people and is available for groups renting dormitory space on a first-come, first-served basis. It must be reserved in advance. There are electric

outlets and outdoor lighting at the amphitheater but no sound system. (See Campfire)

### **Animals**

With the exception of service dogs, visitors' animals are not permitted in the buildings.

### **Audio Visual Equipment**

McKinney Roughs has a limited number of projectors for viewing transparencies and slides, TV/VCR and TV/VCR/DVD combos, and screens available for use at no charge. Customers need to bring their own laptop computer and LCD projector for PowerPoint presentations. The dining hall has a wireless sound system with one clip-on lapel and one hand-held microphone. The classrooms have no built-in audio system. A small portable speaker system with microphone is available. All equipment is for inside use only unless special arrangements are made in advance. Each classroom is equipped with wall screens. Please request all audio-visual equipment prior to arrival.

### **Bedding & Linens**

Residential groups provide their own sheets, blankets or sleeping bags, pillows, towels and personal toiletries.

### **Beverages**

Only water is allowed in the dormitories. No red-colored beverages may be served in the meeting or dining areas because those stains are nearly impossible to remove.

### **Campfire**

Requests for campfires must be made in advance when booking a group. Campfires are only allowed at the Barstow Amphitheater in the existing fire ring **IF** there is not a burn ban. Campfires will not be allowed if Bastrop County and/or McKinney Roughs Nature Park are under a fire ban. McKinney Roughs may institute a fire ban even if Bastrop County has not declared one. Permission to have a campfire will be assessed on a case-by-case basis depending on current weather conditions and fire risk. The safety of our guests and the park is our first priority. Use of the fireplace in the dining hall must be

made in advance, only on a seasonal basis and no cooking in the fireplace is permitted. (See **Amphitheater**)

### **Chaperone Ratio**

All groups should plan on having one adult chaperone age 21 or older for every ten youth participating in activities at McKinney Roughs Nature Park. An adult must accompany and supervise youths any time they are in the dormitories, dining hall, class settings, and on trails. For residential youth groups, one adult chaperone is necessary for every ten students staying overnight in the dormitories. The adult chaperones must spend the night in the dormitory with the students they are chaperoning.

### **Children**

Due to safety concerns, all youth attending a meeting or event must be supervised at all times. Youth may not be in the dormitories for any reason whatsoever without the presence of an adult chaperone.

### **Classrooms**

Four classrooms are available for rental. Each classroom has a maximum seating capacity of 30 people, depending on room set-up: U-shape, theater-style, classroom, hollow-square, etc. Eight tables and 30 chairs are provided per classroom. Groups do their own room set-up and should return the room to its original state prior to departing. If tables and chairs are not needed, please advise McKinney Roughs in advance.

Three of the classrooms are adjoining and separated by partitions. The partitions may be removed allowing for larger groups of up to 90 people. Some sound may carry through the partitions depending on other groups using the meeting rooms.

### **Cleaning**

Groups are asked to leave the facility clean and orderly at the end of their visit. Cleaning equipment and supplies are provided in each dormitory and in the dining hall. Groups should remove the trash from the dormitories and dispose of it in the dumpsters behind the dining hall. Prior to check-out, groups are expected to clean the dormitories in accordance with the guidelines posted in each dorm. McKinney

Roughs will assess cleaning fees if reserved rooms have been left damaged or excessively dirty.

### **Damage**

Groups are responsible for leaving the facilities in an undamaged condition. Groups are responsible for repair or replacement of damage incurred. McKinney Roughs will assess damage fees by invoice or deduct from a deposit if a room or equipment is damaged.

The use of staples, nails, tacks, glue and other similar and potentially damaging items are prohibited from use for securing items to the walls, door and window frames, and any other woodwork or permanent structures at McKinney Roughs.

### **Decorations**

Streamers, potpourri, glitter, confetti, seeds, sparklers, and balloons are prohibited from use at McKinney Roughs. The use of tape, wire, staples, nails, tacks, glue, and similar damaging items are prohibited from use for securing decorations to surfaces. Candles and luminaries must be in pre-approved containers, and their use must be approved by the LCRA 14 days prior to the scheduled event.

### **Dining Hall**

The dining hall seats 150 people at tables or 250 people theater-style. If several groups are staying in the dormitories, all groups may share the dining hall at meal time unless reserved exclusively by one of the groups. Groups staying in the dormitories are required to rent the dining hall or classroom space as the dormitories do not have a living room or recreation area.

### **Dining Hall Kitchen**

There is a fee for using the dining hall kitchen facilities. The kitchen facilities are in compliance with all rules, regulations and standards required by the Texas Department of State Health Services.

Groups may use professional caterers for their events. Upon request, a list of local caterers can be provided for your convenience.

Groups may do their own cooking in the dining hall kitchen. Groups doing their own cooking are required to meet with McKinney Roughs



staff in advance of their arrival to receive training in use of the kitchen equipment. Groups must follow the safe food handling requirements put in effect by the Texas Department of State Health Services.

### **Dormitory Check-in and Check-out Times**

Check-in time is 2 p.m. and check-out time is 10 a.m. When packing, visitors should keep in mind that they may not be able to check into their dormitory immediately upon arrival. McKinney Roughs suggests that any items needed by group members upon arrival should be easily accessible.

### **Dormitory Guidelines**

Dorm guidelines are provided with the Agreement when it is mailed to the customer and posted in each dorm.

At McKinney Roughs females are given one floor in a dorm with males on a separate floor. Chaperones should be same gender on each floor. Each dormitory floor has a separate entrance that can be locked.

Only bottled water is allowed in the dormitories. Food and beverages other than water will attract insects, mice and similar unwanted visitors.

### **Entrance Gates**

McKinney Roughs entrance gates are open 7:30 a.m. to 5 p.m. Monday through Friday; 8 a.m. to 5 p.m. Saturday and noon to 5 p.m. on Sunday. Residential Group Representatives will receive the entrance gate access code at check-in so attendees can come and go as needed.

### **Internet Access**

McKinney Roughs has wireless connectivity in the Visitors Center, the Mark Rose Natural Science Center, and the dining hall for use by rental customers. Arrangements for wireless access should be made in advance with the McKinney Roughs Events and Facility Coordinator or designee as access is available only with a guest user name and password.

### **Keys for the Dormitories**

Dorm keys are distributed to the Residential Group Representative at check-in and are to be returned by the Group Representative at check-out. Groups receive one key per dormitory floor. There is a \$25 lost key replacement fee.

### **Liability Release Forms**

Depending on the specific programs scheduled, groups participating in McKinney Roughs programs may receive liability release forms when the reservation is confirmed and the signed Agreement and deposits are received at McKinney Roughs. These forms must be completed and turned in prior to participating in the scheduled program.

### **Mailing Address**

McKinney Roughs Nature Park's mailing address is 1884 Highway 71 West, Cedar Creek, Texas, 78612.

### **Occupancy Limits**

Occupancy limits for the meeting rooms are enforced. Emergency exits must be clear at all times. Groups must cooperate with McKinney Roughs staff efforts to maintain security of the buildings and grounds and to provide for the safety of all persons.

### **Parking**

Ample parking is available in three parking lots. However, groups are encouraged to carpool. There is minimal handicapped parking available. No parking is allowed in the dormitory area or along the service road behind the dining hall. With the exception of loading and unloading, only two vehicles may remain parked behind the dining hall. Usually these are vehicles belonging to the caterers.

### **Personal Property**

The dormitory storage cubicles are open so visitors are encouraged to leave valuables at home. LCRA is not responsible for personal property lost, stolen or damaged. Personal items should be labeled with the owner's name and phone number to help in the return of lost items. Items unclaimed after 30 days will be donated to charity.

**Security Guard**

Some events may require a security guard. If McKinney Roughs decides this is the case, LCRA will hire the security guard(s) and the cost will be charged to the customer. One security guard will be required for every 100 people expected to be in attendance. The security guard will be in a working status the entire time of the event.

**Physical Address**

McKinney Roughs Nature Park's physical address is 1884 Highway 71 West, Cedar Creek, Texas, 78612.

**Politics, Campaigning, Electoral Forums**

McKinney Roughs does not host events of a political nature.

**Quiet Hours**

Quiet hours are 10 p.m. to 6:30 a.m. and are enforced.

**Refunds**

See **Deposits**.

**Room Set-Up**

The classrooms and dining hall have tables and chairs sufficient to accommodate each room's maximum. Groups are responsible for their own set-up prior to their meeting and for returning tables and chairs to their proper place at the end of their stay. Tables and chairs are for inside use with the exception of the dining hall tables and chairs which may be placed under the porch surrounding the dining hall.

**Signs & Banners**

Notify McKinney Roughs staff in advance of any intention to erect or display signs other than signage displayed on easels. If approved, banners will be hung by McKinney Roughs staff.

**Smoking**

Smoking is allowed at McKinney Roughs in two designated smoking areas, both of which have cigarette disposal urns. One is located to the rear of the dining hall and one on the walkway from the parking lot. It is the responsibility of the Group Representative to communicate this to the group. Visitors may also smoke in their vehicles if desired.

Last Revised Date: January 18, 2012

**Snacks**

Vending machines with cold beverages and snacks are located behind the classroom building. Due to storage space limitations, residential groups wishing to bring snacks for their stay must make prior arrangements with McKinney Roughs staff. No snacks may be stored in the dormitories.

**Telephones**

Groups are encouraged to bring cell phones for emergency use. One pay phone is located at the bus drop-off area in front of the Visitors Center. There are no phones in the classrooms, dormitories or dining hall. An emergency phone is located in the dining hall kitchen cabinet near the first aid supplies.

**Trails**

There are approximately 18 miles of very scenic and lovely trails at McKinney Roughs. Customers who have paid for a meeting room are allowed to hike the trails without charge after first coming to the Visitor's Center to get a hiking map.

**Weddings**

A Wedding and/or Wedding Reception Package is available and provided upon request. Please contact the Events & Facility Coordinator to check availability of dates and for more information.

For questions and information, please contact the McKinney Roughs Nature Park at 1-800-776-5272, Ext. 8041; (512) 473-3333, Ext. 8041 or (512) 303-5073.