



Biodiversity Education Center Rental Guidelines

Rental Procedure

- To rent the BEC Education Hall:
 - Review the BEC Rental Guidelines **in full**.
 - Call 972-304-3581 or email bec@coppelltx.gov to verify if the requested Date/Time is currently available.
 - Rentals are advertised as available until an application is approved and payment has been received. Rentals work on a first approved and paid bases.
 - Submit a **Rental Application** through the [BEC City Website](#).

BEC Rental Guidelines

- Rentals are **only** permitted to Coppell Residents and Coppell-based Businesses with a minimum age requirement of twenty-one (21).
- Rentals are **only** permitted 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.
- The BEC **may not** be used as the primary meeting place for any organization of group. All meetings are open to the public at large.
- Applicants **must** be present for the entirety of the permitted rental and have the approved permit on hand.
- Applications are accepted during regular business hours Monday-Friday 8:00AM-5:00PM.
- Rentals can be requested a minimum of seven (7) business days and a maximum of six (6) months prior to the requested rental date.
- The BEC Education Hall can be booked for a minimum of four hours: 8:00AM-5:00PM.
 - The rental time includes set-up and clean-up. No additional time is allotted for these activities.
- BEC rental requests **cannot** be held. The rental application **must be** approved and paid in full to guarantee the requested date/time is permitted.
- A rental request and submitted application **do not** guarantee an approved permit.
 - Please allow 3 Business Days to process the **Rental Application**.
 - A Biodiversity Education Center Representative will be in contact by phone or email once your application have been reviewed.
- 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). The sale of items, or the execution of commerce is **not permitted**.

The information contained in this document is subject to change with or without notice. The biodiversity education center coordinator or a duly authorized representative has the right to refuse or deny any request for reasonable cause and location, use, traffic flow and safety will be considerations for approval of request. Further, the biodiversity education center coordinator or a duly authorized representative has the right and obligation to cancel or suspend any such permit previously issued if such cancellation or suspension is in the best interests of the citizens of Coppell and/or is necessary for the maintenance and control of facilities under the responsibility of the parks and recreation department.



- BEC rentals **do not** include exclusive use of Coppel Nature Park. The park remains open to other park visitors.
 - 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.
- Each meeting date/time will have a separate BEC Reservation Request form.
- Rentals shall be in compliance with Coppel, Texas, [Code of Ordinances, Chapter 9, Article 9-11 Parks and Recreation Code](#).
- The Biodiversity Education Center Coordinator or the appropriate staff person acting for the BEC will confirm approval or denial of 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 Coppel 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.
- All meetings of organizations held in program rooms must be open to the public.
- Social functions such as weddings, showers, parties, self-promotional activities or other personal use are not permitted.
- The City of Coppel shall not handle any publicity concerning non-sponsored programs.
- 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 education hall. 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 Coppel personnel at the time of the reservation request. Permits may apply. Please refer to the City of Coppel Environmental Health Department web page for current policies.
- Items that **will not** be permitted include, but are **not** limited to, the following:
 - Sitting on cabinets, shelves, or tables.
 - Use of grills, candles, incense or any other open flames
 - Paint, balloons, liquid glue, and glue guns
 - Driving on park trails and sidewalks
 - Powder Canons/colored powder, paint, chalk, rice, glitter, confetti, pinatas
- Alcoholic beverages of any kind are **prohibited** on-site and within the city parks.
- Smoking or use of any tobacco product or use of e-cigarettes are **prohibited** within the BEC and any city park.
- The City of Coppel reserves the right to have a staff member present at any meeting held in the BEC facility.
- Any equipment and/or decorations brought into the education hall by the renter must be removed at the end of the reservation. Nails, thumb tacks, etc. must not be used to attach decoration to walls.
- At the conclusion of the rental, the education hall must be left in a clean and orderly condition. Renter is responsible for any damage to the facility and/or equipment that results from the rental. Failure to pay fees for damaged property will result at minimum in the loss of future reservation privileges.

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Corporate Retreat Rental Guidelines

- A BEC staff member will set up and take down the chosen layout for Corporate Team Retreat Rentals.
- A staff member is available to offer excellent customer service and facilitate team building activities around your event timelines.
- A staff member will be on-site for the duration of your event to assist with any troubleshooting or to provide facilitated team building activities as requested and to close the building at the end of the rental.
- 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.

Non-Profit Rental Guidelines

- City of Coppell personnel are **not** available for setting up or clearing tables and chairs in the education hall. 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.
- 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.
- Confirm cleanliness. A broom, dustpan, manual carpet sweeper, and vacuum are located in the storage room for clean-up. Kitchen cleaning supplies are located in cabinet labeled "Cleaning Supplies."
- Contain trash and recycling making sure there is no overflow.
- Turn off Education Hall lights and fans, all other rooms are on motion sensors and will turn off in 30 min.
- A staff member will be onsite for the duration of your event to assist with any troubleshooting and to close the building at the end of the rental.

Penalty Information

Renter is responsible for any damage to the facility and/or equipment that results from the rental. Charges may be imposed upon the organization if its use of the equipment and facilities result in damage to the BEC's property such as:

- Damage to City Property
- Additional Cleaning Service
- Theft of City Property/Equipment
- Misrepresentation by the renter as to the intent, type, or nature of activity
- Cancellation notice of less than 3 business days
- Use of facility beyond the authorized reservation time
- Noncompliance with Coppell, Texas, [Code of Ordinances, Chapter 9, Article 9-11 Parks and Recreation Code](#).

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.

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Cancellation/Refund Policy

- The City of Coppell Biodiversity Education Center reserves the right to terminate a rental during the activity if conditions so warrant.
- Individuals and businesses renting the facility must comply with all applicable city policies, ordinances, local and state laws. Failure to comply may result in future denial of any subsequent use of the facility.
- BEC rentals can be rescheduled, if canceled due to inclement weather.
 - Prior notice of 72 hours is required for a refund due to cancellation other than inclement weather.
 - Inclement weather does not include heat or heavy winds.

Contact Information

The Biodiversity Education Center office is open during regular business hours Monday-Friday from 8:00AM-5:00PM. Outside of regular scheduled business hours, a Biodiversity Education Center team member can be reached at 214-769-8944. In case of emergency, please call the Coppell Police Department by dialing 911.

ADA Notice:

As a government entity, the City of Coppell strives to make available facilities open for public use in a manner consistent with Title II of the Americans with Disabilities Act (ADA) of 1990. We hope that as you utilize our facilities, you will find them accessible and efficient for your needs.

In compliance with the non-discrimination requirements of Title III of the ADA, a community group, non-profit entity, or private business must facilitate, at its sole expense, any disability-related request for reasonable accommodation, effective communication, or program modification that does not impose undue burden (significant difficulty or expense).

A government entity has no obligation to facilitate requests for reasonable accommodations connected to an event or activity sponsored or managed by a community group, non-profit entity, or private business that is making use of government-owned facilities.

If you have any questions or concerns in regard to the accessibility of any City facilities being utilized by a community group, non-profit entity, or private business, please notify the manager of that particular facility or Kori Allen, ADA & Capital Programs Coordinator, at 972-462-5148.

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