

FINNUP CENTER FOR CONSERVATION EDUCATION
LEE RICHARDSON ZOO
FACILITY USE POLICY

The purpose of this Facility Use Policy is to establish rules and guidelines for the use of the Finnup Center for Conservation Education (FCCE) at the Lee Richardson Zoo (LRZ), Garden City, Finney County, Kansas, to preserve the FCCE from undue deterioration, and ensure use of the FCCE compatible with the intent of the Finnup Foundation and the City of Garden City, Kansas (City).

POLICY

1. FACILITY DESCRIPTION. This policy shall govern the use of the FCCE, LRZ, 312 E. Finnup Drive, Garden City, Kansas. The primary areas of use of the FCCE are the Lecture Hall, Hart Conference Room, and common areas. One or both of the classrooms may be available on a limited basis.

2. ORGANIZATIONS AUTHORIZED TO USE FCCE.

a. The following organizations shall be authorized to use the FCCE (Authorized Organizations) FREE OF CHARGE

- (i) City of Garden City, Kansas;
- (ii) Finnup Foundation;
- (iii) Students of USD 457 and GCCC involved in instructional activities (e.g. Zoology classes, Peer Mediation training, etc.)

b. The following organizations shall be authorized to use the FCCE at a rate Half of the standard rate for Discretionary Organizations (see below).

- (i.) County of Finney, Kansas;
- (ii.) Unified School District No. 457
- (iii.) Garden City Community College;
- (iv.) St. Catherine Hospital;
- (v.) Kansas Department of Wildlife & Parks

Authorized use shall be by members, employees, agents, or groups directly associated with each of the Authorized Organizations, including but not limited to, departments, committees, advisory boards, elected boards or officials, related tax-supported entities, and other groups seeking use of the FCCE for purposes directly related to and associated with one of the Authorized Organizations.

The Director of LRZ (Director) shall have discretion to allow use of the FCCE by organizations not identified herein (Discretionary Organizations) if, in the opinion of the Director, the purpose for use of the FCCE furthers educational goals of the LRZ, or when use of the FCCE will result in promotion and recognition of the City or the LRZ throughout Southwest Kansas or the state of Kansas.

The City, inclusive of all departments, committees, advisory boards, and elected officials, shall have first priority over all other organizations for use of the FCCE.

3. AUTHORIZED USE. Any intended use of the FCCE must be related to a goal or purpose of the organizations identified in paragraph 2. It is not the intent of the City for the FCCE to be used for social events such as weddings, receptions or parties. No use of the FCCE that violates any federal, state, or municipal law, statute, ordinance, rule, or regulation shall be authorized.

The FCCE is only available for use Monday through Friday, 8:00 a.m. to 5:00 p.m., unless otherwise approved by the Director.

4. FEES. The fees for use of the FCCE by Discretionary Organizations shall be as follows:

Lecture Hall/Hart Conference Room:

\$100.00 per day

\$50.00 per half day (4 hours or less)

\$25.00 additional set-up fee for use of video/computer projector, or other equipment (Authorized Half-Rate Organizations are exempt from equipment set-up fee.)

Additional Rooms: \$35.00 per room for full or half day

Video Conferencing Facilities/Equipment:

\$100.00 for first hour and \$10.00 for subsequent hours

5. RESERVATIONS. All Authorized and Discretionary Organizations seeking use of the FCCE shall complete a written reservation request, which is available at the LRZ, 312 E. Finnup Drive, or by calling 620-276-1250. Reservations should be made at least two weeks prior to the date of intended use. Fees for use of the FCCE shall be paid not less than 48 hours prior to date of intended use. Failure to pay all fees in a timely manner shall result in cancellation of a reservation. In addition to making a reservation, Discretionary Organizations shall enter into a written agreement with the City for use of the FCCE. All cancellations of reservations shall be made not less than 24 hours prior to date of intended use. All fees paid prior to a timely cancellation will be returned. If notice of cancellation is made less than 24 hours prior to the date of intended use, all fees paid will be retained by Lee Richardson Zoo.

6. RESTRICTIONS ON USE. The use of alcoholic or cereal malt beverages and tobacco products are not permitted in the FCCE. A waiver to allow consumption of alcoholic beverages may be requested through the Zoo Director with final approval by the City Commission. City ordinance also prohibits smoking on zoo grounds and within 50 feet of the building's primary entrance. All organizations shall refrain from any use of the FCCE that causes damage to the FCCE.

7. RESPONSIBILITIES OF ORGANIZATIONS. Organizations using the FCCE shall have the following responsibilities:

- (a) Set up of tables and chairs, and if requested, return of tables and chairs to original position following use;
- (b) Clean up of areas used;
- (c) Disposal of all trash in provided trash receptacles to outside dumpster; and
- (d) Vacuuming of areas used, if necessary.

A Fifty Dollar (\$50.00) fee will be assessed if the Organization requires/requests room set-up by Zoo staff. If the City is required to perform excessive clean up of area(s) used, Organization will be assessed a clean up fee of Fifty Dollars (\$50.00).

8. LIABILITY/INDEMNIFICATION. Any and all organizations using the FCCE shall be strictly liable for any damage occurring to the FCCE arising out of use of the FCCE by the organization, regardless of whether the damage is the direct result of a member, agent, or employee of the organization, or a third party.

9. GENERAL. The following general terms and conditions shall apply to use of the FCCE:

- (a) Kitchen. Kitchen facilities are not available at the FCCE. Organizations desiring food must make their own arrangements for the serving of food. Items such as coolers, ice, plates, silverware, cups, and paper goods must be provided by the organization.
- (b) Telephone. The phones in the office of the Finnup Center are for LRZ business and emergencies only. There is a phone in the lobby from which local or calling card calls can be made.
- (c) Available Equipment. A digital projector and screen, overhead projector, television, VHS and DVD player are available. The building has video conferencing capabilities. Please call for details and to check availability. Additional fees will apply.
- (d) Parking. Organization shall be responsible to ensure that all participants using the FCCE are lawfully parked in areas for public parking at the LRZ.