

Big Bear Discovery Center Resource and Education Room Groups' Use Policy

The Big Bear Discovery Center is pleased to offer to the Big Bear Valley community, businesses and nonprofit organizations the use of its Resource and Education room for meetings, presentations and special events. Room capacity is 65 theater style and offers access to audio/visual equipment, a fully functional kitchen, restrooms and ample parking.

The Discovery Center is co-managed by the U.S. Forest Service and nonprofit San Bernardino National Forest Association. As a nonprofit partner, we are also pleased to offer the facilities to other nonprofit organizations at no rental fee (exceptions apply; see below).

For questions or to inquire about availability, please call (909) 866-3437. To reserve the Resource and Education Room, please complete the form below and fax it to (909) 866-1781, retaining the original for reference and your records. We will confirm your reservation upon receipt. Thank you for your interest in using the Big Bear Discovery Center for your next event!

ROOM & DISCOVERY CENTER INFORMATION

Room Description

Carpeted, private entrance, across entryway from large restrooms, multiple windows overlooking the lake and forest, room can be darkened for screen presentations. Direct access to large deck overlooking lake.

Table And Chair Capacity, Other Amenities

- Theater-style – seats 65
- Tables and chairs for teaching/workshop – seats 50
- Podium, chalkboards and pin boards
- Easels and flip chart stands
- Kitchen – coffee maker, stove & oven, refrigerator, sink. Please provide your own supplies.

Parking

- 3 well-lit lots with a capacity of 104 cars.

- Attendees at meetings held during operating hours of the Discovery Center are asked to park in one of the two upper lots, to leave the most convenient parking for other visitors who are coming and going throughout the day. (Closer handicapped spaces are available if needed.)

Presentation Equipment

- VCR and DVD player, Slide projector
- Hand and wireless microphones
- Cable television, CD and tape player
- Permanent large pull-down screen
- Internet access (must provide your own computer equipment) – can be displayed on large screen

Business Hours of BBDC

- Summer hours: Memorial Day Weekend – Sept. 30th 8:30 am -4:30 pm
- 7 days a week
- Winter hours: October 1st – Week prior to Memorial Day Weekend 8:30 am – 4:30 pm Friday thru Tuesday (closed Wednesday & Thursday)

Basic Set-up and Clean-up

Discovery Center staff will arrange tables and chairs as you request. Users are responsible for tidying the room after the meeting, putting trash in the receptacles provided. Staff will put tables and chairs away and do any necessary cleaning after the meeting.

FEES / DONATIONS

Basic Room Use

- **Non-Profit Groups - No Room Use Fee.** (*Note that staff and equipment fees may be incurred; see below.*)
- Businesses - \$100 per full business day, \$50 for morning, afternoon or evening session. (*Does not include staff or equipment use fees; see below.*)

Cleaning and Breakage Charges: Groups will be responsible for any extraordinary cleaning, replacement or repair charges resulting from their use of the room.

Audio/Visual Presentation Equipment Use

- **If a group member is trained to use the presentation equipment, there will be no fee. Groups may avoid an equipment use fee if a**

representative stops by the Discovery Center during normal operating hours prior to their meeting to be trained in equipment use.

- If the group requires a staff person to be present at their meeting to run the equipment, the fee will be \$25 per hour, with a 2-hour minimum.
- If no one from a group is trained in equipment use and no arrangements have been made for staff support, there will be no access to the equipment.

Staff Support

- **If no staff support is necessary, there will be no fee.**
Groups may avoid a staff support fee by stopping by the Discovery Center during normal operating hours prior to their meeting to pick up a guest key and learn simple opening and lock-up procedures.
- If staff support is necessary, the fee will be \$25 per hour, with a 2-hour minimum.
- If no one from the group has picked up a guest key and learned opening and closing procedures prior to a meeting that begins or ends after normal operating hours, the fee will be \$25 per hour, with a 2-hour minimum.

Miscellaneous

- No alcohol allowed; no exceptions.
- No candles, tea lights, or any source of fire or flames

Note #1: Staff support may be required for some events, at the discretion of the Discovery Center.

Note #2: If the group is already paying an audio/visual use fee for a staff person to be available to run equipment, the staff support fee will be waived.

BIG BEAR DISCOVERY CENTER
Resource and Education Room
Reservation Request Form

For questions or to inquire about availability, please call (909) 866-3437. To reserve the Resource and Education Room, please fill out this form and fax it to (909) 866-1781; Attention: Helaine Cross; retain the original for reference and your records. We will call to confirm your reservation upon receipt. Thank you!

Group Name _____

Please check one: Non-profit organization _____ Business _____

Day and Date of Meeting _____

Time of Meeting (including your room preparation time): From _____ am/pm until _____ am/pm

Number of attendees anticipated: _____

Room set-up needs – please check appropriate arrangement:

Theater-style (chairs only, facing forward) _____

Workshop/teaching style (chairs with tables) _____

Table arrangement

U-shape, with chairs around outside of tables _____

U-shape, with chairs around both sides of tables _____

Box-style, with chairs around outside of tables _____

Additional tables needed (for food display, collateral materials, etc.) _____ If so, how many? _____

Any other set-up requests?

Will you need to use any of the presentation equipment? Yes _____ No _____

If yes, please call (909) 866-3437 prior to your meeting to arrange training in the use of the equipment to avoid an equipment use fee. Otherwise, there is a minimum \$50 fee.

Is your meeting beginning or ending outside of normal Discovery Center operating hours?

Yes _____ No _____

If yes, please call (909) 866-3437 prior to your meeting to arrange to pick up a guest key and learn the simple opening and closing/lock-up procedures to avoid the staff support fee. Otherwise, there is a minimum \$50 fee.

Group Contact Name _____

Contact's Daytime Phone Number __ (____) _____ Fax Number _____

Contact's E-mail Address _____

Total Fees: Room Use \$ _____ + Equipment Use \$ _____ + Staff Support \$ _____ = \$ _____
(Any fees are due and payable upon confirmation of booking.)

Please fax this form to (909) 866-1781. We will call to confirm your reservation.
Thank you! We look forward to hosting your group at the Big Bear Discovery Center.