



**THE MEADOWS CENTER**  
**FOR WATER AND THE ENVIRONMENT**  

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**TEXAS STATE UNIVERSITY**

**OUT DOOR RESERVATION POLICY**

The Meadows Center for Water and the Environment is located along the headwaters of the San Marcos River and Spring Lake. The grounds have long been recognized for their natural beauty and relaxing atmosphere. The park can be reserved for special events when it is not being used for Educational Tours or events. Reservation forms may be obtained from the Aquarena Gift Shop or online at [www.aquarena.txstate.edu/specialuse/reservations](http://www.aquarena.txstate.edu/specialuse/reservations).

**FEEES ASSOCIATED WITH RESERVATIONS AT THE MEADOWS CENTER-SPRING LAKE OPERATIONS**

- a. A reservation fee will be assessed according to area and priority status (see below).
- b. Areas that can be reserved include: The Pecan Grove, The Meadows, River Center Park or the entire park. (Park remains open to the public during park hours.)
- c. A set up fee will be assessed if needed.
- d. A Table & Chair fee will be assessed if The Meadows Center property is used. The Meadows Center does not guarantee availability of tables and chairs.
- e. An overtime charge will be assessed for the use of the facilities beyond or prior to posted park hours.
- f. Reserved areas are to be left clean with all trash placed in trash receptacles and removed from the property. A minimum cleaning charge of \$25 per hour will be assessed if cleaning is necessary to return an area to original condition. Failure of a group to exercise proper care of facilities will result in the loss of future reservation privileges.
- g. In no instance will events be scheduled prior to 6 a.m. or beyond 12 a.m.

**PROCEDURES FOR RESERVATIONS**

- a. Reservations must be made at least 2 weeks in advance of requested date.
- b. Reservation forms may be obtained online at [www.aquarena.txstate.edu/reservations](http://www.aquarena.txstate.edu/reservations). A printed confirmation of the reservation request will be returned within 72 hours. Special setups and equipment requests must be received seven (7) working days prior to the event.

- c. In case of a scheduling conflict, the Event Coordinator will make a final decision in consultation with the Senior Program Coordinator-Spring Lake Operations.
- d. If decorating time is required, the reserving party should indicate the desired time on the reservation request form. The reserving party assumes responsibility for overtime charges related to decorating time and tear down. All decorations must be approved by the Event Coordinator and removed at the conclusion of the event.
- e. It is the responsibility of the reserving party to leave the grounds in the same condition as when the function began. Any damage to or loss of equipment, or cleanup expense, will be the financial responsibility of the reserving party.
- f. Candles or any open flame may not be used without the approval of the Event Coordinator. Candles must have a protective base to prevent wax from dripping on the ground, tables, or furniture.
- g. Digging in the ground is strictly prohibited.
- h. No liquid of any kind may be used for decorations other than approved water- based paint, which is approved through the Event Coordinator.
- i. Objects may not be secured to trees, plants or walls without prior approval. Cancellation

and reservation requirements are as follows:

- a. Functions scheduled from Monday 8:00 a.m. through Friday 5:00 p.m. require a five (5) working day cancellation notice. Failure to cancel a scheduled event will result in a \$25.00 cancellation/no show fee to the reserving party.
- b. Functions scheduled from Friday at 5:00 p.m. through Sunday require a 30-day cancellation notice. If a cancellation notice is received less than 30 days prior to the function, a \$50.00 cancellation/no show fee will be charged to the reserving party.

## PROCEDURES FOR FOOD EVENTS

- a. All events at which food or beverages are served must have a signed food waiver (Attachment III) on file with The Meadows Center, unless a university-approved caterer is used. If a waiver is not submitted, the event will be cancelled and a cancellation fee appropriately applied.
- b. The caterer or reserving party must provide tables, chairs, risers and other miscellaneous furniture for banquets and receptions, dishes, linens, utensils, and warmers.
- c. For food events utilizing the services of a caterer, the reserving party is responsible for adhering to the following procedures:
- d. Off-campus caterers must appear on the approved list of caterers compiled by the Office of Auxiliary Services. For a list of approved caterers, contact Auxiliary Services ([www.aux-srvcs.txstate.edu](http://www.aux-srvcs.txstate.edu)) at 245-2585.
- e. The reserving party must supply the caterer's name and telephone number at the time of reservation.
- f. The Coordinator shall be included in the set-up arrangements with the reserving party and the caterer.
- g. Set-up arrangements will be finalized with the Event Coordinator seven (7) working days prior to the event.
- h. The reserving party shall assume responsibility for seeing that the caterer supplies trash receptacles and bags. All trash must be removed from The Meadows Center upon completion of the event. The Out door area must be left clean and clear of chairs, effects and debris associated to the event. In the event that the caterer does not comply with the clean up requirements, the reserving party will be billed a \$25 per hour labor charge. All items must be removed from The Meadows Center immediately upon completion of the reserved event.
- i. In the event that The Meadows Center may need to open early or remain open beyond park hours, the reserving party shall assume financial responsibility (to accommodate catering set-up or clean up).

## PROCEDURES FOR ALCOHOLIC BEVERAGES

- a. The Dean of Students/Designee must approve events at which alcoholic beverages are served before space will be confirmed. University security is required for all events where alcoholic beverages are served. The sponsoring organization or user shall assume financial responsibility for security. (See UPPS No. 05.03.03, "Alcoholic Beverage Policy and Procedure Statement").
- b. University Police Department (UPD) may be required as deemed appropriate (particularly for events held after 10:00 p.m.) by the Director of UPD. The Event Coordinator is responsible for contacting UPD to arrange for officers for events in the Student Center. Sponsoring organizations shall assume the financial responsibility if security is required.