



Texas Ranger Public Safety Education Center Guidelines for Use

Mission Statement:

The Texas Ranger Public Safety Education Center provides classroom space for non-profit organizations advocating safety, well-being, crime prevention, and good citizenship to deliver educational programs and train staff and volunteers.

Guidelines for Use:

- **Fees:** An application fee of \$50.00 is due at the time of reservation. Checks should be made payable to the "Texas Ranger Hall of Fame and Museum." The application fee is fully refundable if program is cancelled at least 30 days prior to scheduled date.
- **Keys:** Keys for the Center must be signed out at the date and time specified on the use agreement and must be kept on the event organizer's person at all times.
- **Lock-up:** After cleaning & locking the center, keys will be placed in the drop box in the front entranceway of the Center.
- **Loss of Keys:** The guest organization is financially responsible for any damage or theft resulting from failure to properly lock or secure the Center. Loss of the keys will require re-keying of the facility, which will be charged to the guest organization.
- **Please Note:** **Nothing may be nailed, taped, pinned or otherwise affixed or mounted to the walls, ceiling, windows, doors or fixtures, or to the outside walls of the Building. Any damage or change in the appearance of the interior or exterior of the center will subject the guest to repair costs.** The Texas Ranger Education Center Coordinator must approve all signs, advertisements, decorations, etc., in writing.
- **Parking:** Parking is permitted only in the areas specified on the map included with the use agreement. Parking in reserved staff spaces for the Texas Ranger Company "F" lot, on the grass, blocking entrances or driveways, or in any manner, which impedes traffic or creates a safety hazard is prohibited and may result in towing at the owner's expense.
- **Enforcing Parking:** It is the responsibility of the event organizer to inform attendees of the parking requirements.
- **Closing:** The Education Center closes at 9 pm and must be vacated, cleaned and locked by 10 pm.
- **Fire Exits:** Fire exits must remain clear at all times. Tables and chairs should be kept at least 8 feet away from fire exits. Furniture may not be used to prop open any doors.
- **Fire Code:** All applicable fire and safety codes must be followed. Open flames, flammable substances, or other objects that may cause a fire hazard are prohibited.
- **Animal Use:** Animals, with the exception of registered service animals, are prohibited unless given consent by the Texas Ranger Hall of Fame and Museum.
- **Occupancy Limit:** The number of participants for a program may not exceed the occupancy limit of 100 in accordance with the fire code.
- **Controlled Substances:** Alcohol, smoking, and controlled substances are prohibited.
- **AV Equipment:** Audiovisual equipment including digital projectors, podium, and P.A. system are available at no additional charge; however, the guest organization is responsible for damage or theft to equipment loaned for programs. Equipment must remain inside the Center at all times.

Acknowledged _____
Organization _____

Date _____