



## Classroom Fee Schedule

### CLASSROOM

#### Description

The Evelyn Clark Classroom (the classroom) at the Gardens on Spring Creek is approximately 900 square feet in size. It has space for 30 participants in a classroom-style setting or 50 participants in a lecture-style setting. Features of the classroom include the following:

- Windows on three sides, providing balanced daylight and attractive views of the outdoor gardens and activities.
- An exceptionally beautiful, custom-designed 80" x 24" stained glass artwork mounted in the sidelight of the exterior door.
- Access to the greenhouse, which is operated by staff and volunteers, and filled with a variety of vegetables and flowers growing in a warm, moist and fragrant environment.
- Attractive décor, easily-rearranged tables with wheels and folding legs, comfortable chairs, 18' by 4' dry erase board, slide projector, projection cart, screen, microwave, and a coffee/tea maker.
- Adjacent restroom with custom-tiled wall.

#### Rental Rate

Commercial: \$35.00 per hour

Non-profit: \$25.00 per hour

Affiliated: free to \$15.00 per hour

LCD projector use: \$50.00 per function

DVD/Video or slide projector use: \$15.00 per function

Note: The affiliated rate is determined on a case-by-case basis, and is offered to those groups that provide a service or products to the Gardens on Spring Creek with financial value. The specific rate is determined by the Gardens' Staff, with the value of the discount not to exceed the assessed value of the service or products provided by the group. When an affiliated rate is offered, the Classroom Rental Agreement will identify the specific service or products that justify the discount.

#### Classroom Availability

The classroom is available for use on a varied schedule. Daily availability during regular business hours is from 9:00 a.m. to 5:00 p.m. Evening availability is on Tuesday, Wednesday, and Thursday until 9:00 p.m. Please check with us as times and days may change depending on the season and staffing levels.

**Classroom Availability con't.**

The Gardens are open from 9:00 a.m. to 5:00 p.m. Monday through Friday, October 1<sup>st</sup> through April 30<sup>th</sup>, and from May 1<sup>st</sup> through September 30<sup>th</sup>, Tuesday through Friday 9:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 4:00 p.m. Additionally, they are open on Sundays during the summer through August 26.

**Accessibility**

After business hours, the classroom is accessible by entering the building through the exterior greenhouse doors.

**Alcohol Policy**

At this time, we are an alcohol-free facility and do not allow liquor on the grounds or in the building. Smoking is not allowed in the building or in the gardens.

**Payment**

Payment in full for classroom rentals is required at the time a reservation is made.

**Cancellation Policy**

If a function needs to be canceled you must contact The Garden's staff at least five business days before the function begins to receive a refund. Refunds will be for 50% of the initial payment. Refunds are issued by check through the City's Accounting office; please allow approximately two weeks for processing.

**For More Information or to Book the Classroom**

Please contact Robyn Dolgin, Horticultural Program Coordinator at 970-416-2280 or Katherine Sánchez Meador, Director at 970-221-6881 for more information or to schedule room use.

7/2/07