

## **Environmental Education Center (EEC) General and Green Policies**

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### **1. Pre-Event Information & Attendee Education:**

- a. For meetings and any event involving food, Renter agrees to let attendees know in advance about green policies and expected participation and adherence to policies. Refer to Green Policies #3 thru 9.
- b. Speakers/event leaders should remind guests and attendees of green policies throughout the event, as appropriate.

### **2. Meeting Room:**

- a. Reservations will be made on a first come, first serve basis. However, the City of Plano has priority on all meeting rooms and may cancel a reservation with 48 hours' notice. In the unlikely event the City must call an emergency community meeting, reservations may be cancelled with less than 48 hours' notice.
- b. Meetings directly related to City-partnered, sponsored or co-sponsored events (such as First Time Homebuyers group, Balloon Festival planning, Crime Watch Area Coordinators) are exempted from rental payment. EEC A/V equipment may be used during these types of meetings if a trained City employee is present and accepts responsibility for the equipment.
- c. Reservations may not be made more than 90 days in advance.
- d. Minimum rental time is 2 hours.
- e. Set-up and clean-up time are included in the reservation time. Groups using the room are responsible for setting up and taking down chairs and tables as needed. The room is expected to be returned to its previous state.
- f. 50% of rental fee must be paid at time of booking
- g. The City of Plano is not liable for equipment malfunctions, power outages or heating/air conditioning failures during reservation time.
- h. No firearms may be displayed or discharged on City premises. Law Enforcement Officers are excluded from the guideline.
- i. Tobacco and Drug use is strictly prohibited at all City facilities. The City of Plano is not licensed to provide alcohol at this facility. If renter desires alcohol they may supply their own.
- j. No signage may be taped or tacked on walls or windows in a City building by any means. Easels may be brought in or rented to hold signage or provide directional help. Easels are provided for use at the Environmental Education Center.
- k. The use of a City meeting room does not constitute an endorsement by the City of Plano. The City of Plano logo cannot be used without proper authorization of the City's Public Information Office.
- l. Children under the age of 18 must be supervised by an adult at all times. One adult per every 10 children is recommended.
- m. Injury to a person or damage to City property or equipment should be immediately reported to the City of Plano Risk Management Office at Joint Use Facility at 7501A Independence Parkway or by calling 972-941-7000. If an incident occurs after business hours, the City security officer (PSO) on duty should be notified.
- n. Each group utilizing a room must have an approved application on file. The application will include the legal name of the renter/group, emergency contact information for the renter, and a brief description of the nature of the meeting.
- o. Failure to abide by the above rules prohibits the use of City of Plano meeting rooms in the future.

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### 3. Food/Beverages:

- a. Food may be brought into meeting room with the strict stipulation that it is not shared outside the meeting group. Regulated food from commercial sources (bakeries, grocery stores, deli's, etc.) is preferred; however homemade goods can be consumed among a private party. The City is not liable for the mishandling of external food brought into its facilities. Food handler guidelines are attached to this policy as a courtesy.
- b. Renter will make reasonable efforts to minimize food waste.
  - i. Utilize RSVPs for the event to ensure accurate food and beverage planning.
  - ii. Renter will give away, donate or compost food waste before resorting to trash disposal.
  - iii. Buffet style food should be used rather than box lunches.
  - iv. Food should be served without garnishes OR use edible garnishes only.
- c. Renter is encouraged to use the list of preferred eco-friendly caterers provided with this rental information.
- d. Caterers should abide by as many of the following guidelines as possible:
  - i. Hold certifications (USDA organic, Animal Welfare Approved, etc.)
  - ii. Create menus using local/in-season ingredients as available
  - iii. Support local farmers
  - iv. Support humane animal husbandry

### 4. Dishes & Tableware

- a. Renter agrees to use
  - i. Facility dishes, utensils and reusable mugs or glasses for hot and cold drinks (service for 75) or bring in pre-approved biodegradable plates, cups and utensils that can be composted.
  - ii. Cloth table linens and napkins.
  - iii. Bulk food containers and kegs/coolers for beverages to reduce use of individual and plastic containers.
- b. All glass, aluminum and plastic must be recycled.
- c. Condiments should be served in serving containers, not in individual packets.
- e. If not using facility dishes and flatware, must use reusable, non-disposable flatware, dinnerware, linens and beverage containers OR compostable flatware, dinnerware, linens and beverage containers. These items must be approved by Sustainability department in advance of the event.

### 5. Recycling/Waste Management

- a. Renter must use provided containers and designated bags for recycling, organics, and trash.
- b. Renter should educate guests/attendees about recycling and waste management through use of signs to prevent contamination and mixing of recycling, organics and trash.

### 6. Decorations

- a. Unless otherwise stated in a written agreement that includes a waste management plan, the following items may **not** be thrown or released at the venue: confetti, sand, rice, flowers and flower petals, balloons, birdseed.
- b. Balloons may be used for indoor décor, but never released.
- c. To preserve indoor air quality standards (IAQ), only soy or beeswax candles may be used. Petroleum-based candles are prohibited. In general, no open flames are permitted in a City building. If open flames are to be used in a ceremony, it is recommended by the Fire Marshall that the ceremony is conducted outdoors.
- d. **Nothing** can be hung on or attached in any way to the walls or windows—renter must **only** use easels for display. Post-it flip charts can be applied to counter space edges only.

### 6. Miscellaneous, Give-a-ways, Favors

- a. Name badges: renter should collect and reuse name tag holder
- b. Renter is encouraged to minimize give-aways, promotional materials and party favor items and to educate attendees and guests about this policy.
- c. Renter is encouraged to provide electronic copies of informational materials to guests in advance as appropriate, and/or post them on renter's web site.
- d. Renter is encouraged to provide only enough handouts/paper copies for guest RSVP list.
- e. Renter is responsible for taking all leftover items to donate or use at another time. No such items are allowed in EEC building waste containers.

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**7. Cleaning/Take-Down & Housekeeping**

- a. Renter will use provided non-toxic, low-VOC cleaning and disinfecting supplies only

**8. Energy-Efficient Facility Use**

Standard Ambient Temperatures: The City will establish and maintain standard ambient temperatures. Indoor temperature settings in all spaces during occupied periods will be not greater than 70° F during the heating season and not less than 74° F during the cooling season. Recognizing that temperatures will fluctuate within the building around these set points, every effort will be made to stay within 2° F of this range. City of Plano Energy Policies #403.000.

- a. Doors will remain closed to conserve energy and maintain indoor air quality. Doors may not be propped open.
- b. Building lights, renter’s electronic equipment and renter’s kitchen appliances will be turned off and/or unplugged when not in use.
- c. Penalty fee will apply for appliances left on, active or plugged-in unnecessarily.

**9. Transportation/Parking**

- a. Limited parking is available at the EEC building and at the City Warehouse across the street.
- b. Renter is encouraged to promote the use of mass transit or ridesharing programs.

**10. Fee Includes:**

- a. Meeting space
- b. Tables and chairs
- c. Easels
- d. Facility dishes and utensils (service for 75)
- e. Approved housekeeping supplies
- f. Parking
- g. City of Plano staff assistance
  - i. AV/media equipment – must coordinate use of equipment prior to event and a city staff person will assist with set-up and training.
  - ii. List of preferred/approved caterers and supply vendors.

**11. Extra Fees/Rental Items:**

- a. Renters have the option to arrange rental and delivery of tables, chairs, and linens from local rental businesses. Delivery of these items must be pre-arranged and reserved through our administrator. If delivery of items is outside the original rental period, additional rental fees will apply.

**12. Ongoing Audits & Evaluations**

Renters will be asked to complete an evaluation addressing:

- a. Ease of facility use
- b. Convenience/ability to follow green guidelines
- c. Comfort level: building temperature & humidity settings

**Rules and regulations may change at any time, and the City reserves the right to adjust policies on a case-by-case basis.**

***I have read and agree to abide by these policies implemented for the City of Plano Environmental Education Center located at 4116 W. Plano Parkway, Plano, Texas 75093.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization