

*Senator Frank L. Madla, Jr. Natural Area*  
**Property Usage for Small Groups– Policies and Procedures**  
Madla Board Adopted 2014

The Madla Natural Area is pleased to offer its historic properties and/or grounds for events or meetings with stipulations. Prospective users of the property, referred to herein as “applicant” are required to comply with all policies and procedures as well as the specifications delineated in the usage contract.

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**Usage Request Information Sheet:** Applicant will complete an information sheet provided by the Madla Natural Area Board listing details of the event or meeting and have it in the hands of the event Coordinator no later than fourteen (14 )calendar days prior to the event. Everything agreed upon must be in writing.

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**Types of Events:** All meetings or events are expected to harmonize with the character and mission of the Madla Natural Area and must be approved by the Board. Because the character of the park is that of a “natural area”, the Madla Board reserves the right to refuse to make its facilities available to a prospective applicant for any use it deems inappropriate, at its sole discretion.

**Meeting Type A** – No more than three (3) hours on the property. See attached Usage Fee Information Sheets for details.

**Meeting Type B** – No more than six (6)hours on the property. See attached Usage Fee Information Sheets for details.

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**Alcohol Use:** None without approval of the Board and will involve a sixty (60) day notice.

**Availability:** Throughout the year between the hours of dawn and dusk (includes set-up and take-down).

**Deposit Refunds:** The usage fees are refundable up to seven (7) calendar days prior to the scheduled event. .

**Guest Number:** For expedited approval, meetings cannot exceed 50 guests.

**Insurance:** The applicant further agrees to hold the City of Grey Forest, its agents, and employees harmless from all claims and will indemnify the City of Grey Forest from any and all claims in connection with the use of Grey Forest properties.

**Lighting:** Garden and interior lighting is minimal. Additional lighting is the responsibility of the applicant and must be approved by the Event Coordinator. It is the applicant’s responsibility to check outside outlets for appropriate wattage and to provide additional electricity as needed.

**Music:** Amplified music is not allowed.

**Parking:** Cottage parking will be handled by the Event Coordinator and is limited to the handicapped and to shuttle. Parking at the Pavilion is restricted to the circular drive.

**Public Address System:** Public address systems are not allowed.

**Restrictions:** No Smoking and No Open Fire.

**Set-up and Clean-up:** The applicant is responsible for all set-up and clean-up. Applicant must understand this and designate someone to handle this if they are not available at the conclusion of the event. All trash must be tightly closed and placed in the trash containers located on the property. If the trash from the event exceeds the two can capacity of the property, the applicant must remove the excess trash from the property. Madla Natural Area recycles and requests the users of the property recycle as well. Recycling bins will be made available for event use and for disposal at the end of the event. All glasses/dishes/utensils must be taken away from the property at the end of the event.

**Appointments:** Appointments to view the property and to discuss arrangements may be made by contacting the Event Coordinator through the Grey Forest City Hall phone number: 210-695-3261.

<b>Property</b>	<b>Meeting Type A Fee</b>	<b>Meeting Type B Fee</b>	<b>Meeting Capacity</b>
Hilltop Area	\$50.00	\$75.00	50

\*\*\*\*PLEASE NOTE THAT DURING YOUR MEETING, THE MADLA NATURAL AREA WILL REMAIN OPEN TO THE PUBLIC DAWN TO DUSK\*\*\*\*

Senator Frank L. Madla, Jr. Natural Area c/o  
Grey Forest City Hall  
18502 Scenic Loop Rd  
Helotes, TX 78023  
210-695-3261

***Senator Frank L. Madla, Jr. Natural Area***  
**Small Group Meeting Usage Request Information Sheet**

\*Section One to be completed and mailed to the City of Grey Forest c/o Madla Park, 18502 Scenic Loop Rd, Helotes, TX 78023 immediately to begin approval process. Allow up to seven (7) days for approval. Section Two must be completed no later than fourteen (14) calendar days prior to event date. **This form is not a contract.**

**Section One:**

Name of Applicant: \_\_\_\_\_

Property Requesting: Hilltop

Event Date: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_

Approximate Number Attending: \_\_\_\_\_

Time of Meeting:: \_\_\_\_\_

Description of Meeting: \_\_\_\_\_

Property	Event Type A Fee	Event Type B Fee	Event Capacity
Hilltop Area			

**Section Two:**

Date shown the property: \_\_\_\_\_ Consultation: \_\_\_\_\_

Contract Date (when received contract and deposit): \_\_\_\_\_

Date payment completed: \_\_\_\_\_

Contracting Party (phone #, email address): \_\_\_\_\_

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Contact Person (phone #, email address): \_\_\_\_\_

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Time of Set-up: \_\_\_\_\_

Caterer (name, contact phone number, email address): \_\_\_\_\_

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Date: \_\_\_\_\_

Check #: \_\_\_\_\_