

**Facility Use Guidelines and Procedures**  
**Parker River National Wildlife Refuge Visitor Center & Headquarters**  
6 Plum Island Turnpike, Newburyport, MA 01950  
Phone: (978) 465-5753 / Fax: (978) 465-2807 / Email: matt\_poole@fws.gov

Please read the following [before submitting a request for facility use](#). Instructions for making a request are at the end of this document.

- **GENERAL USE:** Pursuant to the restrictions and guidelines below, the refuge provides limited meeting/event space to agencies, organizations, and partners who contribute to the mission of the U.S. Fish and Wildlife Service and the purpose of Parker River National Wildlife Refuge. The following priority is given to groups who request use of the facility:
  - U.S. Fish and Wildlife Service;
  - Formal refuge partner organizations; other Federal, State, and local agencies; conservation groups; educational institutions; and youth programs such as boy scouts and girl scouts; and
  - Other groups and individuals, as deemed appropriate by the Refuge Manager (or his/her designee)Moreover, each intended facility use must support:
  - Subject matter related to scientific information exchange on wildlife or natural resource issues and/or
  - Environmental education and/or wildlife-dependent recreation.
- **HOURS:** Use of refuge facilities is limited to normal business hours (Monday thru Friday, 8:00am to 4:30 pm). Requests for after hours (e.g., evenings and/or weekends) use of the facility will be considered on a case by case basis; approval will be dependent on staff availability. In cases where a request for after hours use has been approved, the user will be charged a flat rate of \$30.00 per hour to cover costs. Checks should be made payable to "U.S. Fish and Wildlife Service."
- **FACILITY CLOSURE:** The refuge visitor center and headquarters building may be closed, or have a delayed opening, due to a variety of conditions such as snow, other weather, emergency situation, government shutdown, etc. Users should factor this into their contingency planning when arranging to use the facility. Generally, the decision to close the facility due to inclement weather is not made until very early in the morning on the day in question.
- **FEES:** For any user that is charging a fee for their proposed meeting, program, or event, the following fees will be in effect:
  - Auditorium: \$100 per day
  - Classroom: \$50 per day; half classroom (with divider in place): \$25 per day
  - Both classroom and auditorium: \$125 per day
  - Checks should be made payable to "U.S. Fish and Wildlife Service"
- **FACILITY DESCRIPTION:**
  - *Multipurpose Classroom*
    - Seats ~ 30 people with tables; seats ~50 people without tables;
    - Room can be divided into two individual spaces – roughly 1/3 and 2/3, proportionally (with a proportional decrease in capacity);
    - A projection screen is available in this room; however, user must provide their own projector, extension cord(s) and related equipment
  - *Auditorium*
    - Maximum occupancy is 75;
    - In-house audiovisual system includes:
      - LCD projector with DVD/Blu-ray player;
      - Windows-based desktop computer located at the lectern (MS Office 2007 loaded) OR user-provided laptop computer;
      - Projectable Web access via WiFi (password protected);
      - System controls via remote keypad at lectern; and
      - Sound system with wireless lavalier and handheld microphone
    - The refuge does NOT provide adaptor devices for Apple equipment (e.g., laptops, ipads, and iphones)
    - **Food and drinks are NOT allowed in the auditorium**

- Limited space is available in the visitor center lobby for meeting/event registration. The visitor center is handicap accessible and restrooms are available.
- **SUPPLIES** – Users must supply **all** materials needed for their meeting, program, or event including any necessary copies of materials, flip chart paper, markers and similar items. Refuge copy machines and other office equipment are not available to the user.
- **SETUP & CLEANUP:**
  - Users are responsible for setting up the classroom (e.g., tables and chairs) in a configuration that meets their needs.
  - The visitor center and headquarters is a “carry in, carry out” facility. All users must clean-up, remove, and **take off-site**, all supplies, materials, “recyclables,” waste and debris resulting from their meeting, event or program. If rooms are not cleaned, this may jeopardize the right to use facilities in the future.
  - All users must return the rooms to the original arrangement and state of cleanliness. Rooms shall be vacated by 4:15 unless otherwise permitted.
  - Any damages resulting from use of the facility will be the financial responsibility of the user.
  - The user cannot leave the facility until a refuge employee has inspected the condition of the facility.
- **PARKING** – Only 40 spaces are available for meetings or events; please car pool.
- **OTHER GUIDELINES:**
  - Groups holding meetings during open visitor center hours must be aware that other visitors will be in the building and there is no guarantee of quietness.
  - Side doors are to be used as emergency exits only, please do not prop these doors open or block the doors from the inside or outside as these exits must be accessible in case of an emergency .
  - Group leader should arrive at least 30 minutes prior to the start of the meeting, event or program to set up the room and must allow for time after the meeting to clean the room as they found it.
  - All meeting participants must leave the multipurpose room and/or auditorium within 30 minutes following the completion of their meeting, event, or program.
  - First time facility users are required to schedule their meeting, event, or program during refuge business hours (see above). It is recommended that the meeting coordinator visit the site prior to the meeting date.
  - Refuge telephones are not available for use by facility users.
  - Facility users will not have access to the administrative portion of the building, including the staff kitchen (and any equipment in the kitchen).

### **MAKING A REQUEST TO USE THE FACILITY:**

All requests to use the multipurpose classroom and/or auditorium at the Parker River National Wildlife Refuge visitor center and headquarters **must be made via email no less than 30 days ahead of the intended date of use**. The email address is [matt\\_poole@fws.gov](mailto:matt_poole@fws.gov). Please provide the following information:

- Date and time of event
- Name, address and phone number of the organization requesting space
- Name, address, phone number and email address of the contact person
- Purpose of request (nature of meeting, event, or program)
- Room(s) being requested
- Anticipated number of participants
- Are meeting, event, or program participants paying a fee?
- Clearly state why the intended meeting, event, or program supports and/or is consistent the mission of the U.S. Fish and Wildlife Service and/or the purpose of Parker River National Wildlife Refuge.

Within ten business days of receipt of the request, refuge staff will send an email to the requestor letting them know whether their request has been approved or declined. **All the information being requested above must be provided or the request will not be processed.**

# VISITOR CENTER & HEADQUARTERS



## Parker River National Wildlife Refuge



**Physical Address:** Parker River NWR, 6 Plum Island Turnpike, Newburyport, Massachusetts, 01950  
**Phone:** (978) 465-5753 / **Fax:** (978) 465-2807 / **Web Site:** [http://www.fws.gov/refuge/parker\\_river/](http://www.fws.gov/refuge/parker_river/)  
**Visitor Center Hours:** 9:00 am to 4:00 pm, 7 Days / **Headquarters Hours:** 8:30am – 4:30 pm, M-F

### Auditorium AV Specifications:

- Seating Capacity: Approximately 75 adults; Seating Type: hardwood benches
- Digital Projector: NEC Wide Screen; 5500 lumens; 1280 x 800 native resolution
- Projection Screen: 12' wide x 8' tall
- Desktop Computer at podium, loaded with MS Windows & MS Office
- VGA/audio cables at podium for laptop use (Note: Mac users bring your adapter!)
- Limited WiFi signal is available at the podium (Note: no guarantees regarding speed!)
- High Fidelity DVD/Blue Ray player
- Hardwired PA microphone at podium; wireless lapel and handheld PA microphone available



Visitor Center Auditorium, Parker River NWR