

Piney Woods Conservation Center

Original Implementation: September 1, 1986

Last Revision: November 7, 2016

The Piney Woods Conservation Center (PWCC) is managed by the Arthur Temple College of Forestry and Agriculture.

Housing Capacities

A 24-person minimum is required for all groups using the PWCC. However, smaller groups either may be accommodated at a higher rental rate or may be scheduled with another group.

The following capacities apply with two rooms sharing one bath (suite):

- 1 person or couple per suite-capacity 16 individuals or 16 couples
- 1 person per room-capacity 32
- 2 people per room-capacity 64
- 3 people per room-capacity 96
- 4 people per room-capacity 128

Reservations

The facilities of the PWCC are available for daytime, evening, or overnight events. Reservations must be made with the PWCC program coordinator.

A deposit is required to hold reservations for a specific date. The deposit may be waived for state agencies. The university's colleges, schools, departments, and sponsored programs must submit an Interdepartmental Transfer (IDT) for deposit and billing purposes. The deposit or IDT is submitted to the PWCC program coordinator with a letter detailing the following:

- Title and nature of program;
- Name, phone number, email, and postal address of program contact person; ▪ Estimated number of participants;
- Arrival and departure dates and times;
- Number of meals required;
- Number of participants by gender for dorm assignments; and,
- Special requests, i.e., menu preferences, sack lunches, number of classrooms, etc.

A final count of participants is due no later than seven (7) days prior to the event. The PWCC program coordinator will send a letter or e-mail of confirmation.

Billing

Rates are established and adjusted periodically for standard meals and accommodations. Special arrangements and prices can be negotiated for large groups, miscellaneous equipment, etc. Standard rates are available upon request. Arrangements may be made for accident insurance coverage for qualified groups.

Each group is responsible for collecting meal and housing fees for its program. The PWCC will submit an invoice at the completion of the program based on the reservation. Payment is due no later than ten (10) days after receipt.

Checks should be made payable to Stephen F. Austin State University and mailed to the Arthur Temple College of Forestry and Agriculture, P.O. Box 6109, SFA Station, Nacogdoches, TX 75962-6109.

Cross Reference: Use of University Facilities (16.33)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of the Arthur Temple College of Forestry and Agriculture

Forms: None

Board Committee Assignment: Building and Grounds