



State of California – Natural Resources Agency
 DEPARTMENT OF FISH AND WILDLIFE
 South Coast Region
 3883 Ruffin Road
 San Diego, CA 92123
www.wildlife.ca.gov

EDMUND G. BROWN JR., Governor
 CHARLTON H. BONHAM, Director



Dear Applicant,

4/2/14

Thank you for your interest in the Back Bay Science Center (BBSC) to host your proposed event, function, or program. Please complete the **Facility Use Request** form and include a 1-page summary of your requested function. Then submit these forms to the *Education Program Coordinator* by the specified due dates listed below. Please note, all requests are required to be relevant to the mission of the BBSC: *provide a hands-on facility where students and the public can study and enjoy the estuarine ecology of Newport Bay and the marine ecology of the ocean, and to promote natural resource conservation and stewardship throughout the watershed.*

The BBSC is located on the State of California Department of Fish and Game's, Upper Newport Bay Ecological Reserve, therefore special consideration will be taken to the *requested parameters*, including but not limited to: time of year of your proposed function, the number of expected attendees, and the type of activities. Be aware that the BBSC has a very busy year-round calendar scheduled by season, therefore requests are only approved if all the parameters are met and it doesn't conflict with existing programs. Special consideration will be given to a request submitted by any one of the four **BBSC Operating Partners**, but approval is not guaranteed. The BBSC Programs Committee is the authorized committee to approve or deny requests.

If your request is approved, you are responsible for reading the BBSC Guidelines and Ecological Reserve State laws. It is the applicant's responsibility that these rules and guidelines are enforced during your event, function, or program.

Thank you for your interest and support of the BBSC facility!

Application Deadlines & Instructions~ The BBSC Programs Committee will review Facility Use applications three times a year. Applications are due according to the program season you are requesting*:

Spring Programs~ February-May.....*application deadline December 1st*

Summer Programs~ June-September.....*application deadline April 15th*

Fall/Winter Programs~ October-January.....*application deadline August 15th*

*Please allow approximately 1 month after submission for the BBSC Programs Committee to review and respond to your request. If the 15th falls on a weekend or holiday, the deadline will be extended to the next business day. PLEASE NOTE-- To allow the BBSC Programs Committee time for planning, while keeping the process fair, applications requesting future dates 5 or more months beyond a deadline date will not be accepted.

Please submit proposals to:

Education Program Coordinator~ Robin Madrid Robin.Madrid@wildlife.ca.gov
 600C Shellmaker Rd., Newport Beach, CA 92660
 Work# 949-640-9956 Fax# 949-640-1742

BBSC Operating Partners & Programs Committee Representatives:

