

EDUCATORS:

Our office consists of 2 Biologists who are often in the field. We have set up the following system in an effort to allow educators to loan out our materials with minimum effort. The educational materials are becoming much more popular and in order for everyone to enjoy them, we rely on you to read all the information below and follow the guidelines we have established. Thank you for your assistance!

TO RESERVE TPWD MATERIALS: Call Texas Parks & Wildlife Department's Urban Wildlife Office at 281-456-7029 to schedule a time to use our educational materials. We schedule on a first come, first served basis. Due to popularity, it's usually a good idea to reserve at least a month or more in advance. **(Note: Although we are located on a state park, the park has nothing to do with the materials we loan out.)**

LOAN OUT INFORMATION OF TPWD MATERIALS:

Our materials are loaned out to educators at no charge. However, it is expected that you pick up and return the materials at our office. You must sign a form stating that you will be held responsible for the materials offered in our trunks/tubs (the value of which can range up to \$700 for the contents of some of our trunks). A cell phone number is required in case items are returned late or not at all and we need to contact you. *Please provide advance warning if you are unable to return items on time so we can notify educators scheduled to pick up immediately after your scheduled time.* **Under no circumstances should you extend your days without confirming with us first**—the items may be scheduled already and some of our educators come from far away. Our office hours are: 9:00 am to 6:00 pm MONDAY – FRIDAY. We are closed on weekends.

Due to popularity of the trunks, only ONE at a time can be checked out—however special circumstances will be considered. Trunks are usually loaned out for **1 - 2 weeks at a time.**

- PICK UP trunks before 6:00 pm on MONDAY
- RETURN trunks before 6:00 pm on FRIDAY

Since there are only two staff members at this office, and we are often in the field, it's always a good idea to call on the pick-up date or return date to confirm that one of us will be in the office or if a change is needed.

ADDRESS and HOURS:

Our office is located on the northeast side of Houston at Sheldon Lake State Park. Our address is 14320 Garrett Road, Houston 77044. Note: There are several buildings on-site at this address. Look for the small tan-colored cement block building just past the new State Parks Regional Building.

