



# Concordia Preserve Policies & Procedures

Concordia University Texas • University Services

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## 1. AUTHORIZATION

- A. Only authorized individuals are permitted in the Concordia Preserve (part of the Balcones Canyonlands National Wildlife Refuge). Any unauthorized individual violating the access restrictions will be subject to arrest or fines.
- B. Individuals desiring to access the Concordia Preserve must receive permission in advance from University Services, custodian of the property.
  - i. A completed **Nature Preserve Access Form** must be submitted by the group leader to the Director of Facilities Management no less than 3 business days prior to the requested access date.
  - ii. Authorized individuals must check in with the Director of Facilities Management in the Building B before accessing the preserve.
  - iii. All individuals must sign 3 forms prior to entering the preserve: *Concordia Preserve Policies & Procedures Form*, *Preserve Waiver Form* and the *check in/out sheet*.
- A. Authorized individuals entering the preserve must check out with the Director of Facilities Management upon exiting the preserve.
- C. Authorized individuals must visibly wear a preserve ID Badge at all times while in the preserve.
- D. By agreement with Travis County, preserve hours are sunrise to sunset.
- E. **The Concordia Preserve is the property of Concordia University Texas. Concordia University reserves the right to deny access to the preserve to any individual or organization.**
- F. All access must be under the auspices of a Travis County-approved research permit.

## 2. WHILE ON THE PRESERVE

- A. Authorized individuals must be accompanied by **an officially designated employee of Concordia University** for the entire time individuals are in the preserve.
- B. Authorized groups must be limited to no more than 22 individuals.
- C. At least one person in an authorized group must carry a Concordia University provided GPS radio. All equipment must be tested prior to going into the preserve to ensure a good communication connection. Spare batteries are encouraged.
- D. Authorized individuals must remain on designated trails at all times unless otherwise permitted by an officially designated employee of Concordia University.
- E. Authorized individuals may not for any reason collect, remove, shift, harm, harass or otherwise disturb any flora, fauna or artifacts without the direct permission of the officially designated employee of Concordia University present.
- F. There are no restrooms on the Concordia Preserve. Restroom needs must be taken care of prior to accessing the preserve.
- G. No trash must be left in the preserve. Any item taken into the preserve must be removed upon exiting the tract, including wrappers, paper products, bottles, etc. Concordia University strives to keep the preserve in a pristine state. DO NOT leave any refuse in the preserve. The Preserve is not a picnic site. Pack only what you need.
- H. Always obey the directives of any officially designated employee of Concordia University or law enforcement officer.
- I. The following items should be worn/carried by individuals accessing the preserve:

- ✓ ID Badge
- ✓ Hiking boots/shoes — *NO flip-flops or open-toed shoes are permitted*
- ✓ Canteen with water or a water bottle
- ✓ Non-aerosol insect repellent
- ✓ Sunscreen
- ✓ Map of the Concordia Preserve

J. The following items are prohibited at all times on the Concordia Preserve:

- ✓ Fireworks
- ✓ Firearms
- ✓ Tobacco and/or alcohol products of any kind
- ✓ Electronic sound-making devices including but not limited to iPods, radios (with the exception of GPS communication radios), and playback tapes
- ✓ Aerosol spray cans of any kind
- ✓ Picnics – pack only necessary provisions for your time on the Preserve

**3. THE CONCORDIA PRESERVE IS AN ENVIRONMENTALLY SENSITIVE AREA. The presence of humans affects the area in many ways. Use the following “leave no trace” guidelines at all times:**

- A. Stay on designated trails and walk in single file. Be aware that soil compaction by foot traffic and stepping on plant seedlings can cause serious ecological damage.
- B. Speak quietly! Many animals and birds are very noise sensitive.
- C. Prior to entering the preserve, do basic research on the venomous animals and poisonous plants present in the preserve so they can be easily and readily identified on the trail.
- D. Do not touch any wildlife unless asked to do so by an officially designated employee of Concordia University.
- E. Be alert to insects and other animals crossing trails and avoid inadvertently stepping on them. Animals are not likely to approach humans, but if they do please move quietly on the trail in a direction away to avoid contact.
- F. Use the restroom before entering the preserve!
- G. Do not harm, harass, or feed the wildlife.

**H. SMOKING IS NOT PERMITTED IN THE NATURE PRESERVE.**

- I. Take all trash out of the preserve upon exiting the tract.
- J. Wear sturdy, close-toed shoes. Individuals may also want to wear a hat.
- K. Apply any spray-on products such as mosquito repellent and sunscreen outside the preserve before the hike so as to avoid spraying chemicals into the air inside the preserve.

*The Concordia Preserve is a gift from God and one of the many ways He reveals Himself to us.*

*In that light Concordia University is committed to being a good steward of this gift.*

*Your adherence to the above policies and procedures will ensure the nature preserve is a place for learning and exploration for generations to come.*

*Your signature below is your acceptance to abide by the above policies and procedures.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE PRINT NAME