

The Montrose Center Community Space Terms of Facility Use

Following are the terms for use of the rentable space owned and operated by The Montrose Center (“Center”), located at 401 Branard Street, Houston, TX 77006. All terms apply to the renting organization, community group, agency, or individual (“User”) hosting an event, as well as to event guests and participants.

Rental Rates

Meeting Rooms 111, 112, 113, 114

Rate: \$10 per hour
Size: 24' x 23'
Capacity: 35

Reception Suite 112+113

Rate: \$20 per hour
Size: 48' x 23'
Capacity: 70

Event Room 106

Weekday Rate: \$35 per hour
Weekend Rate: \$55 per hour*
Size: 46' x 37'
Capacity: 112

Event Room 107

Weekday Rate: \$45 per hour
Weekend Rate: \$65 per hour*
Size: 46' x 51'
Capacity: 155

Event Hall 106+107

Weekday Rate: \$80 per hour
Weekend Rate: \$120 per hour*
Size: 46' x 88'
Capacity: 268

Marion E. Coleman Executive Room 327

Rate: \$15 per hour
Size: 19' x 26'
Capacity: 32

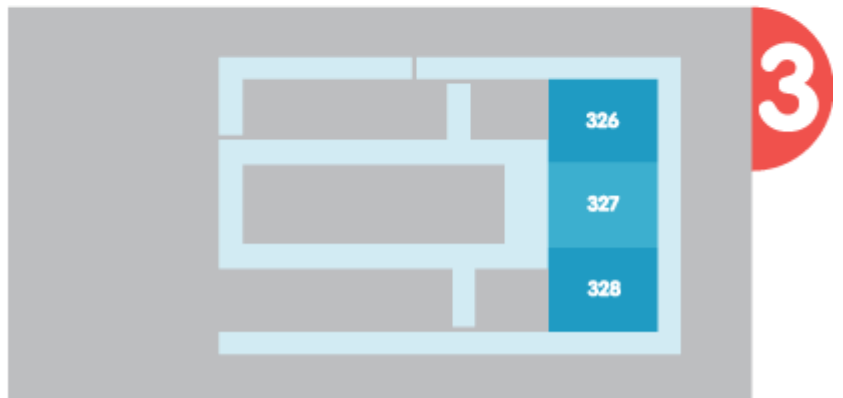
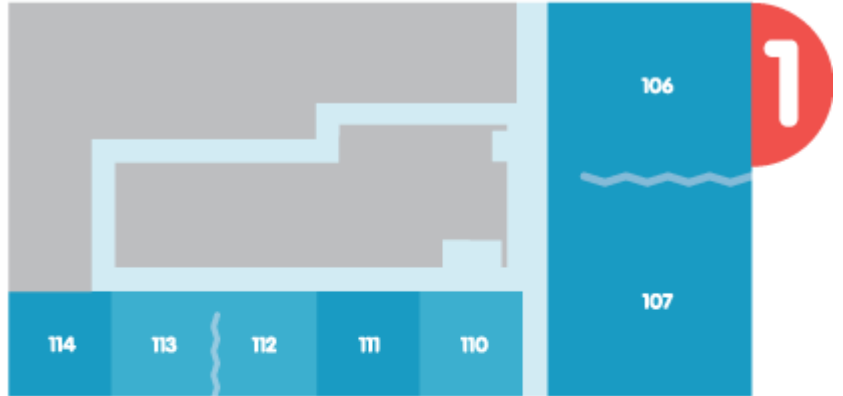
Dr. Ralph J. Herring Education Room 328

Rate: \$15 per hour
Size: 19' x 26'
Capacity: 32

Robert L. Falletti Board Room 326

Rate: \$15 per hour
Size: 19' x 26'
Capacity: 32

Floor Plans



*Weekend rates are effective from 5pm on Friday and end Sunday at midnight, and on holidays.

Accessible Accommodations – The meeting rooms, restrooms and drinking fountains are accessible for people with physical challenges. To ensure that logistical arrangements will accommodate attendees, Users should advise the Center of all special needs.

Access, General – Upon receipt of payment, the Center agrees to provide User the reserved room, restrooms, and kitchenette.

Affiliation, Recovery Group – 12-step groups must be recognized by and registered with a national 12-step program and local “Intergroup” or recognized service center. Any modifications of the 12-step program must be approved in writing by the national lead agent (e.g., AA World Services). The group shall provide a copy of authorization to the Center with room use agreement.

Animal/Pets – Animals are not allowed, with the exception of trained animals assisting with physical or emotional challenges.

Availability: Space is made available only when the Center does not require the use of the space and the User abides by the conditions of the agreement. The Center agrees to give notice should space become unavailable for recurring meetings.

Beverages – Users are responsible for providing their own beverages. Alcohol may be served on the 1st floor only as long as the following rules are observed: No one under age 21 may be served; glasses must stay in the reserved room and not extend into the hallway; the User may not advertise that alcohol will be served at the gathering; and it may not sell alcohol by the glass, bottle or cans (or sell tickets that can be exchanged for alcoholic beverages) unless a caterer with a liquor license is used. Please use red-colored beverages (including wine) or dark-colored punch very carefully, as stains will result in additional clean-up fees of no less than \$50. (See Events policy.)

Calendar of Events – The Center publishes all scheduled Center events at <http://www.montrosecenter.org> and on digital signs on the first and second floor. (See Digital Signs). Event title and time will appear as entered by the User on the Agreement form.

Cancellations – Users canceling Room(s) 106 and/or 107 less than one week before the scheduled event, and users canceling all other rooms less than 48 hours before the scheduled event, will be charged for the reservation and are not entitled to a refund/credit. (See No Show policy.) In case of severe weather, Users must notify Center of cancellation at least one hour before the meeting in order to avoid paying for the reservation.

Caterers – Users may use professional caterers to provide food and beverages for their events. All caterers must have a Certificate of Liability Insurance on file with the Center in order to deliver food and services. This information must be faxed to 713.526.4367 prior to the date of the meeting. .

Cell Phones – To respect Center visitors, cell phones should be used outside meeting rooms. Hands-free accessories such as Bluetooth® may not be used in the building because of concerns about confidentiality. While this may seem overly cautious, the Center adheres to stringent guidelines in order to protect the privacy of all of our visitors.

Charges and Payments – A valid MasterCard or VISA account is required to secure a reservation. A confirmation of the rental fee amount will be sent by email to the User. Rental fees are payable to “the Center” by cash, check or VISA/MasterCard, and must be received in advance of the scheduled reservation. Any unpaid fees will be charged to the account used to secure the reservation (see also Damages). **Exceptions:** Tenants may pay for additional rooms or recurring meetings with their rent. Community organizations that name the Center, HATCH, SPRY or the Gay & Lesbian Switchboard Houston as a beneficiary of their fund raising efforts and donate at least \$5,000 may have 12 monthly meetings for free. For 12-step meetings in Room 110, the Center will accept amounts less than the posted fee, provided that the User is making a concerted effort to be self-supporting through its own contributions.

Check-In/Out Procedures – Users need not check in with the Center. The elevators will be set to open at least a half hour before the meeting and will lock after the meeting’s end time. The room door will be unlocked. The Center

reception on the 2nd floor is available Monday – Friday, 8:00 am – 7:00 pm. The User may schedule an orientation of room logistics (kitchenette, restrooms, etc.) by contacting reserve@montrosecenter.org. The meeting host is responsible for returning chairs and tables to the state in which they were found and ensuring trash is in the waste containers after the meeting. If waste containers are more than half full, please take trash out and empty it into the dumpster in the corner of the parking lot. The Center staff may check the room between uses.

Children/Youth – Each child/youth younger than 16 years of age must be accompanied by a responsible adult.

Participants/Guests – The User is responsible for properly supervising all activities on the premises and for informing event participants, members or invited guests of the terms explained in this document. A PDF copy of these terms may be downloaded at <http://www.montrosecenter.org>.

Contact Person(s) – The names, emails, and phone numbers of two contact persons must be on file with the Center. If a contact person changes, the User must inform the Center of the new contact person within one week of the change. If the Center staff cannot reach the contact person after trying for two weeks, User’s ability to use facility may be revoked.

Damages – User assumes all responsibility for physical damages to Center property resulting from deliberate acts or negligence by the User and others in attendance of the scheduled event. Additional fees for physical damages will be assessed and invoiced to the User (See Deposit). Property damage attributed to a User may also result in exclusion from future Center use.

Decorations and Candles – Table top and free standing decorations are permitted. Push pins, tacks, glitter, confetti and tape are not permitted due to the damages they may cause to walls and vacuums. Candles are not permitted due to the fire hazard and local fire codes.

Deliveries – Users arranging for third party deliveries must have someone present during deliveries and pick-up. They are responsible to ensure that no the Center property is removed from the building during these deliveries and pick-ups. (See Events)

Deposit – A valid credit card (MasterCard/VISA) deposit is required for all meetings and events. The card may be charged for unpaid facility use, as well as for invoices for cleaning or damage fees that remain unpaid. Users that meet regularly may keep a credit card number on file and renew it annually.

Digital Signs – A digital monitor displaying scheduled events is mounted opposite the first floor and second floor elevators. They are protected by an alarm system and should never be tampered with by Users. Event titles and times are republished from the Calendar of Events. To promote a not-for-profit event or announcement on these displays, please email reserve@montrosecenter.org.

Emergency Contact – Users may visit the reception desk during business hours: Monday - Friday, 8am - 7pm for assistance. To reach a Center Representative on an emergency basis during non-business hours, the User may call 713.529.0037 and ask for the Supervisor on call.

Events – Events may require a cleaning charge of no less than \$50.00 if the space is not restored properly to its pre-event state. This includes stains left on the carpet (see Damages). Security may be required at the expense of the User. (See Security). Users may arrange for access to the first floor for large deliveries, Monday – Friday, 8 a.m. – 7 p.m. Failure to return the security card will result in a \$25 fee charged to the credit card on file with the room reservation. Users are not permitted to prop open external doors to the building.

Fundraising – All fundraising events on the Center premises require prior approval in writing.

Furnishings and Equipment – No furnishings or equipment shall be removed from the room in which they were found without prior approval of the Center.

Ice – Users may utilize the ice machine in the kitchenette.

Indemnification – The Center agrees to hold harmless and to indemnify the User and individuals named on page one and individual employees, officers, or board members of such organization for any and all liability of the Center resulting from complaints, grievances, claims, actions, or suits which arise from performance under this agreement of the Center and its employees, officers, board member or agents. The User and individuals named on page one agree to hold harmless and to indemnify the Center and individual employees, officers, or board members of such organization for any and all liability of the named organization resulting from complaints, grievances, claims, actions, or suits which arise from performance under this agreement of the named organization and its employees, officers, board member or agents.

Insurance Requirements – General liability is required for most events in the Center. An organization or individual that does not have general liability insurance through their organization, home owners policy or caterer (including liquor liability as applicable) may contact the Center's insurance agent, Rob Schmerler at 713.461.7700, for event rates. Estimates are available on <http://www.eggroup.com/entertainment.htm>

Kitchenette – The kitchenette is equipped with a sink, microwave, ice machine, standard refrigerator/freezer and large industrial coolers (freezer and refrigerator). The standard unit is emptied daily (no overnight storage). Access to the large coolers is first-come first-serve, with priority given to catered events. Users must specify this need on the Agreement form and designate someone to pick-up and return the key at the front desk on the 2nd floor, Monday – Friday, 8 a.m. – 7 p.m. Failure to return key will result in a \$10 fee charged to the credit card on file with the room reservation. There may be more than one group using the kitchenette at one time and it is expected that no one will use or remove another group's items without their expressed permission.

Lost and Found – Please turn in all items (cell phones, umbrellas, glasses, coats, etc.) left in meeting rooms at the the Center reception desk on the 2nd Floor, Monday – Friday, 8 a.m. – 7 p.m. If an item is not claimed within two weeks, it will be disposed of.

Media Coverage/Press Conferences – Users must request prior written approval to allow media coverage on the Center property. Requests for media/press coverage must be made three (3) business days prior to the meeting through the Center's Marketing Staff (713.529.0037 x324). The Center reserves the right to approve or decline media access to meeting facilities based on the topic's compatibility with the Centers mission or a risk to the Center's property or other guests.

Meeting Purposes – All activities conducted in the Center must be non-profit and non-partisan in purpose and no admission fees may be collected. Membership dues or donations towards the use of space may be collected. Organizations and activities that may qualify as a non-profit purpose include organizations with a 501c(3) designation, unincorporated groups that provide community support and recreation activities and private parties/ceremonies. Theatre activities shall have a non-profit 501c(3) sponsor or substantially benefit the Center or one of its programs

Meeting Scheduling – Reservations require a minimum of 72 hour notice, Thursday noon for weekend meetings. Events may be booked up to one year out. Active 12-step groups may meet perpetually.

Name and Brand – The name(s), logo(s) and abbreviation(s) of the Montrose Center and its programs are not to be used in meeting notices without prior written consent. The Center's address may be used for identifying the location of the meeting. The User must not claim to be affiliated with the Center.

No-Show – Once a meeting is confirmed, it is the responsibility of the meeting's host to inform the Center of the need to cancel. (See Cancellations)

Occupancy Limit – Occupancy limits for meeting rooms will be strictly enforced. Emergency exits must remain clear at all times. Users are expected to cooperate with efforts to maintain security of the building and grounds and to provide for the safety of all visitors.

Parking Lot – Parking is available at no charge in the attached parking lot. There are 225 spaces. Guests may not park in the few marked reserved the Montrose Center - Revised 10/2015

parking spots on the East side under the building. Users will not be permitted to reserve spaces for parking for their event. A section of the parking area may be rented for an outdoor event, festival or vigil. The charges will be set on a case-by-case basis dependent upon the purpose of the event.

Prohibitions – No firearms, weapons, illegal drugs, illegal activities and/or violence is prohibited on the premises. No activities may be held at the Center that involve the use of drugs, sexual activity, exchange of body fluids, nudity, sex play or demonstrations. Partisan political activities are prohibited, including political campaign fund raisers and campaign speeches. No election materials may be displayed in the building or the parking area other than bumper stickers on personal vehicles.

Refunds – Refunds will only be given if the meeting is cancelled/rescheduled according to our Cancellation Policy (See Cancellations) or if a substandard building condition is present such as the HVAC or another essential system is not working. The Center is not responsible for any loss of revenue.

Representation – The name of the User must readily convey to the public what kind of entity it is and the national organization with which it is affiliated.

Reservation Confirmation – Once a meeting room has been confirmed, the meeting host will receive an email confirmation.

Respect & Noise – The User agrees to leave the facilities in pre-event condition, including returning chairs, tables, and other furniture to their original location within the reserved room and disposing of all containers, handouts, etc. The building must be treated respectfully –no shoe/foot marks on the walls, cigarette marks on building, etc. Participants must be encouraged to respect the rights of the full-time tenants in the facility and counseling services on the 2nd floor. Monday - Friday, 8:00 am – 9:00 pm, every effort must be made to maintain a reasonable noise level so as not to disturb the Center work activities.

Restricted Access – The 3rd floor of the building is restricted to the Center employees unless special arrangements are made. Visitors to the Center need to check in at the reception area on the 2nd floor.

Security – No external doors to the building may be propped open. Electronic locks and the elevator will be programmed to unlock for the duration of scheduled meetings. The meeting/event host agrees to ensure the security of the building during and after the use of the facility, including turning off lights. Events may require security. The Center recommends off-duty constables who may be engaged through Precinct One Constable Jack Abercia's Office for \$30/hour with a four-hour minimum. In the case the User needs to reach a Center representative on an emergency basis, s/he may do so by calling 713.529.0037 and asking for the Supervisor on call.

Set-up – The Center will provide chairs and tables for meetings/events, but Users are responsible for setting up the room up for their particular needs and returning all furniture to its original location at the end of the meeting.

Signage & Promotions – Signs advertising meetings may be displayed on the 1st floor with prior written approval from the Center in the designated area only. To promote a not-for-profit event or announcement on the Center's digital displays, please email reserve@montrosecenter.org.

Smoking – In order to promote whole health and wellness, the Montrose Center building, parking lot, and campus, is smoke-free. Guests must leave the property in order to use tobacco products.

Sponsorship – The Center may not allow free use of space in exchange for co-sponsorship of an event unless the Center is the only co-sponsoring service provider.

Wedding/Union Ceremonies – (see Events)

Weapons – The Center prohibits entry of any person who is carrying a firearm or other weapon, including a licensed concealed weapon, except authorized security personnel and law enforcement officials.