

Houston Department of Health and Human Services

Date:

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Policy No.

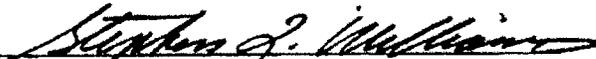
Revision No.

Subject: FACILITY RENTAL POLICY & GUIDELINES

Effective: Upon Approval

Approved By:

Approval Date


HDHHS Director


NSD Assistant Director


ASD Assistant Director

4-15-2010

GENERAL POLICY STATEMENT

Houston Department of Health and Human Services (HDHHS) multi-service centers, when not in use for HDHHS sponsored or co-sponsored activities will be made available for a fee to groups and individuals for events and activities consistent with the mission of the department and within the rules and regulations of HDHHS and the City of Houston. The multi-service centers will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies or beliefs.

1.0 PURPOSE

- 1.1 To provide consistent guidelines for the use of multi-service center (MSC) space.
- 1.2 To standardize the reservation process and the processing of payments received for rentals

2.0 SCOPE

- 2.1 This policy applies to all HDHHS employees. This policy supersedes all former policies and/or directives related to facility rental guidelines at HDHHS. This policy is supplemented by the Event Management System (EMS) standard operating procedures and the EMS financial policy.

3.0 DEFINITIONS

- 3.1 *ASD*: Administrative Support Division.
- 3.2 *Deposit*: An amount paid in advance of an event to secure a rental and to ensure proper cleanup and to cover breakage, loss or damage.
- 3.3 *Eligible Applicants*: Any resident, business, non-profit and civic group is eligible to rent the facilities provided the policies and guidelines for MSC use are followed.
- 3.4 *EMS*: Event Management System, a software program, which is utilized to reserve rooms and book events at HDHHS MSCs and HCs.
- 3.5 *GSD*: General Services Department.
- 3.6 *HDHHS*: Houston Department of Health and Human Services.
- 3.7 *MSC (Multi-Service Center)*: A City facility used to provide health and social services, training, events, WIC and other City/government services to residents of Houston.

3.8 *NSD*: Neighborhood Services Division.

3.9 *HC (Health Center)*: A public health institution that provides free or reduced health services to the public.

3.10 *Rental Fee*: The fee charged for staffing, security, janitorial and facility usage to accommodate a rental.

3.11 *Virtual EMS*: a web-based application that enables staff at the MSC level to tentatively book events on the calendar, as well as view pending events throughout all rentable facilities.

3.12 *Private Events*: A private function is defined as a wedding, wedding reception, banquet, birthday celebration, anniversary party, retirement party, employee recognition and meetings not otherwise categorized as public or civic in nature.

3.13 *Partisan Political Events*: Any meeting, fundraiser, forum that promotes the election or support of a particular political candidate(s).

4.0 FEES AND RELATED CHARGES

4.1 Eligible Rental Applicant Categories

4.1.1 *Resident/Public*: Any individual of the Houston community may rent the facility for private functions.

4.1.2 *Non-Profit*: There are three categories of non profit organizations:

4.1.2.1 *Non-Profit*: An organization that is governed by a board, by-laws and possesses a 501(c) 3 Tax Exempt Certificate; a service or other community organization with written by-laws and unrestricted membership and whose scope and purpose are recognized primarily as a service to the residents of Houston. Groups claiming non-profit status will be required to provide documentation verifying their tax exempt status or by-laws once each calendar year.

4.1.2.2 *Civic*: This category includes groups that provide a service to the residents of Houston and are governed by a board or organized governing body and by-laws. Personal and social occasions will not be recognized under the Civic status and are considered as private events.

4.1.2.3 *Private Organization*: Private groups or organizations which may include, but not necessarily limited to, closed membership clubs, fraternal orders and service clubs. This would cover clubs and organizations that vote in members. Additional fees may apply for security and overtime fees.

4.1.3 *For-Profit*: Any organization established for profit making purposes.

4.1.4 *Non-Resident*: Any individual or organization that resides or is based in a location outside of the Houston Metropolitan area. Non-Residents will be charged the For-Profit rates.

4.2 No Charge/Partial Charge Categories:

4.2.1 Any non-profit organization/agency 501(c) 3, municipal agency, county agency, state agency, federal agency, or school district, civic clubs or public agencies will be allowed use of the facility for business meetings during posted normal operational hours at no charge for meetings lasting under 3 hours. (A business meeting is defined as a called meeting to discuss the business of the organization). Any private event held by an organization is classified as a charge category event. Additional fees may apply for security and overtime fees if additional resources are required to host the meeting.

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4.2.2 Any organization providing a community service where the function is open to the public and there are no fee/charges for admittance and the function provides direct benefit to the public attending the event (e.g. health screenings, social services, health education) may be allowed to host the event at the facility at no regular facility use charge. If the event is held outside of normal business hours or additional resources are required during normal hours, security use and/or janitorial fees as well as overtime charges may apply.

4.2.3 Any private organization that has a pre-established, approved agreement and is in compliance with the terms of the agreement will be allowed use of the facility for business meetings during posted normal operational hours at no charge for meetings lasting under 3 hours. (A business meeting is defined as a called meeting to discuss the business of the organization). Any private event held by a private organization is classified as a charge category event. Additional fees may apply for security, janitorial and overtime fees.

4.3 Charge Category:

4.3.1 Any individual or organization hosting an event for dinners, luncheons, dances, socials, weddings, family reunions, seminars, instructional classes, shows, conventions, religious functions, etc with the exception of city sponsored events/activities/programs will be charged. See below for city sponsored/coordinated activities or programs.

4.3.2 Any partisan political event will be charged the applicable fees. Waivers of fees will not be granted.

4.3.3 Any request to have meetings after normal posted operational hours, or to provide extended educational/training classes after operational hours shall be charged the approved hourly rate for the facility requested.

4.4 Co-sponsored Events

4.4.1 HDHHS may participate in co-operative or joint programs with other agencies, organization, institutions, or individuals as part of its efforts to address health and human service needs and to facilitate information access in the community.

4.4.2 Sponsorship is at the discretion of the regional manager, assistant director or his or her designee and can include waiving rental fees in part or in whole.

4.4.3 These sponsored programs may include, but are not limited to, speeches, community forums, discussion groups, demonstrations, displays and live or media presentations.

4.4.4 Sponsored events must be open to the general public, observe all facility use policies and have written approval as a sponsored event prior to being scheduled.

4.4.5 An HDHHS employee must have an active role in organizing the event as mutually agreed upon by the manager and the sponsoring organization.

4.4.6 Janitorial and security charges may apply for co-sponsored events.

4.5 Approval of City Sponsored Events

4.5.1 Requesting agency must complete the waiver request form for programs operated by non-city personnel using city facilities at no cost. *See Appendix A*

4.5.2 Information submitted should include a description of the organization and its purpose and the organization's status (profit/non-profit, civic, private, etc), No fee may be charged to participants for these programs.

- 4.5.3 The city reserves the right to enforce rental requirements for use of city facilities should the organization fail to work with the city regarding operations, hours of operations, or programming requirements.
- 4.5.4 These requirements would be waived if person/agency submitting a waiver request pays established rental fees for the use of the facility.
- 4.5.5 The waiver form must be approved by the regional division manager or his/her designee.
- 4.5.6 If the regional manager disapproves a waiver request, the request may be reviewed and approved by the NSD Assistant Director.

5.0 GENERAL GUIDELINES

5.1 Approved Activities

- 5.1.1 The event must be requested by eligible individuals and groups and is beneficial to the residents of Houston.
- 5.1.2 Activities and events will not interfere with or disrupt the operations of ongoing programs and activities of the multi-service center unless reasonable accommodations can be made.
- 5.1.3 The following political/partisan functions will be: Use as a voting precinct, precinct organizational meetings, non-partisan meetings, meet the candidates programs. Fees for permitted non partisan functions may be waived by the regional manager. Additional security and overtime fees may apply for after hour activities and events.
- 5.1.4 Religious programs (concerts, seminars, etc.) are permitted with payment of the applicable rental fee. Church services can be held provided the criteria for recurring meetings is met and the applicable rental fees are paid. Additional security and overtime fees may apply for after hour activities and events.

5.2 Hours and Days Available:

- 5.2.1 Normal use of the MSC shall be between the hours of 8:00 a.m. and 5:00 p.m., Monday-Friday. Extended normal hours may be available as resources permit at each multi-service center. Each site will post normal business hours which may be subject to change. All rentals must end by the normal closing hours to be considered a normal hour activity.
- 5.2.2 Overtime charges and additional security charges are assessed when a rental does not occur during normal business hours.
- 5.2.3 All rentals must end by 10 p.m. Monday-Thursday, 12 midnight on Friday and Saturday and by 9 p.m. on Sunday. This includes the clean up time.
- 5.2.4 The MSC will be closed on holidays and not available for rental.
- 5.2.5 Additional holiday closings will be established by the beginning of each calendar year.
- 5.2.6 The operational plans of an event and the event itself must not interfere with the normal operations of the center.
- 5.2.7 HDHHS reserves the right to limit the amount of weekend usage based on resource availability.

5.3 Reservations and Booking

- 5.3.1 Reservations for the use of the facilities shall be made via the EMS appointment system.

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- 5.3.2 Reservations will be made on a first come, first pay basis with the understanding that City use has the first priority.
- 5.3.3 Regional staff will be responsible for booking preplanned events in coordination with the EMS appointment staff.
- 5.3.4 Telephone inquiries are not binding and do not constitute a reservation.
- 5.3.5 A reservation will be considered confirmed only when a Facility Use Contract has been received and accepted by EMS staff, and the deposit has been paid. *See Appendix B*
- ~~5.3.6 All fees must be paid in full and all other required documents must be submitted no later than thirty (30) days prior to the scheduled use date. Exceptions to the requirement must be approved by the assistant director or his or her designee.~~
- 5.3.7 Depending on the time and type of event, an additional staff fee or public safety fee may be charged. *See Appendix C & Appendix D*
- 5.3.8 Advanced reservations for a specified date will be accepted beginning twelve (12) months in advance with the exception of City sponsored events.
- 5.3.9 Groups/users who utilize the facility on a regular basis are required to submit a new application every twelve (12) months.
- 5.3.10 HDHHS reserves the right to refuse any lease request if made with less than ten (10) working days notice.
- 5.3.11 Set up and break down time must be included in the reservation. Reservations are limited to dates, times, rooms, and areas listed in the "Facility Use Contract"
See Appendix B
- 5.3.12 HDHHS reserves the right to schedule multiple bookings when the additional booking does not interfere with the primary lessee's booking.
- 5.3.13 No refunds will be given due to a violation of facility rules and/or regulations or if the renter cancelled the event due to inclement weather. An event may be rescheduled and payments applied to a new booking if the cancellation was caused by an act of God or cancellation by the City due to inclement weather.

5.4 Facility Use Contract Guidelines

- 5.4.1 Once an event date is booked, a Facility Use Contract will be executed upon receipt of the facility deposit. The facility deposit must be received within 72 hours of the date of the booking.
- 5.4.2 The Facility Use Contract must be finalized at 8000 N. Stadium Drive.
- 5.4.3 No Facility Use Contract will be considered final until the contract has been received and accepted by the EMS staff, all documents submitted and the deposit has been paid in full.
- 5.4.4 HDHHS reserves the right to interrupt, terminate, or cancel an event, when in the judgment of the designated site manager, such act is necessary in the interests of public safety and/or the user is in violation of this policy or there is an emergency situation. User waives any claims for damages or compensation should the event be interrupted, terminated or canceled.
- 5.4.5 All children age 14 and under must be supervised by an adult throughout the time that they are in the center.
- 5.4.6 HDHHS will not be responsible for any property left on the premises by an individual or group using the facility.
- 5.4.7 City of Houston employees have the authority to enforce all rules and regulations governing use of the center.

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- 5.4.8 If at anytime the Lessee, and/or the Lessee's guests, becomes uncooperative with city employees or contractors, the appropriate authorities will be contacted to control the situation.
- 5.4.9 Use of the center shall be subject to availability and/or non-interference with City functions. All City functions and/or uses shall take precedence.
- 5.4.10 No one under twenty-one (21) years of age may rent any portion of the center. **There will be no exceptions to this policy.**
- ~~5.4.11 The rental ending time means the facility must be empty of all guests and event staff.~~
The renter(s) shall ensure that the center is cleaned in its entirety and left in the same state as when first entered. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the Renter(s).
- 5.4.12 A City employee or contract security officer will unlock and lock doors and turn lights on and off. No keys will be given out to any other person during the event period.

5.5 Recurring Meetings

- 5.5.1 No organization will be granted the use of the facilities for more than two consecutive days per week and each group is limited to using the MSC no more than twice per month. Organizations requiring greater frequency must enter into a facility lease contract.
- 5.5.2 Groups meeting on a monthly basis may be issued a contract for one complete year but will be required to pay in advance for all dates reserved. No refunds will be given for cancelled meetings.
- 5.5.3 Monthly meeting groups must apply for renewal of their contract (2) months before the end of their current contract.
- 5.5.4 Recurring meeting groups may be moved without notice to another room at the discretion of a MSC supervisor.
- 5.5.5 Recurring meetings are subject to change as resources and schedules change.

6.0 RESTRICTIONS

- 6.1 **Alcohol:** In no instance shall the consumption of alcoholic beverages be permitted on the premises.
- 6.2 **Smoking:** No smoking is permitted in any HDHHS facility. Use of tobacco products is strictly prohibited. Smoking is permitted off of the property of the City of Houston.
- 6.3 **Selling of Merchandise, Services or Admission Fees on City Property:** No group, individual or business is permitted to sell merchandise or services while on HDHHS property unless approved by an assistant director or his/her designee. Admission fees or ticket sales must be held prior to the event if the event is based on a renter making a profit.
- 6.4 **Weapons:** Firearms are not permitted according to City of Houston security policy.
- 6.5 **Hazardous Materials:** No group or individual is permitted to bring in anything can cause a potential fire hazard in the building. Such items include, but are not limited to fireworks, explosives, lighter fluids, etc.

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7.0 PUBLIC SAFETY

- 7.1 The Renter(s) is responsible for the conduct of all persons present during the use of the facility, and must be personally present at all times during such use.
- 7.2 Public Safety Officer(s) are required in the following situations:
- 7.2.1 Attendance less than 100 – no officer required
 - 7.2.2 Attendance over 100- one officer required for each 100 attendees
- 7.3 ~~EMS staff will work with the Renter(s) to schedule Public Safety Officer(s) for the reservation date.~~ Where applicable, the reservation is not confirmed until Public Safety Officer(s) have been scheduled. *See Appendix D*
- 7.4 In the event that an officer does not appear as scheduled and the renter has complied with all requirements for submission of documented proof that an officer has been secured, the event may proceed at the discretion of the regional division manager or his or her designee.

8.0 COMPLIANCE

- 8.1 All employees are expected to comply with this policy.
- 8.2 Failure to implement and/or comply with this policy will be grounds for appropriate disciplinary action, up to and including indefinite suspension.
- 8.3 Without exception, supervisors must enforce this policy continuously and consistently with all employees. A supervisor's failure to do so will be reflected in his/her Employee Performance Evaluation and will result in disciplinary action, up to and including indefinite suspension.
- 8.4 These procedures are to be reviewed annually by the Assistant Directors of NSD and ASD and/or his or her designee and updated within one month of such review.

Appendix Attachment List:

- Appendix A – Request for Fee-Waiver Approval*
- Appendix B – Facility Use Contract*
- Appendix C – Fee Schedule*
- Appendix D – Officer/Renter Agreement*

EMS QUICK REFERENCE GUIDE BY FUNCTION

Functions of MSC Personnel

- Coordinate setup and breakdown of rental room/facility/space.
- Provide pamphlet to renter with general information and estimated costs for event.
- Provide renter with facility tour and additional information, if needed.
- Tentatively schedule an event using *Virtual EMS* or via appointment phone.
- ~~Direct renter for all payments and final contract to the N. Stadium location.~~
- Complete a "pre-event" checklist for rental space condition verification and obtains required signatures.
- Complete a "post event" checklist and performs a visual review immediately following an event and communicates timely condition of facility to Neighborhood Services Division EMS supervisor/personnel to determine whether renter is entitled to return of deposit or is subject to penalties.

Functions of Central NSD Personnel

- Finalize set up for room and input/confirm data in EMS.
- Discuss deposit, costs, payments and deadlines with renter.
- Finalize date, schedule, and clearly define and explain contract details to renter.
- Finalize details for event, create event contract, and create initial and subsequent invoices.
- Coordinates with Regional Supervisor to ensure Security and/or Janitorial services are present at each event.
- Provides necessary forms and does follow up with Peace Officers to confirm their attendance at renter's event when required.
- Maintain current EMS calendar for all facilities.
- Enter event payments into EMS system.
- Send an email notification to the administrative associates at each facility indicating that an event is scheduled and confirmed along with copy of the contract.
- Verify that due amounts are the actual charges paid by the customer or organization as calculated by the EMS system. With the exception of the NSD Assistant Director or his/her designee, no one at the MSC level has the authority to grant an exception for non-payment to any agency, non-profit or renter.
- Provided renters with "Waiver Form" and determines if fees are waived based on predetermined criteria.
- Review payment information in the EMS system, reconcile activity to funds collected by ASD cashier on a routine basis and work with ASD Business Management to address any irregularities or required adjustments.
- Track renter contracts and deadlines, makes decisions as to when deposit and fees are returned in coordination with MSC personnel who determine if the facility was left in satisfactory condition.
- For all after-hour and weekend events that exceed 100 people, monitors that renter has provided all necessary security information to proceed with event or determines that event is cancelled.
- Follow the guidelines and process outlined in the EMS SOP. Report any violations of these guidelines to the immediate supervisor for remedy.

Functions of ASD (Business Management) Personnel at N. Stadium

- Collect 100% of the deposit amount due and initial payment amount.
- Collect all payments made by renter for length of contract.
- Enter information into the Vital Statistics AMCAD Cashiering system.
- Provide daily collection report to NSD Administration by site. Reconcile payment information and coordinate reconcilments with NSD staff in order to reconcile activity to actual deposit.



NEIGHBORHOOD SERVICES DIVISION
REQUEST FOR FEE-WAIVER APPROVAL

DENVER HARBOR MSC ACRES HOMES MSC
MAGNOLIA MSC SOUTHWEST MSC NORTHEAST MSC HIRAM CLARKE MSC
FIFTH WARD MSC KASHMERE MSC WEST END MSC THIRD WARD MSC SUNNYSIDE MSC

Date of Request: Agency Representative:

Agency Name: Type Agency:

Address: Telephone Number:

Tax Exempt Organization: yes no Tax Exempt ID Number:

Date of Event: Anticipated # of Attendees:

Start / End Time to Area Requesting:

Type Event:

Purpose of Event:

Listed below are Priority Outcome Goals for Houston Health and Human Services Division/Neighborhood Services Division. Place a check by the priorities that your planned activities will support. Indicate in the comment section how your activity will support the goals and how many persons will be impacted.

- I. Protect the community from the spread of communicable diseases
II. Optimize the health of mothers, infants/children and improve the oral health safety net
III. Protect and promote environmental health
IV. Optimize well-being through human services
V. Reduce the incidence of chronic diseases
VI. Prepare for health disaster
VII. Increase stakeholder awareness, understanding & support for HDHHS missions and activities

COMMENTS:

Check One:

- Supporting document(s) attached for tax exempt status.
Event Space to conduct NSD priority outcome activities.
Supporting document(s) not available.

APPROVED BY DATE

NOT APPROVED BY DATE

City of Houston
Health and Human Services Department
Event-Activity Space Contract (2 pages)

Houston Department of
Health and Human Services



THIS AGREEMENT is made and entered into by and between the CITY OF HOUSTON, acting by and through its Houston Department of Health and Human Services, hereinafter called "Lessor" and _____, hereinafter called "Lessee."

That upon the terms and conditions herein the "Lessor" has granted and the "Lessee" has accepted a non-assignable right for such "Lessee" to use and occupy that portion of the multi-service center (center) in the City of Houston described in the activity space contract; the portion of the center being rented by the Lessee shall be herein referred to as "premises" with the understanding that "Lessee" shall have the right to come and go through the halls and corridors of such center, but acquires no other right in any other part of the center than the premises.

"Lessee" will deposit with "Lessor" the further sum of _____ DOLLARS in order to secure the premises. The "Lessee" also agrees to pay to the "Lessor" any additional costs incurred by the "Lessor" in repairing any damage done to the premises, or the City of Houston facility, furnishings, or equipment by the Lessee, its agents, employees, or invitees. There is an additional hourly charge for staying over the contracted hours. Rental time includes one (1) hour setup prior to the event and one (1) hour clean-up after the event.

In addition to the above conditions, the Lessee:

1. Shall make total payment for use of designated space 30 days prior to the date of activity; failure to do so **WILL RESULT IN THE TERMINATION** of this contract. If scheduling an event that occurs in less than 30 days from reservation date, the entire payment, including deposit, is due at time of booking.
2. Shall not bring in or permit anyone to bring in anything that will increase the fire hazard of the City of Houston facility. Such items include, but are not limited to, fireworks, explosives, lighter fluids, etc.
3. Acknowledges that the "Lessor" (through its Police, Fire, or designated representatives) shall have the right at any time to enter any portion of the City of Houston facility for inspection and that the facility is at all times under the control of the City of Houston.
4. Acknowledges that the City of Houston is not responsible for the loss of personal property brought into the facility by the "Lessee", its guests, invitee, etc.
5. **Shall not permit alcoholic beverages on City of Houston facility.**
6. Shall not admit on to the premises a number of persons which exceed the number of persons that can safely and freely move about the premises and within limit set by City Building and Fire Codes.
7. Shall forfeit part or all of the deposit if security usage results in additional fees to be collected by the City.
8. Shall not cause or permit any nails to be driven in or signs to be affixed to any portion of the City of Houston facility. No double stick tape shall be used to affix signs or banners or anything else to City of Houston facility walls, doors, glass, furnishings, or other City of Houston facility property. Written approval from the City of Houston must be obtained for displays, exhibits, and food service.
9. Should a City emergency such as a natural disaster, health outbreak, or other priority events occur, you may be asked to relocate your meeting/event. In such a case, you'll be notified in advance as much as possible.

All sums of money which become payable to "Lessor" under the terms hereof shall be payable to the "Lessor" through the Health & Human Services Cashier's office; an agent of the Business Management office, located at 8000 N. Stadium Dr. Acceptable forms of payment are: Money order, cashier's check, credit card, or cash **ONLY**. **No cash or credit card payments are accepted thru mail.**

Event-Activity Space Contract page 2

CANCELLATION/DEADLINES: If the "Lessee" cancels the scheduled event 31 days or more prior to the event, the "Lessee" will be refunded all costs including the deposit, minus an Administrative Cost Fee (10% of the deposit paid). If the "Lessee" cancels the scheduled event within 30 days or less prior to the event, the "Lessee" will be refunded all costs minus the deposit fee. If the "Lessee" cancels the scheduled event 15 days or less prior to the event, NO REFUNDS will be given. If the "Lessee" books an event that occurs within 14 days or less from the booking date, full payment, including the deposit, is due immediately.

Failure to provide full payment 30 days prior to the scheduled event date will TERMINATE this contract.

RELEASE/WAIVER: IN CONSIDERATION OF BEING PERMITTED TO LEASE SPACE IN THE MULTI-SERVICE CENTER, AT MY SPECIAL INSTANCE AND REQUEST, I, FOR AND ON BEHALF OF MYSELF, MY MINOR CHILD(REN), AND MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, *RELEASE, ACQUIT AND FOREVER DISCHARGE* THE CITY OF HOUSTON, TEXAS, TOGETHER WITH ITS FORMER AND PRESENT ELECTED AND APPOINTED OFFICIALS, LEGAL REPRESENTATIVES, AGENTS, SERVANTS, EMPLOYEES, VOLUNTEERS (IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES), SUCCESSORS AND ASSIGNS AND ALL AFFILIATED PERSONS AND ENTITIES (HEREINAFTER COLLECTIVELY *HOUSTON*), OF, FROM AND AGAINST ANY AND ALL LIABILITIES OF EVERY KIND, CLAIMS, CAUSES OF ACTION, WHETHER AT LAW OR IN EQUITY, IN CONTRACT OR TORT, UNDER STATUTORY OR COMMON LAW OR PURSUANT TO THE TEXAS OR UNITED STATES CONSTITUTION(S), KNOWN AND UNKNOWN, LOSSES, JUDGMENTS, FINES, DEMANDS, DAMAGES, LOSS OF USE OR SERVICES, OR INJURIES TO REAL AND/OR PERSONAL PROPERTY AND/OR PERSONS (INCLUDING DEATH) (COLLECTIVELY *CLAIMS*), AND DO FURTHER AGREE TO *DEFEND, INDEMNIFY AND HOLD HARMLESS HOUSTON*, OF, FROM AND AGAINST ANY AND ALL *CLAIMS* (INCLUDING ALL EXPENSES OF LITIGATION, COSTS, AND ATTORNEYS' FEES) ASSERTED BY ANY PERSON OR ENTITY AGAINST *HOUSTON* WHETHER ARISING OUT OF, TOUCHING UPON OR IN ANY WAY RELATING TO THE *PROGRAM* AND/OR THE PRESENCE, MALFUNCTION, MAINTENANCE, ADDITION, SUBSTITUTION, USE OR CONDITION OF ANY TANGIBLE PERSONAL OR REAL PROPERTY OWNED, LEASED, OPERATED, OR UTILIZED BY *HOUSTON* IN CONNECTION WITH THE *PROGRAM* EVEN IF THE *CLAIM* IS THE RESULT OF THE ACTUAL OR ALLEGED SOLE NEGLIGENCE OF *HOUSTON* AND/OR THE RESULT OF THE ACTUAL OR ALLEGED GROSS NEGLIGENCE OF *HOUSTON* AND/OR THE ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE OF *HOUSTON* AND ANY OTHER PERSON OR ENTITY AND/OR THE ACTUAL OR ALLEGED STRICT, STATUTORY OR CONSTITUTIONAL LIABILITY OF *HOUSTON*.

CITY OF HOUSTON, Lessor

_____	_____	_____
Print Name	Signature	Date

CLIENT, Lessee

_____	_____	_____
Print Name	Signature	Date

_____	_____	_____
Address	Signature	Date

**Approved Activity Rental Fees
2010 Rates**

Large Rooms	Hourly Rate - 3 Hour Minimum Non-Peak Hours 7:30am to 5:30pm Weekdays			
	Resident/ Public	Non-Profit 10%	For-Profit 20%	Non-Res 20%
Auditorium (100+)	\$ 318	\$ 350	\$ 382	\$ 382
Each additional hour over 3	\$ 83	\$ 83	\$ 83	\$ 83
Janitorial (\$16 hourly rate)	No charge during normal hours (\$16/hr each additional)			
Peace Officer (\$35 hourly rate)	\$35-40/hr for each Officer required at event			
Security (City Contract)	Armed \$	16.50	UnArmed \$	14.50
Kitchen (\$50 flat rate)	Included			
Deposit (All Rentals)	25% of Total			

Small Rooms	Hourly Non-Peak Hours 7:30am to 5:30pm Weekdays				Weekends and after 5:30pm weekdays
	\$	\$	\$	\$	
Multi-Purpose Room (50 - 99)	50	50	65	65	Available only if included with Auditorium rental. Will be charged Non-peak rates
Meeting Room (Up to 49)	30	30	45	45	
* Civic Club Meetings	No charge first 3 hrs (Rates apply each additional hour)				

Peak hours are: 5:30pm Friday through 10:30pm Sunday
 Non-Peak hours are: 7:30am Monday through 5:30pm Friday



**Houston Department of Health and Human Services
EVENT SECURITY PLAN**

HOUSTON DEPARTMENT OF HEALTH AND HUMAN SERVICES

When completed, return this form to:
Houston Department of Health and Human Services
Event Management & Facility Rental Office
8000 N. Stadium Drive – 3rd Floor NSD
Houston, TX 77054

EVENT SECURITY
To be completed by Applicant

Site Name	Date of Event	Start time	End time	AM/PM
				AM/PM
No rental may extend beyond 11:00 PM on any night				

Name of Applicant	Type of Event	Estimated Attendance
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Check all that apply: Youth Event Adult Event Extended Hours

Applicant Signature	Date
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SECURITY INFORMATION
To be completed by Security Coordinator

Name of Security Organization	Security Coordinator (Name & Rank)
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Signature	Phone Number
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- Only Texas Certified Peace Officers may be used.
- Private Security Guards are not acceptable.
- Peace Officers working this event must be in uniform & be lawfully authorized & personally willing to enforce City of Houston laws and ordinances as well as Houston Department of Health and Human Services Rules and Regulations.
- Officer must arrive 1/2 hour prior to the starting time shown and remain on site 1/2 hour past the ending time.

OFFICER ASSIGNMENTS

RESPONSIBILITY	#OF PAID OFFICERS	REPORTING/ENDING TIME
Crowd control		
Traffic control		
Other		
TOTAL		

Verified by: HDHHS Rental Office	Date
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SECURITY PLAN APPROVAL
To be completed by HPD Special Operations

The security plan outlined above has been reviewed and approved by HPD Special Division Supervisor.

Print Name & Rank	Date
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Signature	Phone#
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