CITY OF COLLEGE STATION

Home of Texas A&M University®

College Station Conference Center

EVENT INFORMATION PACKET

Updated: 7/19/2011

cstx.gov/conferencecenter

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PRE-RESERVATION FORM

The pre-reservation form must be signed and returned prior to booking. If you have additional questions, you may contact us at 979.764.3720 on weekdays from 8 a.m. to 5 p.m.

What is required to reserve my event? *(You must be at least 18 years old to book)*

1. Upon inquiry, we will provide you with our event information packet. You must read, sign and return the pre-reservation form to our office.
2. You must pay the appropriate deposit(s).
3. We will send you a facility permit contract to sign and return **within three (3) business days**.
4. For reservations within two weeks of the scheduled event, all deposit/room fees, the signed facility permit contract, and other signed forms are due the day of booking.
5. Last-minute weekend reservations must be finalized before noon on the Thursday prior to the event with deposit(s)/fees paid, facility permit contract signed, and event set-up confirmed, unless approved by the conference center supervisor.

What if I cancel my event? *(Cancellations must be received in writing during regular business hours)*

Once the room deposit is paid, the user has three (3) business days to sign and return the conference center facility permit contract or to cancel the event with no additional cancellation fees. In other cases:

- If a signed conference center facility permit contract is not received by the end of the three (3) business days after the room deposit is paid, the user's event will be cancelled and the deposit will be returned minus a $10 processing fee.

- If the user cancels the event more than 60 days prior to the scheduled date after the room deposit has been paid and the conference center facility permit contract agreement has been signed, one-half (1/2) of the room deposit(s) and all of the paid rental fees on unused rooms will be returned.

- If the user cancels within 14-60 days prior to the scheduled event after the room deposit has been paid and the Conference Center facility permit contract agreement has been signed, paid rental fees on unused rooms will be returned, but the full room deposit amount will **not** be refunded.

- If the user cancels within two weeks prior to the scheduled event, the full room deposit amount and fees collected will **not** be refunded.

- If the user books multiple rooms, the room deposit will be kept for each room for the first cancelled date and a $10 processing fee will be assessed per room for each additional date.

- If the user is not present for the event when it is scheduled, the full room deposit and rental fees will **not** be refunded.

For governmental agencies, room deposits are waived. However, if an event is cancelled, regular cancellation policies will apply.

When are rental fees due?

Rental fees will be due no later than 14 days prior to the scheduled event. If payment is not received, the event will be cancelled and cancellation fees may apply.

Do you allow decorations, and am I responsible for cleaning?

The Do's and Don'ts for decorations are listed in our client information packet. It is the user's responsibility to inform their entire group about these guidelines. After the event, the user is responsible for leaving the rented areas in the same condition in which they were found.

Is the deposit refundable?

The deposits are fully refundable provided there are no damages to the facility or equipment, proper cleaning is performed, and the event was not cancelled. A correct address is needed for the deposit to be returned **within 3 to 5 weeks** after the event.

By signing below, I (the user) acknowledge and agree to the conditions in this form and will be in compliance with the College Station Conference Center policies, rules, regulations and guidelines provided in the event information packet. Signing this pre-reservation form does not reserve or hold rent space. Only paid deposit(s) act as a reserve or hold on rent space.

Print Name:

Signature:

Date (mm/dd/yyyy):

Phone #:

E-mail:

Please return form to:

College Station Conference Center
P.O. Box 9960
College Station, Texas 77842
fax: 979.764.3513
e-mail: ccstaff@cstx.gov

** Conference Center use only **

Permit #: _____

Name of Group/Event: _____

DEPOSITS & ROOM RENTALS

MONDAY – SUNDAY	COMMERCIAL	NON-COMMERCIAL
ROOMS 102, 103, 104 & 106		
Deposit	$55	$55
4 consecutive hours or less between 8 a.m. – 5 p.m.	$50	$25
4 or more consecutive hours between 8 a.m. – 5 p.m.	$60	$40
5 – 6 p.m. extra start or end time	$30	$30
6 p.m. – close	$65	$35
ROOM 105		
Deposit	$55	$55
4 consecutive hours or less between 8 a.m. – 5 p.m.	$60	$30
4 or more consecutive hours between 8 a.m. – 5 p.m.	$75	$45
5 – 6 p.m. extra start or end time	$30	$30
6 p.m. – close	$80	$40
ROOM 101		
Deposit	$55	$55
4 consecutive hours or less between 8 a.m. – 5 p.m.	$60	$30
4 or more consecutive hours between 8 a.m. – 5 p.m.	$75	$45
5 – 6 p.m. extra start or end time	$30	$30
6 p.m. – close	$80	$40
Friday rental is between 8 – 1 a.m. (if available)	$85	$85
Saturday rental is between 8 – 1 a.m. (if available)	$165	$165
ROOM 127		
Deposit	$110	$110
4 consecutive hours or less between 8 a.m. – 5 p.m.	$140	$65
4 or more consecutive hours between 8 a.m. – 5 p.m.	$180	$125
5 – 6 p.m. extra start or end time	$30	$30
6 p.m. – close	$190	$90
Friday rental is between 8 – 1 a.m. (if available)	$250	$250
Saturday rental is between 8 – 1 a.m. (if available)	$500	$495

SUNDAY CHARGE	COMMERCIAL	NON-COMMERCIAL
1 – 5 consecutive hours	$65	$65
1 – 5 split hours or 5 consecutive hours	$90	$90
Please note that these fees are added to the above fees		

KITCHEN & OTHER DEPOSIT FEES	COMMERCIAL	NON-COMMERCIAL
Deposit	$55	$55
Rental	$40	$40
Alcohol Deposit (see Security for officer's fees)	$55	$55
Catering Deposit (if catering company is not on our list)	$55	$55

SECURITY

Number of officers with alcohol @ $40/hr.		Number of officers without alcohol @ $35/hr.	
1	Under 99 attendees	0 to 1	Under 99 attendees
1 to 2	100 – 150 attendees	1 to 2	100 – 150 attendees
2 to 3	151 – 200 attendees	2 to 3	151 – 200 attendees
3 to 4	Over 201 attendees	3 to 4	Over 201 attendees
Number of officers and chaperones are at the discretion of the supervisor			

- The Alcohol Deposit and completed Alcohol Form are due one month before the event.
- Certified Peace Officers are coordinated by the Conference Center.
- The officer must be present at least 30 minutes before alcohol arrives, during and until 30 minutes after the event ends.
- There is a two-hour minimum for an officer.
- Cash or check payment is made directly to the officer by the client the day of and at the end of the event.
- BYOB is not allowed. Call for more details.
- Events charging attendees for alcohol must have a certified server with the TABC Catering license on display during the entire event.
- All events with alcohol must adhere to Texas Alcohol Beverage Commission (TABC) rules and regulations. The TABC can be contacted at 979.260.8222.

ROOM CAPACITIES

Room Number	104	103	102	106	105	101	127
Meeting/Theatre	30	30	40	45	60	70	200
Classroom (18" x 6')	18	24	27	36	48	60	132
Classroom (30" x 6')	12	18	21	30	42	54	102
Boardroom	12	18	24	24	30	42	60
Banquet (30" x 6' Rect.)	24	24	36	36	48	72	180
Banquet (48" round)	24	24	36	30	42	60	138
Standing Reception	40	40	60	75	90	100	420
Dance	N/A	N/A	N/A	N/A	N/A	90	200
Approx. Measurements (sqft)	21'x21'= 441	21'x22'= 462	21'x28'= 588	21'x28'= 588	21'x38'= 798	21'x45'= 945	70'x70'x51'x 21'= 2,300
Net Floor Space (sqft)	404	425	502	588	798	945	2,143
Stage Measurements	N/A	N/A	N/A	N/A	N/A	N/A	14'x14'x14' Ht = 14"
Adj. patio/deck (sqft)	N/A	N/A	18'x28'= 467.3	24'x28'= 683	N/A	N/A	33'x43'= 1,420
Ceiling Height	10'8.5"	10'8.5"	10'8.5"	10'8.5"	10'8.5"	10'8.5"	10'11" From Stage: 9'8.75"

AMENITIES / PROPERTY RENTALS

TYPE	$ EACH
Patio Based on Availability (2)	$25 Each
Patio with Rental of Room 102 or 106	No Charge
AUDIO / VISUAL EQUIPMENT	
Amplifier (2) *all microphones require an amplifier	$20
Speakers (3)	$10
Microphone, Wireless Clip-On (3)	$30
Microphone, Wireless Hand-Held (1)	$30
Microphone on Stand (3)	$20
Multi-Media Projector (1)	$100 | $55 deposit
Portable CD Player	$10

32” Television with DVD/VCR (1)	$25
25” Television with DVD/VCR (3)	$25
Audio/Visual Cart (2)	No Charge
Slide Projector (2)	No Charge
Portable Screen (1)	No Charge
Overhead Projector (3)	No Charge
PODIUMS	
Upright Podium with Microphone (3)	$15
Upright Podium without Microphone (1)	$5
Tabletop Podium (3)	No Charge
RECEPTION / PARTY ITEMS	
Candles 6” x 3 ½” with Holder (50)	$1
Lattice Screens – White/Folding 8’ x 6’ (4)	$10
Wedding Arch, White/Metal (1)	$15
Wedding Arbor Trellis, White/Wooden (1)	$25
Mirror Ball (Room 127 Only)	$10
Piano (1)	$20
KITCHEN ITEMS	
Ice Machine (per 20 pounds)	$2.50
Coffee Makers: 30-cup (2), 60-cup (3), 100-cup (2)	$5
Kitchen Rolling Cart (3)	No Charge
Serving Bar Riser (1)	No Charge
MEETING / CONFERENCE EQUIPMENT	
Flip Chart without Paper (3)	$5
Flip Chart with Paper (3)	$10
Silk Plants (15)	$40
Stage Extenders, 4’ x 7’ (2), One-Step 3’ x 1’	$15
Wipe-Off Rolling Marker Board 6’ x 4’ (2)	No Charge
Easel Tripod	No Charge
US/Texas Flags on Stand (1)	No Charge
Room Dividers, Rolling 8’x6½‘ (2)	No Charge

OTHER SERVICES	
Copier (100 Max Copies)	.10
Fax (Local)	$1
Fax (Long Distance)	$2 first page | $1 additional
Travel Charge	$20
Coffee or Tea Service (10 Cup Max)	$.50 per cup
Donuts and/or Cold Drinks	Market Price plus Travel Charge
Room/Date Transfer	$10
Cancellation Fee per Change	$10
Set-Up Changes (Less than 12 Hours Prior to Event)	$10
Open Early (before 7 a.m., Sunday – Saturday)	$75 per hour
Late Closing (11 p.m. – 12 a.m., Sunday – Thursday)	$75 per hour
Late Closing (1 – 3 a.m., Friday – Saturday)	$75 per hour
Custodial Service (Arranged in Advance, One Hour Minimum)	$15 per hour
Unarranged Custodial Service	$30 per hour
Wi-Fi Connection Service (Rooms 101 & 127)	$25
Unstipulated Early Arrival or Late Departure	$90 per hour

CATERER LIST

The following is a list of vendors who pay a catering deposit to the College Station Conference Center. Clients who choose a catering vendor from this list will not be charged a catering deposit. In addition, the client will not be responsible for damages caused by the vendor at the time of the event. Clients who choose a vendor not listed below will be charged a catering deposit and may be responsible for damages caused by the vendor at the time of the event.

Clean-up responsibilities should be determined by the client and caterer prior to the event.

Company	Address	Phone
Black Tie Catering (Robert Wilson)	113 Walter Drive, College Station	(979) 822.6821
Blue Baker (David Fox)	201 Dominik Dr., College Station	(979) 696.5055
Blue Moon (Rick Moon)	11165 C Hoppess, Franklin	(979) 549.4800
Buppy's Catering	2700 S. Texas Ave, Bryan	(979) 779.6417
C&J Barbeque (Scott Richter)	1010 A S. Texas Ave, Bryan	(979) 822.6073
Catering by Mark (Mark Collins)	3531 Midwest A, Bryan	(979) 846.3027
Cameron Ranch Food Mart	1414 FM 2223, Bryan	(979) 778.1663
Cenare's	404 University Dr. E., College Station	(979) 696.7311
Cedric Payton Catering	1402 Elkton Ct., College Station	(979)412.3891
Chick-Fil-A (Craig Hall)	1500 Harvey Road, College Station	(979) 764.0049
Crossroads Catering (Al & Jerri Ripper)	3949 Dogwood Trails	(979) 220.0691
Czech/Tex Catering	P.O. Box 539, Snook	(979) 272.8501
Elegant Catering	101 N. Dillard, Bryan	(979) 776.9117
Epicure's Catering by Design	2319 Texas Ave. S., College Station	(979) 695.0985
Eppler Cattle Company (Eddie Eppler)	11114 CR 451, Navasota	(936) 825.6147
Global Events Planning & Catering	4501 South Texas Ave., Bryan	(979) 820.2607
H.E.B.	2700 Earl Rudder FWY, College Station	(979)764.4019
Hilton College Station Catering	801 University Dr E, College Station	(979) 693.7500
Honey-B Ham & Deli	2416-A Texas Ave South, College Station	(979) 696.3354
Home's Haven Catering	Rachael@homeshavencatering.com	(979)574.1504
J. Cody's	3610 S. College Ave., Bryan	(979) 846.2639
Jason's Deli	1404 Texas Ave., College Station	(979) 764.2929
Jezebelles	PO Box 319, Lyons	(979) 596.2873

Junek's Barbecue	P.O. Box 291, Somerville	(979) 690-0111
Johnny Carino's Restaurant	620 Harvey Rd., College Station	(979) 764-7374
K&J Southern Cooking & Catering	600 Boulevard, Bryan	(979) 823-2380
Ken Martin's Steakhouse	3132 E. 29th St., Bryan	(979) 776-7500
Kolache Rolf's	3525 F Longmire Drive, College Station	(979) 696-5544
Mi Cocina II Restaurant	1411 San Jacinto Ln., Bryan	(979) 779-1411
Madden's Casual Gourmet	202 South Bryan Ave, Bryan	(979) 779-2558
Mango's	Mangos.kitchen@gmail.com	(979)587-0127
On The Border	709 Texas Avenue, College Station	(979) 695-2493
Ricky's Catering	P.O. Box 445, Somerville	(979) 596-2166
Rudy's Bar-B-Q (Gary Lawless)	504 Harvey, College Station	(979) 696-7383
Schlotzsky's	107 College Ave., College Station	(979) 260-2867
Serendipity Coffee Catering	1408 Pecan Grove, College Station	(979) 690-7245
Shortee's Café	P.O. Box 10392, College Station	(979) 224-2577
Sloppy Joe's Catering	2700 Texas Ave, Bryan	(979) 823-6428
Southern Breeze	Rt. 2, Box 3520, Navasota	(979) 894-2435
Southern Comfort Café	2551 Texas Ave. South Suite D	(979) 703-4199
The Greenhouse Bakery	6224 A. 1179, Bryan	(979)776.5123
Texas Roadhouse	1601 University Dr. East	(979)450.8698
Wings N' More (Anette Nelson)	1045 Texas Ave, College Station	(979) 680-1498

CLIENT GUIDELINES

The user shall not do anything that will obstruct or interfere with the rights of other users. Noise levels shall be maintained in such a manner as to not disturb other users sharing the facility. Children must be supervised by an adult and kept in the reserved area.

DECORATING GUIDELINES

Not Allowed:

- Nails, staples, tacks, scotch or duct tape, tacky putty
- Candles in carpeted areas, sparklers or fireworks
- Anything attached to fans, fire sprinkler heads or lifting of ceiling tiles
- Rice, rose petals, confetti or glitter
- No red drinks in carpeted areas
- Signs, advertisements, posters outside the facility or grounds
- Sitting or standing on the tables
- No loose balloons

Allowed:

- Masking tape or blue painters' tape
- Contained votive candles in rooms 101 and 127
- Ceiling hooks placed on ceiling grids only (ask staff for hooks)
- Birdseed on porch and parking lot areas
- Red drinks in rooms 101 and 127 only
- Streamers, signs and banners may be used if they are properly attached
- Get approval from the staff before placing signs or posters in hallways
- Balloons tied or anchored down

Tablecloth Recommendations:

- The 48" round table requires a 90" round tablecloth that will flow 21" to the ground or a 108" will touch the floor.
- The 60" round table requires a 90" round tablecloth that will flow 15" from top or 108" will drop 24" or a 120" cloth will touch the floor.
- The 6'x30" table needs a 48"W x 90"L tablecloth. To touch the floor it needs an 88" W x 103"L tablecloth.

- The 8'x30" tables need a 48"W x 112"L tablecloth. To touch the ground they need an 88"W x 154"L tablecloth.

CLEAN-UP GUIDELINES

A check-in/check-out form will be signed by the client and staff before and after the event to assess any damages.

To ensure return of the full deposit, it is the responsibility of the individual signing the reservation contract to return the facility and room in the same condition as received. This includes the gallery hall, deck and patio areas, kitchen, lobby, hallways, bathrooms and parking lot. Please remember that you are responsible for all attendees at your event.

The following guidelines must be followed or clients will be charged $30 per hour for staff to clean any areas:

- All food and beverage trash should be cleared and placed in garbage bags inside trash receptacles or taken to the dumpster. Trash receptacles and garbage bags will be provided.

- Tables should be wiped clean and chairs should not have food or decorations on them.

- Clients and/or the caterer will be responsible for their own cleanup. Clients will be charged $30 an hour if guidelines are not met, unless custodial services were pre-paid.

- If a food or beverage spill occurs, see the facility attendant immediately. If in a carpeted room, our trained staff will clean the carpet where the spill occurred.

- The conference center attendant will gladly assist you by providing brooms, mops, trash liners, etc., as needed.

Thank you for helping us to preserve our facility for future clients.

POLICIES, RULES & REGULATIONS

Our philosophy is that the College Station Conference Center should be a multi-function facility and made available with no single group or type allowed to dominate the center. Preference will be shown for groups who do not operate on a permanent basis or have a facility of their own in which to operate. Convention groups are always welcome.

SECTION 1: DEFINITIONS

1.1 "City council" means the City of College Station, Texas.
1.2 "Center" means the College Station Conference Center, a multipurpose facility, and the adjacent grounds owned by the City of College Station, Texas.
1.3 "Supervisor" means the supervisor of the conference center, employed by the City of College Station, Texas.
1.4 "TABC" means Texas Alcoholic Beverage Commission.
1.5 "User" means any person, firm, or organization that makes use of the center's facilities. The user making the reservation must be at least 18 years old.
1.6 "Facility permit contract" means the licensing agreement made between the user and the College Station Convention Center, City of College Station, County of Brazos, State of Texas.
1.7 "Tax exempt" means corporations, any community chest fund or foundation organized exclusively for religious, charitable, scientific, literary or educational purposes. No part of the net earnings of the corporation can go to benefit a private shareholder or individual and the group or corporation cannot attempt to influence legislation or support a candidate for political office. Under the Internal Revenue Code, charitable organizations are exempt from paying federal income tax if they meet the requirements above. In most states, hospitals, churches, religious organizations, volunteer groups, etc., an qualify for tax exempt status.
1.8 "Vendor" means anyone or group offering "to sell."
1.9 "Exhibitor" means any person or group showing publicly, especially for purposes of demonstration.

SECTION 2: WRITTEN FACILITY PERMIT CONTRACT REQUIRED

2.1 No person, firm, or corporation shall use any space of the center without executing a written conference center facility permit contract. No verbal agreements for the use of the center shall be valid.
2.2 The facility permit contract must be signed and received in the center office within three (3) business days following receipt of the deposit. If the signed conference center facility permit contract is not received by the deadline, the event will be cancelled and the user will be charged the appropriate fee as outlined in the cancellation policy.
2.3 The type of conference center facility permit contract required shall be at the discretion of the center supervisor.
2.4 At no time shall a user sublease or assign its reservation to another individual, group or organization.

2.5 The user shall be permitted to use only the area(s) specified in the facility permit contract during the specified times. Events may be scheduled back to back, so occupancy times must be strictly adhered to.
2.6 The user shall not obstruct or interfere with the rights of the other users. Noise levels shall be maintained in such a manner as to not disturb other users sharing the facility. Children must be supervised by an adult and kept in the reserved area.
2.7 The center and its premises shall be under the sole control of center management, which reserves the right to enter rooms at any and all times during the contracted rental period.
2.8 No user shall have a larger attendance than the maximum occupancy load specified for the room in use by fire code regulations.
2.9 When it is determined the user has rendered useless any portion of the building or equipment that has been booked, the user shall be required to pay rental charges on the portion he did not use.

SECTION 3: CLASSIFICATION OF USE

3.1 Events shall be classified as:
   a. COMMERCIAL - Companies or businesses.
   b. NON-COMMERCIAL - Individuals or groups not in the commercial classification.
   c. NON-PROFIT - Proof must be provided that the Internal Revenue Service or State of Texas has qualified the organization as non-profit.
3.2 A different rental rate shall be charged depending on classification.
3.3 The duration of the purposed use shall determine the amount of fee required, with the exception of room 101 and 127 on Fridays and Saturdays.

SECTION 4: BOOKING

4.1 The center shall be available to groups at the discretion of the center supervisor.
4.2 User groups that contemplate using the facility on multiple days are encouraged to reserve space well in advance to assure availability. The center operates on a first-come, first-served basis.
4.3 Prior to booking an event, the user must sign and return the pre-reservation form. All users should read the College Station Conference Center's information packet.
4.4 Last minute weekend events must be booked by noon on the Thursday prior to the event. Booking events after that time will not be allowed unless approved by the center supervisor.
4.5 The center staff reserves the right to reassign rooms to better facilitate the ratio of room size to group size.
4.6 Users will not be allowed to book the entire center for more than one continuous week.
4.7 The center reserves the option to schedule other events in the building simultaneously.

SECTION 5: FEES

5.1 All fees for use of the center and its facilities are set by the city council and are subject to change without notice.
5.2 If the city council increases fees, all conference center facility permit contracts executed prior to the adoption of such increases will be honored.
5.3 At the discretion of the center supervisor, for events where admission is not free the center may choose to receive up to 10 percent of the admission price, require payment of the regular established fees, or a combination thereof.
5.4 At the discretion of the center supervisor, the center may require payment of a surcharge or up to 10 percent of gross receipts from the sale of the merchandise, food, or beverages. The surcharges or percentages charged are in addition to all other fees.
5.5 Storage for user's supplies may be available for a fee.
5.6 At the time of original booking, users with events on consecutive dates may rent a vacant room for overnight storage of equipment and supplies, based on availability.

SECTION 6: PAYMENT OF FEES/DEPOSITS

6.1 All rental fees must be paid for at least 14 days prior to the event unless otherwise approved by the center supervisor. If full payment is not paid by this time, the event will be cancelled and paid fees will be not be returned.
6.2 All users are required to pay a deposit on each room reserved at the time of booking, unless otherwise approved by the center supervisor.
6.3 If event is booked within 14 days of the scheduled event, the deposit, rental fees and all forms that require a signature must be taken care of the same day.

SECTION 7: REQUIRED SECURITY OFFICERS AND CHAPERONES

7.1 Certified peace officers will be obtained by the center but will be compensated by the user at the start of the event.
7.2 Certified peace officers must be present at least 30 minutes before the event until 30 minutes after the event.
7.3 Any user who expects participants under the age of 18 shall furnish the center supervisor with the names and telephone numbers of all chaperones prior to the start of the event. A minimum of one chaperone per 10 children is necessary. Chaperones must be at least 21 years old and be present throughout the entire function and clean up times.
7.4 The number of chaperones and/or certified peace officers is at the discretion of the center supervisor.
7.5 If the user refuses to assume the costs of certified police officers, then the reservation shall be subject to cancellation.

SECTION 8: PROPERTY

8.1 Personal property owned by the center is available to the user upon payment of necessary fees. Tables, chairs, and other personal property owned by the center are not available for off-premise use.

8.2 Various table and chair placement patterns are available. The user shall be responsible for notifying the center staff of the desired room setup at least two weeks prior to the event. A change fee of $10 will be charged for changes to the room arrangement less than 12 hours prior to the event.

8.3 In the event the center does not have an adequate number of tables, chairs, or other personal property suitable to the proposed user, such property shall be rented at the user's expense. The City of College Station shall not be responsible for property rented by the user. Property rented at the user's expense must be removed from the premises immediately after each event. A storage fee of $5 per hour may be charged if equipment is left after the group exit time based on the facility permit contract.

8.4 No equipment may be brought in by the user without the permission of the center supervisor. Extra cooking devices will not be allowed into or upon the premises without the approval of the center supervisor. Cooking outside the facility is prohibited without the approval of the center supervisor.

8.5 Only center personnel or authorized individuals shall be permitted to setup, breakdown or rearrange center-owned furniture and equipment.

8.6 The user shall be responsible for all damages to the center's personal property during the time of use.

8.7 Vehicles can park on the ramp for loading and unloading for a maximum of 20 minutes. This ramp serves as special service access (refer to Section 21) as well as the emergency entrance. Vehicles must be moved from the ramp immediately after loading/unloading. Parking on the grass is not permitted.

SECTION 9: DAMAGE/SECURITY DEPOSIT

9.1 A deposit is money paid to reserve a space. Deposits are required on each room. Room deposits are waived on governmental agencies. However, if the event is cancelled, the user will be charged the appropriate fee as outlined in the cancellation policy. All deposit checks are cashed and do not apply toward rental fees. The deposit reserves the date and covers any damage or insufficient clean-up resulting from the event. Deposits are refundable upon compliance with all rules and regulations and clean-up requirements by the user and caterer. After the event, the deposit is returned within three weeks, unless the user prefers to leave the deposit on file for future events (refer to section 17 regarding cancellation policies).

9.2 The amount of the deposit shall be determined by the deposit schedule. Any changes to the schedule are at the discretion of the center supervisor.

9.3 In addition, the deposit shall be used by the center to repair, replace, or pay for any center property damaged by the user or participants at the event. The deposit may be held at the discretion of the center supervisor for any period of time necessary to determine the full

extent of damages and to make all repairs and/or secure replacements. An additional charge will be billed to the user if the damage exceeds the deposits.

9.4 The full deposit or any portion thereof may be retained to cover unpaid fees or excessive or unusual clean up resulting from use by the user (see Section 10, Item 4).

9.5 Decorating guidelines are as follows:

a. Masking tape or blue painter's tape only can be used to secure decorations to the walls. The use of nails, staples, tacks, duct tape, scotch tape or tacky putty is not permitted.
b. Open-flamed candles in contained candleholders are only permitted in Room 127 or 101. Candles are strictly prohibited in carpeted rooms and other areas with carpet. Open-flame candles are a violation of city fire codes.
c. Decorations attached to the ceiling are at the discretion of the center supervisor. See staff for use of proper ceiling hooks. Raising the ceiling tiles to attach decorations can damage the tiles and is prohibited. Attaching decorations to fire sprinkler heads, mirror ball and ceiling fans is not permitted as it can cause safety hazards and damage equipment.
d. Users should not sit on tables, as they are designed for limited weight capacity.
e. All food and beverage must be removed and the tables wiped clean.
f. All food and beverage trash must be cleared and placed in the trash containers provided by the center or placed by the dumpster.
g. No red drinks (wine, punch, Kool-Aid) shall be served in rooms or areas of the center that have carpet.
h. All of the user's equipment and decorations must be removed at the conclusion of the event (see Section 8, Item 3).
i. The user should see an attendant immediately if a food or beverage spill occurs.
j. Rice, confetti or loose glitter are prohibited anywhere on the center premises. At wedding receptions, the throwing of birdseed is allowed but must be restricted to the porch and parking lot areas (see Section 10, Item 4).
k. Center staff will provide extra trash bags, brooms, mops and other cleaning supplies as needed.
l. No table coverings are provided by the center. The center does not provide plates, cups, knives, forks, spoons or napkins.
m. The user shall not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters, or cards of description, inside or outside on any part of the building, except as authorized in writing by the center supervisor. The user shall not be permitted to nail or tack material to any part of the center facility.
n. Fog and smoke machines are not allowed.

SECTION 10: CLEAN- UP

10.1 All users shall return the facilities in the same condition as when received. The user and center staff will conduct a joint inspection of the area rented prior to move-in to stipulate existing damage. At the conclusion of the event, the user and center staff will jointly inspect the rented area and ascertain any damage resulting from the user's activities. The center shall notify the user within a reasonable time about the extent of any damage and cost of repairs.

10.2 After the event, the user or user's agent will dispose of any litter in the center parking lot that was deposited by the user before leaving the premises.

10.3 Users will be responsible for their own cleanup. Caterers will be responsible for their own cleanup unless other arrangements are made with the user. All garbage must be placed in plastic bags, all spills must be cleaned up, and all tables wiped clean. Cleaning supplies and bags will be provided by the center.

10.4 A fee of $30 per hour will be assessed to the user for any clean up performed by center staff that was the assigned responsibility of the user.

SECTION 11: NONCONFORMING EVENTS

11.1 Events nonconforming to accepted community standards or any event that has been scheduled due to untrue or misleading information provided by the user shall be rejected or cancelled. Any such rejection or cancellation shall be at the sole discretion of the center supervisor.

11.2 Use of the building by participants of minor age is at the discretion of the center supervisor.

11.3 Use of the building to accommodate childcare for daycare or nursery facilities will not be permitted due to the lack of appropriate design requirements.

11.4 Corridors, passageways and exits shall not be obstructed by the user, nor shall they be used for any purpose other than ingress or egress, except as approved in writing by the center supervisor. The user shall not obstruct any portion of the sidewalk entries, halls or vestibules, or ways of access to public utilities of the buildings.

SECTION 12: CONCESSIONS

12.1 The center reserves the sole and exclusive right to regulate the sale of any beverage, food, souvenir or other merchandise on the center premises.

12.2 Concession rights may be granted in the facility permit contract with the user.

12.3 A fee in exchange for permission to sell merchandise, food or beverages, or a percentage of merchandise, food or beverages, may be charged by the center. The user and the center supervisor shall agree upon the amount prior to the event.

SECTION 13: CATERING

13.1 Caterers may provide or supply food and service to users.
13.2 In order to be included on the conference center list of caterers with a paid catering deposit, a caterer must execute a written facility permit contract and pay a $55 deposit. The deposit is used to cover any required cleanup the caterer fails to perform.
13.3 Caterers providing catering services must have paid deposits and have approval of the center supervisor prior to use of the facilities.
13.4 No caterer shall use the kitchen unless a prior reservation has been made and rental fees have been paid.
13.5 Caterers will be responsible for their own cleanup. All garbage must be placed in plastic bags, spills cleaned up, and tables and chairs must be wiped clean unless other arrangements are made with the user. Cleaning supplies and bags will be provided by the center.
13.6 The length of time required by a caterer to set up or break down for an event shall always be encompassed in the occupancy period of the user on the facility permit contract.

SECTION 14: ALCOHOLIC BEVERAGES

14.1 Guests attending events are never allowed to bring alcohol. “Bring Your Own Bottle” events are prohibited. Alcohol may be sold and/or served providing all policies of the TABC, the State of Texas, Brazos County and the City of College Station are observed. The lessee may provide alcohol to guests or may establish a cash bar utilizing a local retailer. In most instances, a College Station police officer will be required to be present when alcohol is served. The center will schedule the officer and the lessee will pay the officer upon his or her arrival at the event.
14.2 At any event at which a license is required for the serving of alcoholic beverages, such license shall be filed with the center supervisor at least 48 hours prior to the event and remain posted in public view during the event.
14.3 Per Ordinance No. 2656, August 28, 2003, it shall be considered unlawful for any person in the City of College Station, Texas, to consume an alcoholic beverage in any public place or for any person to possess an alcoholic beverage in any public place for the purpose of consuming the same in such public place at anytime on Sunday between the hours of 2 a.m. and noon, and on all other days of the week between the hours of 2 a.m. and 7 a.m.
14.4 It shall be unlawful for any person in the City of College Station, Texas, to sell alcoholic beverages in any public place for the purpose of consuming the same in such a public place at anytime on Sunday between the hours of 2 a.m. and noon, and on all other days of the week between 2 a.m. and 7 a.m.
14.5 The user shall not allow any person to exit the center with an open container of an alcoholic beverage.
14.6 Users are required to contact the TABC at 979.260.8222 for information regarding such rules and regulations.

SECTION 15: REGULAR CONSECUTIVE USERS

15.1 An individual or organization may book a series of consecutive scheduled events for a period of time not to exceed six months. Reservations are taken in May for July through December and in November for January through June. Groups will be notified of the sign-up dates in March and September.

15.2 Fees owed by a consecutive user shall be payable prior to use in accordance with the regulations.

15.3 Users who need to make reservations for Monday through Friday events for a nine-month school term may do so beginning in May. A written request must be presented to the center supervisor for approval.

15.4 Church groups can book rooms in six-month blocks. There is a limit of two rooms per meeting date. The maximum limit for use of the center is 18 consecutive months. If a church needs a time extension, reasonable requests should be presented to the center supervisor for consideration. If approved, only one six-month extension will be allowed. For church groups that meet for multiple services in the same day, the 8 a.m. to 5 p.m. rate and 6 p.m. to close rate will apply. For Sunday users, the Sunday rate also will apply.

For more explanations, please refer to section 4.

SECTION 16: OCCUPANCY TIME

16.1 Occupancy periods will be considered up to four consecutive hours or less, or 8 a.m. to 5 p.m., or 6 p.m. to closing, which is considered evening. If any booking extends into the evening period, the evening rate is enforced. In addition, the rate for 5 p.m. to 6 p.m. is based on the current fee schedule and is based on availability.

16.2 HOURS OF OPERATION: Opening Time is 7 a.m. daily. Closing time is 11 p.m. Sunday through Thursday and 1 a.m. on Friday and Saturday. Closing means all doors are locked and the user must be out of building.

16.3 EXTRA HOURS: 6 a.m. to 7 a.m. daily; 11 p.m. to midnight Sunday through Thursday; 1 a.m. to 3 a.m. on Friday and Saturday. Extra Hours must be arranged in advance. A charge of $75 per additional hours(s) will be charged prior to or after normal opening and closing times. Any part of an hour shall constitute a whole hour.

16.4 HOLIDAYS: The center will be closed on all official city holidays.

16.5 PENALTY: A charge of $90 per hour will be added to any unstipulated occupancy time, per the facility permit contract, accrued through early arrival or late departure. Any part of an hour shall constitute as a whole hour.

16.6 In the event that any or all of the leased portions of the center are not vacated by the user on the date or time named, the center supervisor is authorized to remove at the expense of the user all goods, wares, merchandise or other property which remains on the premises. Users shall compensate the center for any expenses which may be sustained by reason of such removal and for any storage charges the center may incur.

16.7 The use of either live or recorded music in the center must be authorized by the center supervisor and approved in writing in the facility permit contract. All musical groups will set-up and break down during the user's occupancy period. The user is responsible for damage to the center by band member or related party.

16.8 All rooms require a minimum of one-hour turnaround time before and after each user. Room 127 may require a minimum of a 1½-hours turnaround time before and after each event.

SECTION 17: CANCELLATION

17.1

a. After the room deposit is paid, the user has 3 business days to sign and return the conference center facility permit contract or cancel with no cancellation fees.
b. If the room deposit is paid and a signed facility permit contract is not received by the end of the 3 business days, the user's event will be cancelled and the deposit will be returned minus a $10 processing fee.
c. If the room deposit has been paid, the facility permit contract agreement has been signed and the user cancels the event more than 60 days prior to the scheduled event, one-half of the room deposit(s) and all the paid rental fees on unused rooms will be returned.
a. If the room deposit has been paid, the facility permit contract agreement has been signed and the user cancels within 14-60 days prior to the scheduled event, none of the room deposit is returned, but any paid rental fees on unused rooms will be returned.
d. The user will forfeit room deposits and fees if the event is cancelled fewer than two weeks prior to the scheduled date.
e. For users who book multiple rooms at a time, the amount of the room deposit per room will not be returned for the first cancelled date, and a $10 processing fee will be charged per room for each additional date.
f. For users who do not show up for a schedule event, the room deposit and rental fees are not returned.
g. Room deposits are waived on governmental agencies. However if the event is cancelled, the cancellation policies will apply.

17.2 Consecutive users, including but not limited to six-month users, shall be allowed to reschedule an event one time without forfeiting monies paid.

17.3 However, the user must notify the center business office at least 5 working days in advance of the original event date to be cancelled and must reschedule an event within 45 days from the original event date.

17.4 All cancellations must be executed through written notice and received prior to the event by mail, e-mail, fax or in person during normal business hours, which are from 8 a.m- 5 p.m. weekdays.

SECTION 18: THE CONFERENCE CENTER IS A SMOKE/TOBACCO FREE FACILITY

18.1 Per Ordinance No. 1843, March 22, 1990, smoke and tobacco products are not allowed inside the center. Smoke and tobacco products are allowed outside on the center's porches, deck, and patios at least 20 feet from the entry doors. Receptacles are provided.

SECTION 19: INSURANCE

19.1 The user agrees to the extent allowed by the law and shall indemnify and hold harmless the City of College Station and its officers, agent, and employees from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, attorney's fees, injury to or death of any person, or for damages to any property arising out of or in connection with the use of the premises by the licensee, its agents, representatives, assigns, invitees, and participants under the contract. Such indemnity shall apply where claims, losses, damages, causes of actions, suits or liability arise in whole or in part from the negligence of the city (refer to section 11 of the facility permit contract).

19.2 The user hereby assumes full responsibility for the character, acts, or conducts of all persons admitted to the premises or to any portion of the premises by the user, its agents, employees, or other representatives.

SECTION 20: USER AS AGENT OR SPONSOR

20.1 In cases where user is acting as agent or sponsor for another organization or individual which will actually be occupying and/ or using the center, the user shall have full responsibility for communicating provisions of this policy to the actual occupant or user, and the user will be fully responsible for any damage, destruction or injury to the center premises, furnishings, fixtures or equipment.

20.2 The user agrees to comply with the laws of the United States, the State of Texas, and all the ordinances of the City of College Station, Texas. The user agrees to obtain and pay for any and all necessary permits and licenses.

SECTION 21: AMERICAN DISABILITIES ACT

21.1 The center facility is fully accessible and in compliance with ADA regulations.

21.2 The building is wheelchair accessible. Handicap parking spaces are available. Reasonable accommodations for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice. Any request for sign interpreting services must be made 48 hours before the event. To make arrangements, call 979.764.3720 or TDD 800.735.2989.

SECTION 22: APPEAL PROCESS

22.1 All questions/ concerns regarding policies or regulations can be presented for review to the center supervisor.

All policies, rules and regulations are subject to change without notice.