



**FACILITY USE
APPLICATION FORM**

Complete the requested information and return to:

ESC Region 11
Attn: Business Office/Facilities
1451 S. Cherry Lane
White Settlement, Tx. 76108
Fax: 817-740-7600 or email: amurphy@esc11.net

Company/Organization Name: _____
(Lessee)

Contact Person: _____

Address: _____

Email address: _____

Event/Meeting Title: _____

Date(s) Requested: _____

Subject/Purpose of Event/Meeting: _____

Expected Attendance: _____ Non-Profit: YES _____ NO _____

Start Time: (including set-up if applicable): _____ End Time: (including break-down if applicable): _____

Special Set-Up Instructions: _____

Additional Information: _____

Applicant agrees and understands that its use of the ESC facilities requested will be subject to the Policies EE (Legal) and (Local), and the ESC Facility Use Rental Contract & Policy Use Agreement.

Approval Signature
Company/Lessee

Date: _____

Approval Signature
ESC Region 11 - Executive Director

Date: _____

Renting Meeting Room Space

“Facility Use Application” must be completed and submitted to ESC Region 11 Executive Director for approval. The representative for the company/organization Lessee) requesting ESC Region 11 facilities must sign this contract. Under the terms of the agreement, the ESC Region 11 facility may not be sublet or assigned to a third party. Esc Region 11 facility use is limited to State, public or civic uses.

Advertising Your Event

ESC Region 11 does not sponsor any company/organization or product simply because the company’s/organization’s product is observed or sampled at ESC Region 11. Any advertisement or publication of a meeting or training session held at the ESC Region 11 by an outside company/organization must plainly state that: “ESC Region 11 in no way sponsors, endorses, or supports the content, product, or service offered by this session”.

Prohibited Use

The ESC Region 11 facility may not be used for programs, activities, or the distribution of materials that tend to incite a breach of the peace, contain obscenity or advocate the overthrow of the United States or the State government of Texas. No alcoholic beverages or tobacco are allowed.

Insurance and Release of Liability

Companies/organizations or individuals using the ESC Region 11 facility shall release the ESC from liability for personal injury or damages to personal property.

- Lessee accepts full responsibility for protecting ESC Region 11 property and equipment and assumes any liability for repairs or replacement or any damage done to buildings, equipment, or other property used by the Lessee. Lessee also assumes full responsibility for the conduct of all persons using the facility during the rental period.
- Lessee must furnish a Certificate of Insurance naming ESC Region 11 as an Additional Insured on a General Liability Insurance Policy. The insurance policy shall provide a limit of liability equal to or more than 1,000,000 per occurrence. The insurance must be from a duly licenses insurance company authorized to conduct business in the State of Texas.

Proof of Insurance Submitted YES NO N/A

Violation of Agreement

Any misrepresentation by a company/organization or individuals seeking to use the ESC Region 11 facility, any failure to comply with ESC Region 11 policies or regulations, any failure to follow the terms of the rental contract, or any damage to or abuse of any ESC Region 11 property will be considered a violation of this agreement. It may result in one or all the following: (1) Immediate termination of the contract, (2) immediate expulsion from the premises, or (3) denial of future use of the ESC Region 11 facility.

Cancellation Policy

Both parties, District and Lessee, may exercise the right to terminate this Rental Agreement for any reason deemed necessary, with a 30-day written notice to the corresponding party.

Should a rented facility space become necessary for ESC operations, ESC Region 11 may cancel rentals at any time, up to the day of the rental. A determination that a rented facility is required for ESC Region 11 operations shall be at the sole discretion of the ESC Region 11 and is not subject to appeal. Lessee agrees that, as a condition of renting ESC Region 11 facilities, its only remedy for canceled rental shall be the return of any prepaid fee.

ESC Region 11 meeting rooms may not be canceled by Lessee later than thirty (30) days prior to the scheduled use without a penalty:

- 50% of the rental fee for cancellation between thirty (30) days and fifteen (15) days before the event.
- 75% of the rental fee for cancellation between fourteen (14) days and eight (8) days before the event.
- 100% of the rental fee for cancellation between seven (7) days and the day of the event.

Miscellaneous:

ESC Region 11 cannot accommodate unsupervised children in our facility safely. Meetings or events involving children or having participants who may bring children with them should be notified that children must be supervised at all times.

Be mindful of others and keep volume levels in meeting rooms and hallways at a respectable level not to disturb other meetings in the building.

Please plan to have a greeter stationed at the front entrance to guide participants to their appropriate meeting room.

ESC Region 11 is not responsible for providing any special equipment or personnel unless agreed explicitly per this agreement.

If COVID-19 social distancing (or other restrictions imposed to address health concerns) impacts the ability to deliver a face-to-face professional development/training event, ESC Region 11 reserves the right to modify the possibility for virtual delivery. The cost allocation agreed upon may differ due to the modifications made for the alternate delivery method.

Signature of Agreement and Receipt of ESC Region11 Facility Policies and Contract

ESC Region 11 agrees to allow _____ (Lessee) (individual, group, or organization) to use Meeting Room Space as listed in this agreement.

According to the established fee schedule, Lessee shall pay all applicable fees to understand that only the rented area is provided with air. (See Attached Schedule / Invoice)

EVENT DATE(S): _____

PRICE DUE: _____

Room Listing and Pricing Schedule attached

Lessee Authorized Signature

Company Name

Return this signed Contract and Facilities Use Policy to:
Business & Facilities Office, ESC Region 11
1451 S Cherry Lane • White Settlement, TX 76108
email amurphy@esc11.net or fax (817) 740-7600
For Credit Card Payment (Visa and MasterCard accepted),
Please contact Melissa Armstrong at (817) 740-7609 or Tim Hood (817) 740-7615



Capacities shown are for T-Shaped tables with 6 chairs

Room Rental Rates

ESC REGION 11 RENTAL PRICING - NON PROFIT AND FOR PROFIT ENTITIES						
			External - Non Profit		External - For Profit	
			Full	Half	Full	Half
Big 8 Conference Rooms	Capacity w T's					
Innovate A	48		\$ 225.00	\$ 113.00	\$ 540.00	\$ 270.00
Innovate B	48		\$ 225.00	\$ 113.00	\$ 540.00	\$ 270.00
Innovate C	48		\$ 225.00	\$ 113.00	\$ 540.00	\$ 270.00
Innovate D	48		\$ 225.00	\$ 113.00	\$ 540.00	\$ 270.00
Engage A	48		\$ 225.00	\$ 113.00	\$ 540.00	\$ 270.00
Engage B	48		\$ 225.00	\$ 113.00	\$ 540.00	\$ 270.00
Engage C	48		\$ 225.00	\$ 113.00	\$ 540.00	\$ 270.00
Engage D	48		\$ 225.00	\$ 113.00	\$ 540.00	\$ 270.00
Small Conf Rooms						
Inspire A	24		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
Inspire B	24		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
Collaborate A	24		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
Collaborate B	24		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
Motivate A (classroom setup)	28		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
Motivate B	24		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
Connect A (Collaboration Room)	15		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
Connect B (Collaboration Room)	15		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
Create B	30		\$ 175.00	\$ 88.00	\$ 420.00	\$ 210.00
TETN	24		\$ 300.00	\$ 150.00	\$ 300.00	\$ 150.00