



## **Facilities Use Policy**

Outside customers will be able to rent ESC Region 11 meeting rooms at a competitive rate based on other providers of like space.

### **Renting Meeting Room Space**

A “Facilities Use Contract” must be completed and submitted to the Deputy Director who supervises building support for approval. The representative for the company/organization requesting the use of ESC Region 11 facilities must sign this contract. Under the terms of the contract, the ESC Region 11 facility may not be sublet or assigned to a third party.

### **Advertising Your Event**

ESC Region 11 does not sponsor any company/organization or product simply by virtue of the fact that 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. The company/organization is paying a rental fee to use the space with no other support by the ESC Region 11 staff.”

### **Amenities**

Unless otherwise specified, all rentals of ESC Region 11 facility space will include A/V, sound, room set-up, and coffee as part of the rental fee.

### **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 government of the United States and/or the state of Texas. No alcoholic beverages allowed.

### **Release of Liability**

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

### **Care of Facility**

Companies/organizations and/or individuals using the ESC Region 11 facility shall be responsible for the care of the ESC’s property and contents at all times during its scheduled use. Any incurred damage shall be the responsibility of the company/organization and/or individuals who scheduled the use of the facility.

### **Violation of Agreement**

Any misrepresentation by a company/organization and/or individuals seeking to use the ESC Region 11 facility, failure to comply with ESC Region 11 policies or regulations, failure to follow the terms of the rental contract, or damage to or abuse of any ESC Region 11 property will be considered a violation of the agreement and may result in one or all of the following:

- Immediate termination of the contract
- Immediate expulsion from the premises
- Retention of deposits
- Denial of future use of the ESC Region 11 facility

**Cancellation**

- ESC Region 11 meeting rooms may not be cancelled later than thirty (30) days prior to the scheduled use without a penalty. The penalty will be 50% of the rental fee for cancellation between thirty (30) days and fifteen (15) days prior to the event.
- The penalty will be 75% of the rental fee for cancellation between fourteen (14) days and eight (8) days prior to the event.
- The penalty will be 100% of the rental fee for cancellation between seven (7) days and the day of the event.

**Miscellaneous**

- ESC Region 11 is not equipped to safely accommodate unsupervised children in our facility. If companies/organizations using our facility hold meetings or events that involve children or have participants who may bring children with them, they should be notified that children must be supervised at all times.
- Companies/organizations that use our facility should be mindful of others and keep volume levels in the meeting rooms and the hallways at a respectable level so as not to disturb other meetings taking place in the building.
- Companies/organizations using our facility should plan to have a greeter stationed at the front entrance to guide participants to their appropriate meeting room.
- Companies/organizations must supply their own chart paper, dry erase markers, scissors, etc.
- Companies/organizations must **not** use sticky tape or tacks to adhere/fasten materials to walls or white boards. Instead, non-residue painter's tape or magnets may be used.

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*Signature*

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*Date*



## Facilities Use Contract

ESC Region 11 has reserved the following conference room(s) at your request:

Conference Room(s):

Meeting Title: \_\_\_\_\_

Expected Attendance:

Actual Event Time and Date:

Room Layout:

**Your total charges will be:**

*Note: A/V, sound, room set-up, and coffee are included in room rental charge.*

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*Please complete the following information:*

Name:

Title:

Organization/Agency:

Phone/Email

Billing Address:

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*Signature*

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*Date*

*Please return this contract and signed Facilities Use Policy,*

**ESC Region 11  
1451 S Cherry Lane • White Settlement, TX 76108  
or fax (817) 740-3667**

*For Credit Card Payment (Visa and MasterCard accepted),  
Please contact Melissa Armstrong at (817) 740-7609 or Alex Culpepper at (817) 740-3641.*

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