

*San Angelo Visitor Center  
426 West Avenue B  
San Angelo, TX 76903*

GUIDELINES FOR FACILITY USE AND RENTAL AGREEMENT

**Purpose:**

The San Angelo Visitor Center was constructed as a result of collaborative efforts of the Texas Department of Transportation, the City of San Angelo, the San Angelo Chamber of Commerce/Convention & Visitors Bureau and the San Angelo Health Foundation. Completed in 2004, the project provides office and meeting space for the Foundation and the Chamber of Commerce, as well as certain public meeting facilities.

The San Angelo Health Foundation ("Foundation") is the host organization and all requests for use of the facilities will be directed to the President of the Foundation who will have the authority to grant or deny each request.

The intent of the Foundation is to encourage appropriate use of the facilities by non-profit and public organizations in the community. Organizations may rent the public portions of the Visitor Center at certain times so long as the organization has agreed in writing to comply with the following guidelines and all federal, state and city regulations.

Eligible organizations may rent the public portions of the Visitor Center at certain times so long as the organization has properly registered with the San Angelo Health Foundation and has agreed to comply with all of the guidelines governing the use of the facilities and all federal, state and city regulations.

**Available Facilities:**

The portions of the Visitor Center available to Eligible Organizations are:

*River View Room* which consists of approximately contains a coffee bar and sink and would be appropriate for use by approximately 30 persons.

*Rock Room*, which contains approximately 374 square feet, a conference table with twelve executive chairs and would be appropriate for use by approximately 12 persons.

Private restrooms are accessible from both River View Rooms and from the Rock Room and there is also access to the public restrooms and the vending machine areas. The Outdoor Terrace is also available for use on a non-exclusive basis.

### **Eligible Organizations:**

Government entities and holders of public office desiring to use the facilities for a public purpose and charitable organizations which have received a determination letter from the Internal Revenue Service that they qualify under IRC section 501(c) are eligible to register with the San Angelo Health Foundation as an Eligible Organization. These organizations will complete the application form promulgated by the Foundation with proper execution by the persons agreeing to be responsible for any permitted use. Eligible Organizations will be given priority for reservations but, time permitting, business organizations with their principal place of business in Tom Green or adjoining counties may apply to the President of the San Angelo Health Foundation for permission to use the listed rooms.

### **Fees for Use:**

The current fee for use of either the River View room or the Rock Room is \$25 per hour, payable at the time of the application, to defray the cost of security and janitorial service. The maximum time for any reservation is four hours. Use of any room for more than four hours will be considered unless there is a request from another Eligible Organization that might conflict with the requested time. The President of the Foundation may waive charges for non-profit organizations and governmental entities.

### **Prohibited Uses:**

Use of the meeting rooms and adjacent terraces must be compatible at all times with the use by others of the public areas of the Visitor Center. The safety of visitors and the integrity of the building must not be compromised. Any violation of these principles will subject the violator to immediate removal from the facilities.

The facilities may not be used for events promoting candidates for public office, fundraisers, private parties, wedding receptions, auctions nor the sale of merchandise. Other events may have features with unanticipated aspects that could render the activity unacceptable. The President of the San Angelo Health Foundation is the final authority to determine the acceptability of any planned event.

### **Alcoholic Beverages:**

Alcoholic beverages are permissible, provided a certificate of insurance evidencing liability coverage of at least one million dollars covers the event. All State and Federal laws governing the service, distribution and consumption of alcohol must be strictly obeyed. All alcohol must be served by a licensed caterer or beverage provider and the appropriate documents must be provided to the local TABC office prior to and following the event. Neither the San Angelo Health Foundation, the Chamber or Commerce nor the City of San Angelo will be liable for any accident, whether on or off the premises, resulting in injury incurred from the distribution, service or consumption of alcohol.

**Smoking:**

The Visitor Center is a non-smoking facility and no smoking is allowed at any time.

**Catering/Rental Deliveries:**

All deliveries of equipment, catering and rental must be scheduled with the San Angelo Health Foundation staff prior to the event or they will not be admitted to the facilities. All rental equipment and unused food and drink must be removed by the caterer immediately following the event. There are no kitchen facilities available to visitors or caterers.

**Cleanup:**

No exposed food, beverage or wares with food/drink residue may be left anywhere on the Visitor Center premises following an event. All decorations must be removed from the premises immediately following an event. Any exception must be requested and approved by the President of the San Angelo Health Foundation at the time of the application.

**Decorations:**

Decorations will be used only in the rental space and during the times contracted for in the rental agreement. Decorations at the entrance to the building are only allowed with special permission and may only be installed immediately prior to the event. There will be no tacking, taping or nailing of items to any part of the walls, floors, ceilings or columns without prior consent. No writing of any kind is allowed on any surface, including doors and windows. No candles or open flame devices are permitted. Confetti, glitter or similar products are not allowed. Rice is not allowed. Only pest-free plant materials are allowed in the building and all plant material is subject to inspection.

**Equipment Rental:**

Tables and chairs are provided without charge with rental of any of the conference rooms. The tables may not be used to support heavy equipment and setup must be coordinated with staff prior to the event. All other equipment must be provided by the lessee.

**Event Setup:**

Setting up and decorating in public areas shall occur only immediately before an event. To protect the floors throughout the facility, in some instances a protective surface may be required before setup of certain equipment which might cause damage.

**Publicity:**

The Visitor Center name is not to be used in any promotional or public relations effort connected with an event except to describe the location of the event.

**Reserving Space:**

Requests for use of the space should be submitted to the San Angelo Health Foundation from ten days to six months in advance of the proposed use. No organization may apply for more than one reservation at any time. If the event is approved, a Rental Agreement must be completed, signed and returned within the time specified in the Agreement.

**Security and Fire Code:**

The number of security guards and operations staff needed for each event will be determined by the San Angelo Health Foundation and the lessee will be required to provide these services. Emergency exits, exit signs and security devices may not be blocked at any time during an event. Decorations must be made of fire-retardant materials. Exterior doors may not be propped open. Any violation of Security and Fire Code policies as stated herein may result in immediate removal of the person(s) responsible for the infraction.

**Security Deposit:**

A \$50 deposit is required to secure a reservation. This amount may be applied by the Foundation toward the total rental fee. The full rental fee is due seven days prior to the scheduled event. The security deposit will be returned upon completion of post-event inspection determining that no damage was done. Any damages noted upon post-event inspection will cause all or part of the security deposit to be retained for repair cost. Should damages exceed the amount of the deposit, the lessee will be responsible for additional charges due to misuse of the facility and/or equipment. All keys or key cards must be returned the business day following the event or security deposit will be retained. If law enforcement responds to a security call due to the erroneous setting of the alarm system, security deposit will be retained.