

ONE DELTA PLAZA EDUCATIONAL CENTER

Building Use Policy for HAC Committees
And ODPEC Programs
(Exclusive of Committee Meetings)
Special Events

Committee Membership Services **Committee Chair** Tia N. Simmons

Contact Phone # 713-679-0335 832-477-3306 832-484-4104
Home Cell Work

Co-Chair N/A **Co-Chair** N/A

Contact Phone # N/A N/A N/A
Cell Work Home

Area Requested: Auditorium Conference Rooms: A B C
D E

Use of kitchen facilities: Yes No

Date requested: 10/28/11, 12/9/11, 2/10/12, 4/20/12 **Time:** 5:30 - 10:30 Actual event 7:00-10:00
Beginning & Ending

Room Arrangement: Auditorium Style Party Style (small tables)
Banquet Style

Estimated Attendance: 20-30 **Number of Security Guards:** 1 (\$15 per hour)

TERMS AND CONDITIONS

1. Sorors are asked to submit their requests to the Building and Grounds Chairperson at least one month prior to the function.
2. On approval and confirmation of availability, all fees must be paid to the ODPEC treasurer at least two weeks prior to the function.
3. Requests will not be honored for the auditorium on Sorority meeting days, which is normally the first Saturday of each month with the exception of July and August. (These dates may vary).
4. Damages to equipment and premises caused by the occupant or by the public during the terms of occupancy will be billed to the occupant (Soror).
5. ODPEC is not libel for the theft or destruction of any equipment or property left at the Center.

6. No gasoline, oil flashlights, candles or any other artificial lighting or electrical equipment shall be permitted or operated on the premises without the written consent of the Chairperson of the Board of Directors of ODPEC or her designee.

7. Committee members are expected to assist contract employee with desired room setup, breakdown and clean-up.

8. The occupant agrees that every employer or agent connected with the purpose for which said building is occupied shall abide by, conform to and comply with all of the laws of the United States and the State of Texas. Occupant shall also conform to all rules and requirements of the police and fire departments of the City of Houston and will not do anything on the premises that is in violation of any rules or laws.

9. The occupant will not mar or deface the premises. To mar or deface includes driving nails, hooks, tacks, staples or screws in any part of the Center. If said premises or any portion of said building, during the term of occupancy shall be damaged, occupant will pay, upon demand, such sum necessary to restore said premises to its previous condition.

10. Wine, beer, other alcoholic beverages, non-alcoholic beverages and food may be sold, given or consumed pursuant to state and local laws and subject to regulations established by the City of Houston. Occupant must secure, at her expense, all licenses and permits required for the sale of alcoholic beverages. Occupant will solely be responsible for complying with any tax laws.

11. The Center assumes no responsibility for any property placed on the premises and is hereby released and discharged from any and all liability for any loss, injury, theft, vandalism, or damage to persons or property that may be sustained by reason of the occupancy under this policy.

12. Occupant shall not discriminate against any individual or group because of race, color, sex, religion, age or national origin in the use of the premises.

Chairperson, ODPEC

Date

10/14/2011

Committee Chairperson

Date

Building & Grounds Chairperson

Date