



UNITED WAY OF SMITH COUNTY

AFTER HOURS FACILITY USE AGREEMENT

Meetings conducted after United Way business hours are subject to after-hours meeting charge. The person signing this agreement and the organization on whose behalf the Facility rental is being made (collectively the “Renter”) are responsible for compliance with this agreement. All Renters are required to read and sign the Facility Use Policies as part of the rental.

1. FACILITY INFORMATION

Women’s Building at 911 S Broadway, Tyler, TX 75701

2. CONDITIONS OF USE

Review and Sign Policies

A. RESERVATIONS

1. A person who is at least eighteen (18) years of age must sign this agreement.
2. The facility shall be used for the purpose stated in this agreement and no other use will be permitted.
3. Under no circumstances shall Renter sublease or allow any other organization or individual to use the Facility for the period for which Renter has contracted.

B. FEES

Weekday After-Hours Meeting Charge

Mon.- Thur. 5PM – 9PM or early morning hours before 9AM

**Half hours will be rounded to the next hour*

Minimum Reservation Amount	Cost Per Hour
*Morning Hours: 1-hour minimum	\$35 Single Smaller Meeting Room (<i>Fair or Southside</i>)
*After Hours: 2-hour minimum	\$50 Auditorium or Rogers Conference Room
	\$60 Combined Meeting Rooms
	\$75 Meeting Rooms w/Auditorium

Weekend After-Hours Meeting Charge

Starts at 5PM on Friday - Sunday

**Half hours will be rounded to the next hour*

Single Smaller Meeting Room: <i>Fair or Southside</i> (4-hour minimum)	\$45/per hour
Auditorium or Rogers Conference Room (4-hour minimum)	\$60/per hour
Combined Meeting Rooms (4-hour minimum)	\$70/per hour
Meeting Rooms w/Auditorium (4-hour minimum)	\$85/per hour

All scheduled after hours and weekend events must be booked through ETCN by contract. Half of the rental fee is required with the rental contract and the remainder is due the day of the event. Please call 903-581-6376 to schedule and complete contract.

Cancellations

Any groups cancelling less than seven (7) business days before the scheduled event in meeting rooms will be charged a \$25 late cancellation fee which will be deducted from the deposit. No show groups will not receive a refund of the deposit and will forfeit future opportunities to rent the facility.

C. EQUIPMENT / ACCESSORIES

1. Renter shall not remove, relocate, or take United Way of Smith County's property.
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