



United Way of Smith County Facility Use Details

**Located at the historic Woman’s Building,
911 South Broadway Avenue, Tyler, Texas 75701**

Southside Bank Conference Room	For groups up to 8	3 rd Floor
Fair Boardroom	For groups up to 16	1 st Floor
2 nd Floor Patio	For groups up to 30	2 nd Floor
Rogers Large Conference Room	For groups up to 60	1 st Floor
Hudnall Auditorium	For groups up to 220	2 nd Floor

Cost Per Hour

(Half hours will be rounded to the next hour)
(Weekends require 2-hour minimum reservation)

<u>Business Hours Fees</u> Monday-Friday 8 a.m. to 5 p.m.		<u>After Hours Fees</u>	
\$35	Fair Boardroom	\$50	Fair Boardroom
\$50	Rogers Large Conference Room	\$100	Rogers Large Conference Room
\$50	Hudnall Auditorium	\$100	Hudnall Auditorium
\$35	Southside Bank Conference Room	\$50	Southside Bank Conference Room
\$20	2 nd Floor Patio	\$25	2 nd Floor Patio

\$150 for annual usage (minimum reservation of Six meetings/events per year).

To Make A Reservation

1. Review our policies. The person signing the agreement and the organization on whose behalf the Facility rental is being made (collectively the “Renter”) are responsible for compliance with the agreement.
2. Complete the Facility Use Agreement online at (LINK) and submit to reservations@uwtyler.org
3. To view the building prior to reserving, submit a request to reservations@uwtyler.org

***Your reservation is not final until you have received a confirmation e-mail.**



FACILITY USE AGREEMENT

Agency/Organization: _____

Purpose: _____

Representative: _____

Email Address: _____ Phone: _____

Meeting Room Requested: _____

Date of Meeting: _____ In-Time: _____ Out-Time: _____

of Attendees: _____ **Please include time for set-up and cleanup.*

- The designated representative from your group must check in with United Way staff upon arrival. If you have any questions or need assistance, please contact United Way staff. We want your event to run as smoothly as possible.
- The facility shall be used for the purpose stated in the agreement and no other use will be permitted. 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.
- Please keep noise level to a minimum during business hours, and children with accompanied adult at all times.
- In return for using the space, groups are asked to clean up after their event and leave it ready for others.
- Half of the rental fee is required with the Facility Use Agreement and the remainder is due the day of the event.
- Cancellations - Any group cancelling less than 48 hours before the scheduled event 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.

I am an authorized agent of the organization submitting this agreement. The information provided is true and correct. I have read and understand this agreement and agree to all the rules, regulations, and conditions of use.

Rental Fee: _____

Deposit Amount Paid: _____ **Date:** _____

Remainder Owed: _____ **Due on:** _____

Signature: _____



Policy and Procedures

UNITED WAY OF SMITH COUNTY ROOM USAGE

We reserve the right to deny reservation requests deemed inappropriate use of the facility at the sole discretion of **The United Way of Smith County**.

WHO IS ELIGIBLE TO RESERVE THE ROOMS?

A person who is at least eighteen years of age must sign the agreement.

WHAT IS REQUIRED?

- Copy of General Liability Insurance (when applicable)
- Signed FACILITY USE AGREEMENT that indicates you agree to policies

Accessible Accommodations

Our facilities are accessible for people with physical disabilities. To ensure that room setups and other logistical arrangements will accommodate all attendees, when scheduling a reservation, groups should indicate if any of their attendees have special needs.

Animals/ Pets

We do not allow animals on site during meetings except for animals assisting individuals with disabilities.

Caterers

Groups may use professional caterers to provide food for their events as well as food and beverages purchased from retail vendors. Please note there is no cooking permitted on premises.

Check-in and Check-out Procedures

The responsible representative **MUST** check in with UWSC staff. The check-out process ensures that the meeting room will be ready for use by other groups. A check list is included in this agreement and will be made available the day of the event. The representative is responsible for cleaning the meeting room after the event and leaving it ready for the next group.

A cleaning fee is the sole discretion of United Way of Smith County. A minimum fee of \$350 will be charged if space is not returned to its original condition. Please make sure coffee pots are emptied and rinsed out.

Children

Children under the age of 16 must be accompanied by an adult or guardian. No children are to be left unattended.



Concealed Weapons

The United Way of Smith County prohibits entry on/in its property/buildings of any person who is carrying a firearm or other weapons, including a licensed concealed, except authorized security personnel and law enforcement officials.

Decorations

Tabletop and free-standing decorations are permitted. Push pins, tacks, metallic confetti and tape, are NOT permitted due to damages it may cause. Any damages to walls or carpet will result in additional fees.

Event Liability Insurance

UWSC requires that sponsored events be covered by Commercial General Liability Insurance when applicable (comparable to comprehensive General Liability Insurance).

Fire

In the case of a fire alarm or fire, all guests are required to vacate the building. Re-admittance to the building will be given by either United Way personnel or the Tyler Fire Department. The tampering of any fire alarm will result in a \$200 fine and/or criminal charges may be filed. Your group is liable for all charges related to the tampering of the fire alarm.

Occupancy Limits

Occupancy limits for the meeting rooms will be enforced. Emergency exits should always remain clear. Groups are expected to cooperate with UWSC staff to provide for the safety of all people using the meeting rooms.

Security

If needed, security is the responsibility of organizations or individuals making the reservation.

Smoking

This is a smoke-free facility. Smoking is prohibited on United Way of Smith County property.

Weather

UWSC staff will reserve the right to cancel meetings or revise business hours in case of inclement weather conditions.



Parking

Parking is available across Dobbs Street at First Presbyterian Church. There is one handicapped space near the main entrance of the building.



Indemnification

Groups assume all responsibility, risk and liability for all activities of the group, its employees, agents, invitees, contractors, subcontractors, or licensees, directly or indirectly conducted in connection with this Agreement, including environmental and hazardous substance risks and liabilities, whether occurring during or after the term of this Agreement. Facilities, including the rooms are being used at group's risk and any damages are group's responsibility. The group shall defend, indemnify, and hold harmless the United Way of Smith County, its officers, directors, employees and agents from and against any and all suits, claims, actions, losses, costs, penalties, and damages of whatever kind or nature, including all attorney's fees and litigation costs, arising out of, in connection with, or incident to any act or omission by the group, its employees, agents, invitees, contractors, subcontractors, or licensees, including any act or omission of United Way of Smith County or any of its officers, directors, employees or agents. Within 15 days, the group shall accept any such cause or action or proceeding upon tender by the United Way of Smith County. This indemnification shall survive the termination of the Agreement.

Date: _____

Signature: _____



Policy and Procedures

	Clean up any food/trash from the floor and tables.
	Food and spills must be properly cleaned.
	All food shall be removed from the premises following the event.
	All floors should be swept or vacuumed as needed. (See UWSC staff)
	Straighten chairs and return room to original condition.
	Liners inside trash cans shall be replaced.
	Rinse and dry coffee decanters, pots and baskets in coffee machines.
	Wipe off kitchen counters after use.
	All trash cans are to be emptied and trash placed in the dumpster at Dobbs Street.
	Check out with UWSC staff.

***Please note a cleaning fee is the sole discretion of United Way of Smith County. A minimum fee of \$350 will be charged if the space is not returned to its original condition.**