



Facility Use Agreement

To Make A Reservation

Review the agreement and select the area and date(s), confirm availability with reservations@uwtyler.org. Submit the completed agreement and pay reservation fees. Your reservation is not complete until you receive confirmation with a “paid” copy of the agreement.

Reservations are available Monday-Friday, 9:00 AM to 5:00 PM. Holidays and December 24 to January 2 are not available.

The United Way reserves the right to deny any reservation request without explanation.

Area	Group Size	Location	Cost/Hr
Fair Boardroom	1 to 16	1st Floor	\$50
Rogers Large Conference Room	1 to 60	1st Floor	\$100
Hudnall Auditorium	1 to 220	2nd Floor	\$150

A one-year membership for multiple events or areas is available for \$700.

Nonprofit Agencies (501c3) can reserve the building at half-price rates and request the use of spaces outside of business hours.

A representative named on the agreement must check in with United Way staff upon arrival.

The facility shall be used exclusively for the purpose stated in the agreement. Under no circumstances shall the lessee sublease or allow any other organization or individual to use the facility under the guise of the leasing agency.

Keep noise levels to a minimum. Do not use the 2nd floor landing to congregate during business hours due to 2-1-1 operations. Access to the 3rd floor and 2-1-1 are not permitted.

Lessees must remove all food and trash to the dumpster, and all rooms and furniture must be returned to their original conditions and positions.

The lease of a building area does not include consumable items such as coffee, coffee additives, plates, cups, bowls, napkins, etc. The refrigerator, ice maker, and coffee maker are available.

1st-floor areas are equipped with a TV Screen and HDMI cable. Additional AV equipment is the responsibility of the leasing agency and is not provided by United Way.

Cancellations - Any group canceling less than 48 hours before a one-time scheduled event will be charged a \$25 late cancellation fee which will be deducted from the rental payment. No-show groups will not receive a refund.

Any reservation request must include the total time for building use including set-up before the event, clean-up after the event, and returning the room(s) to starting configurations.



Rules and Regulations

We reserve the right to deny reservation requests deemed inappropriate use of the facility.

Eligibility

A legal representative of the leasing agency or business must be the signer of the agreement.

Entry

Entrance to the building is exclusively from the primary business door located on the lowest level off of Dobbs Street at the back of the building. Additional entrances are not to be used, except for when the auditorium is utilized, but the primary entrance is preferred.

Requirements

Copy of General Liability Insurance and signed FACILITY USE AGREEMENT. If leasing as a nonprofit, proof of 501c3 status is in the lessee's name.

Accessible Accommodations

Our facility is ADA compliant; please inform us at the time of agreement if additional accommodation is needed.

Animals/ Pets

We do not allow animals on-site during meetings except for certified service dogs or miniature horses under ADA Title II and Title III. Special permission for other professionally working animals must be obtained prior to the meeting.

Caterers

Groups may use professional caterers or food purchased from vendors to provide food for their events. There is no cooking or alcohol permitted on the premises.

Check-in and Check-out Procedures

The responsible representative **MUST** check in and out with UWSC staff. The representative is responsible for cleaning the area and returning it to its original condition. All food is to be removed from the premises unless permission is obtained, all food and spills properly cleaned, floors cleaned of debris, trash emptied and liners replaced, and any dishes cleaned and returned. A minimum \$350 cleaning fee is the sole discretion of United Way of Smith County.

Children

Children under 18 must be accompanied by an adult or guardian at all times. Events for children should follow ratio standards of HHS Chapter 746.

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. Any damage to walls or carpet will result in additional fees. No rice, seeds, flower seeds or buds, confetti, loose sand, loose glitter, silly string or crepe paper may be used inside or outside. If rented tables or chairs are used, lessee must be in attendance for pick-up and drop-off. Without permission, rented items may only be on the premises for the reserved time.

Event Liability Insurance

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

Fire

Open-flame candles are NOT permitted, only flameless. In the case of a fire alarm or fire, all guests are required to vacate the building. Readmittance will be given by United Way staff or Tyler Fire Department. The tampering of a fire alarm will result in a \$200 fine and/or criminal charges to be filed. The lessee 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 must remain clear. Groups must cooperate with UWSC staff to provide for the safety of all people in attendance.

Security

Hired security is the responsibility of the lessee.

Smoking

This is a smoke-free facility. Smoking and vaping is prohibited indoors and out on the property.

Weather

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

Areas

The United Way reserves the right to move the lessee to another area in the building if it accommodates the expected attendees. The back kitchen is off-limits to lessees except for access to the ice maker and refrigerator. The front porch is not to be accessed.

Reference

A reference guide, including a copy of this agreement and additional information, will be available in the kitchen area of the building. This includes a checklist to ensure compliance.

Parking

Parking is available across Dobbs Street at First Presbyterian Church. The preference is for all attendees to utilize church parking. Please leave building parking, spaces by street, and street parking for individuals with limited mobility.



Facility Use Agreement

Agency/Organization: _____

501c3 Agency Yes No

Representative: _____

Email Address: _____

Office Phone: _____ Cell Phone: _____

Additional Contacts able to make reservations (if a membership): _____

Lease Purpose: _____

Area(s): _____

of Expected Attendees: _____ Rental Fee: _____

Date of Lease: _____ Start-Time: _____ End-Time: _____

If membership: provide additional known dates: _____

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.

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.

Signature: _____ Date: _____

Payment: Cash Check Credit Card Invoice