

Conference Room Center Fact Sheet

What is the Conference Room Center?

The Conference Room Center (CRC) is a center for nonprofit and community organizations. Centrally located, the CRC will provide meeting space during DePelchin Children's Center business hours and ample free parking to eligible nonprofits. From committee sessions to board meetings to large-scale training, the CRC will feature rooms of various sizes that lend themselves to numerous configurations.

Who is eligible to use the CRC?

Use of the Conference Room Center is available to nonprofit and community organizations that are classified as charitable organizations by the Internal Revenue Service (proof of nonprofit status is required), government entities serving the State of Texas, and all other for profit organizations. Discounted prices will be provided for charitable organizations. Please refer to the cost chart below to see which rates apply.

What is the cost?

Full Day (8 hours)

Room Size	Rate for Public Charities and Government Entities Aligned with DePelchin Children's Center's Mission	Rate for All Other Charitable Organizations and Government Entities	Rate for All For Profit Organizations
Single or Two-Room Combo (A, B, C, D, E, F)	\$150.00	\$300.00	\$500.00
Half (ABE, CDF)	\$300.00	\$500.00	\$750.00
Entire CRC (149 or less)	\$500.00	\$1,000.00	\$1,500.00
Entire CRC (150-198)	\$750.00	\$1,250.00	\$1,750.00

Half Day (4 hours or less)

Room Size	Rate for Public Charities and Government Entities Aligned with DePelchin Children's Center's Mission	Rate for All Other Charitable Organizations and Government Entities	Rate for All For Profit Organizations
Single or Two-Room Combo (A, B, C, D, E, F)	\$75.00	\$150.00	\$250.00
Half (ABE, CDF)	\$150.00	\$250.00	\$375.00
Entire CRC (149 or less)	\$250.00	\$500.00	\$750.00
Entire CRC (150-198)	\$500.00	\$750.00	\$1,000.00

DePelchin will consider waiving fees for other organizations to use the conference center if they are working with DePelchin to host the training or meeting and/or staff or clients are participating in the trainings and/or meetings at no cost. All fee waivers must be approved by DePelchin's Director of Training.

What is required?

- Event Booking Application
- Payment in full (check or credit card) for all weekday and evening meetings or events. This is to include the rental fee and special equipment charges.
- Copy of General Liability Insurance
- Event Booking Contract (this item will be generated once all items above are received) – contract must be signed and returned within five (5) business days or meeting will automatically cancel. Please email or fax.

When is the CRC open?

Monday – Friday	8:00 am – 9:00pm
Saturday – Sunday	Closed

Where is the CRC?

The CRC is located within the DePelchin Children's Center's Memorial campus (Kinder Building) on 4950 Memorial Drive.

How large is the CRC?

The conference center has six meeting rooms ranging in size from 625 to 5,000 square feet. The sizes may vary depending on the room combinations. Groups over 149 up to 198 can be accommodated for an additional fee of \$250.00 (Please refer to the cost chart above). Auditorium style seating is the only arrangement that will accommodate groups over 149.

What kind of events can be scheduled in the CRC?

Organizations can schedule staff, committee or task force meetings, volunteer, board or staff training events, professional conferences, collaborative activities with other nonprofit partners, and similar activities that support the mission of the organization and DePelchin Children's Center. For first-time attendees, DePelchin requests that organizations allocate 5.5 minutes to view the DePelchin video (if audio/visual equipment is available) or receive an introduction from DePelchin staff to better acquaint first-time attendees with the organization's vision and mission.

The CRC may NOT be used for any of the following types of activities:

- Fundraisers
- Public forums
- Political activities
- Promotion of specific political candidates or issues
- Public job fairs
- Press conferences
- Media events
- Parties (i.e. baby showers, birthdays, etc.)

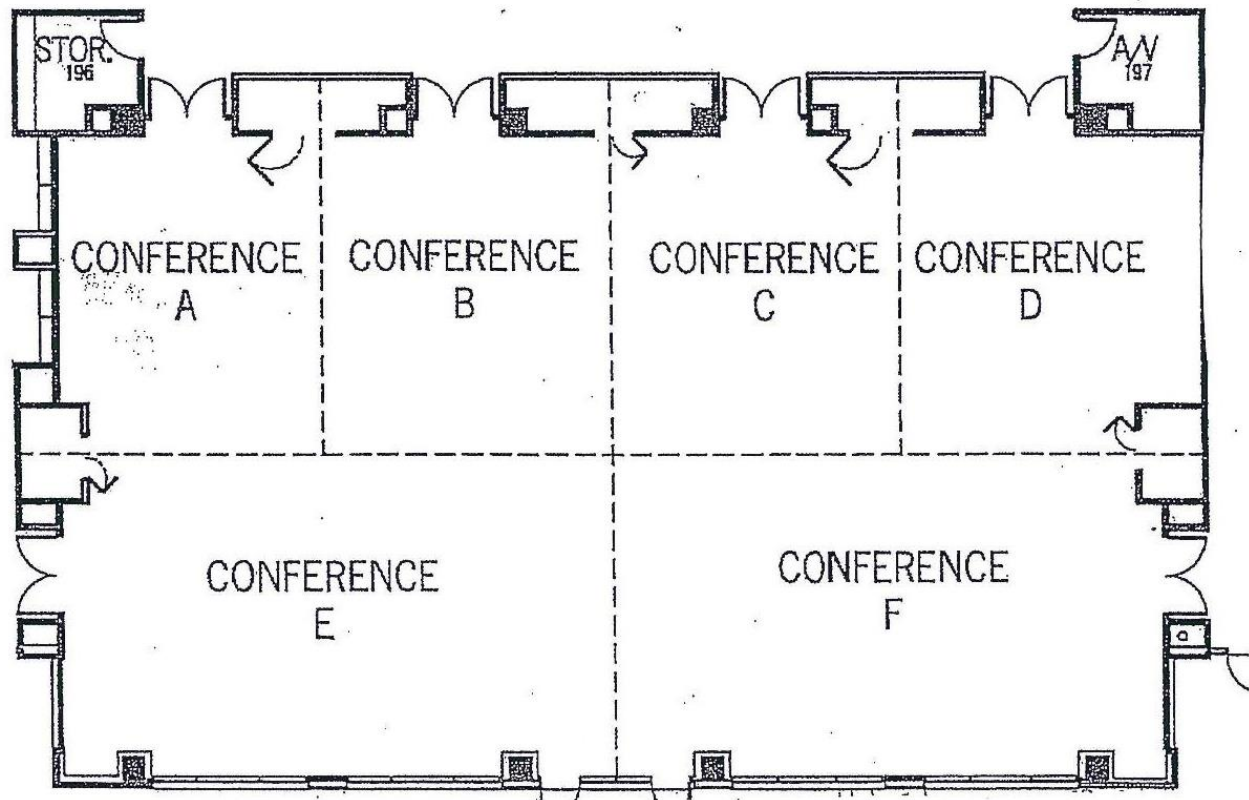
How do I make reservations or get more information?

Call the Meeting Room Manager at 713-802-7613. If this is the first time your organization will use the conference center, be prepared to provide basic information such as proof of nonprofit status (if applicable) and general liability insurance.

PLEASE NOTE: Organizations or individuals knowingly misrepresenting the nature of their organization, and/or the type and scope of the event being scheduled will immediately forfeit any existing space reservations and will be prohibited from scheduling any future activities in the CRC.

ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE. DePelchin Children's Center reserves the right to refuse.

Conference Room Center Layout



Conference Room Center Meeting/Event Policies and Procedures

Accessible Accommodations

CRC 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 advise the CRC staff if any of their attendees have special needs.

Alcohol

No alcoholic beverages are to be served on the premises.

Animals/Pets

We do not allow animals on site during meetings, with the exception of animals assisting individuals with disabilities.

Audio Visual Equipment

AV equipment should be requested three (3) business days prior to the date of the meeting. DePelchin Children's Center does not have onsite IT support for your AV or troubleshooting issues.

Beverages

Groups may bring their own beverages to the CRC. However, no red-colored beverages or dark-colored punch may be served. Stains caused by these beverages are nearly impossible to remove. We recommend colas, clear carbonated beverages, teas, lemonades, or light-colored punches. All spills must be properly cleaned. Groups are subject to a \$100 cleaning fee for any spills or stains.

Caterers

Groups may use professional caterers to provide food for their events. All caterers must have a Certificate of Liability Insurance on file with DePelchin Children's Center in order to deliver food and services. This information must be made available prior to the date of the meeting. You may fax the information to 713-802-7690 or email to bcofer@depelchin.org. Food and beverages purchased from retail vendors are permitted. The items are covered under your general liability insurance.

Set-up/Clean-up

DePelchin Children's Center will ensure rooms (chairs, tables) are arranged as requested on the meeting room application and that all equipment is functioning (projector, audio, etc.) prior to your start time. Groups are responsible for setting up and cleaning up all catering, beverages, and other needs such as document printing, etc. Receptacles are provided in each room and groups are responsible for ensuring the room is cleared of all trash upon exit. Groups are subject to a \$100 cleaning fee otherwise.

Cancellations

Any groups cancelling less than seven (7) business days before the scheduled event in meeting rooms will be charged a fee of 30% of the estimated rental fees, or cost incurred by, whichever is greater. The fees apply to weekday and evening meetings.

Also, please read the No Show Policy.

Cell Phones

Due to significant increase in the volume of cell phone usage, we ask that conversations be restricted to the designated area outside of the building in the arbor area outside of the CRC or the shipping/receiving area near the east end of the building. This will minimize the disruption to meetings in progress, therapy sessions in the hall near the CRC, and reception area activities.

Charges, Fees, and Payments

Groups are charged for audio/visual equipment, meeting supplies, copying/fax services in addition to the rental fee.

Payment must be submitted in full at least five (5) days prior to the event. DePelchin Children's Center accepts checks and credit cards. Checks should be made payable to: DePelchin Children's Center.

Check-in Procedures

The responsible representatives **MUST** check in with CRC staff upon arrival and must be present during the entire meeting or event. They must also check out before leaving. Prior to the event, the primary and/or secondary authorized agent must meet with the Meeting Room Manager and/or the Facility Specialist as part of the check-in process. This will include an orientation of the CRC policies and procedures and review of building logistics, i.e. audio visual, meeting room set up, emergency procedure, and restrooms.

To ensure the safety of all guests at the CRC, we require that you provide us with a list of guests for your event either before your event or no later than 15 minutes after your scheduled start time. In the event of an emergency, we need to know how many people are in the building. Please send a guest list to Holly Walker, or, if waiting until the day of, please give your guest list to the receptionist in the lobby so that he/she can make a copy.

Children

Children under the age of 13 must be accompanied by an adult or guardian. All children must be supervised and are not to be left unattended.

Concealed Weapons

DePelchin Children's Center prohibits entry on/in its property/buildings of any person who is carrying a firearm or other weapon, including a licensed concealed, except law enforcement officials.

Decorations

All decorations must be approved prior to the meeting or event. Table top and free standing decorations are permitted. Push pins, tacks, metallic confetti or tape, are not permitted due to damages it may cause to walls and vacuum equipment. Any damages to walls or carpet will result in additional fees.

Fire

In the case of a fire alarm or fire, all guests are required to vacate the Kinder Building. Re-admittance to the Kinder Building will be given by either DePelchin Children's Center personnel or the Houston Fire Department.

The tampering of any fire alarm will result in a \$200 fine and/or criminal charges may be filed. An organization is liable for any and all charges related to the tampering of a fire alarm.

Fundraising

No organization may use the DePelchin Children's Center CRC for fundraising. (No silent or live auctions, raffles, or galas permitted.)

Indemnification

1. Group shall indemnify, defend, and hold harmless DePelchin, from claims, demands, and causes of action arising out of and the performance of the Agreement asserted against DePelchin, by any party (including without limitation, Group's employees) for personal injury, bodily injury, illness, death, or loss or damage to property resulting from Group's negligence or willful misconduct.
2. DePelchin shall indemnify, defend, and hold harmless Group, from claims, demands, and causes of action arising out of and the performance of the Agreement, asserted against Group by any party (including without limitation, DePelchin's employees) for personal injury, bodily injury, illness, death, or loss or damage to property resulting from DePelchin's negligence or willful misconduct.
3. When personal injury, bodily injury, illness, death, or loss or damage to property is a result of joint negligence or willful misconduct of Group and DePelchin Children's Center, the duty of indemnification will be in proportion to each party's allocable share of the joint negligence or willful misconduct. The term "negligence" in the Agreement includes active or passive negligence.

Insurance Requirements

1. Commercial General liability, with minimum limits of \$1 million per occurrence and \$2 million aggregate;
2. Commercial Auto with a minimum limit of \$1 million combined single limit per accident; and
3. Worker's Compensation and Employer's Liability with minimum limits of:
 - a. \$1 million Each Accident
 - b. \$1 million Each Employee for Injury by Disease
 - c. \$1 million Aggregate for Injury by Disease

These coverages are required for all meetings at the CRC. These policies must provide a thirty day written notice to DePelchin of any cancellation or material changes. Insurance Policies held by a Group will be primary and non-contributory to any policy held by DePelchin. Additionally, DePelchin must be named as an Additional Insured using endorsement CG 20260704 and a waiver of subrogation in favor of DePelchin must be provided. No exceptions. Insurability for governmental entities serving the State of Texas will be discussed prior to booking.

Prior to the use of the CRC, Group shall submit a Certificate of Insurance to DePelchin, which reflects the insurance requirements and Additional Insured Endorsements as required by this contract. The Certificate will be in a form approved for use in the state of Texas by the Texas Department of Insurance (TDI).

Kinder Building

The second floor, third floor, and other areas requiring badge access within the Kinder building are restricted to employees only. All CRC guests will need to check in with the front desk receptionists for assistance.

Media Coverage/Press Conference

Any invitations to media for events on DePelchin's property must be pre-approved by DePelchin Children's Center. The Conference Room Center does not allow photographs to be taken for external use without the permission of Marketing and Public Relations.

If you receive confirmation about media being on DePelchin Children's Center property for your event/meeting or if elected officials (city, county, state or federal) will be in attendance or might be in attendance, please alert DePelchin's Manager of Public Relations.

Meeting Scheduling

All event applications must be submitted at least two weeks prior to the event.

No Show

Once a meeting is confirmed with a signed contract, it is the groups' responsibility to inform DePelchin if the meeting cancels. If no request to cancel is received and no one checks in on the day of the meeting, DePelchin considers this a no show or failure to cancel. Thirty percent of the estimated rental fees will be assessed to the groups' account, and no future meetings may be scheduled until the fee is paid. Also, please read the Cancellations Procedure.

Occupancy Limits

Occupancy limits for the meeting rooms will be enforced. Emergency exits should remain clear at all times. Groups are expected to cooperate with CRC staff efforts to maintain security of the building and grounds in order to provide for the safety of all people visiting the conference center.

Seating Capacity – Most Common Room Styles

Conference Rooms	U-Shape	Groups of 2 Tables	Classroom	Auditorium	Round Tables
Conference Room A	12	12	12	24	N/A
Conference Room B	16	24	20	24	N/A
Conference Room C	16	24	20	24	N/A
Conference Room D	12	12	12	24	N/A
Conference Room E	20	24	30	45	N/A
Conference Room F	N/A	N/A	N/A	N/A	40
Conference Rooms AB	26	36	36	50	N/A
Conference Rooms CD	26	36	36	50	N/A
Conference Rooms ABE	**_	72	**_	75	N/A
Conference Rooms CDF	**_	*76	**_	**75	*76
Conference Center	N/A	*124	**80	150***	*124

*The total represents a combination of groups of two tables and round tables.

**This room style is not recommended for this space but is still an option. Please consult with Meeting Room Manager.

***Groups of 150-198 can be accommodated (auditorium style) for an additional \$250.00 fee.

Occupancy limits are subject to change depending on special set up requirements and equipment needs.

Parking

Limited parking is available at no charge. Groups are encouraged to carpool and park in the main parking lot adjacent to the Kinder Building. Groups requiring special parking arrangements for buses or vans should advise the Manager of Facility and Plant Management when making the reservations. Parking procedures will be discussed upon completion of the reservation.

Payment of Charges

Organizations will be involved for all related charges. DePelchin Children's Center accepts checks and credit cards. Checks should be made payable to: DePelchin Children's Center. Receipts are available upon request. No future meetings may be scheduled until all fees are paid.

Politics, Campaigning, and Electoral Forums

DePelchin Children's Center prohibits any form of electoral politics and/or related activities (i.e. candidate campaigning, single or multiple candidate forums or candidate fund raising).

Reservation Confirmation

The CRC requires the following documents prior to booking:

1. Event Booking Application
2. Payment in full (check or credit card) is required for all weekday and evening meetings. This is to include the rental fee and special equipment charges.
3. Copy of General Liability Insurance
4. Event Booking Contract (this item will be generated once all items above are received) – contract must be signed and returned within five (5) business days or meeting will automatically cancel. Please email or fax.

Set Up Changes/Additions

Please review the Event Booking Contract and confirm that all details are correct. All changes and additions must be made at least 72 hours prior to event date. Additional fees will apply if any changes and/or additions are requested less than three days prior to the event. Your signature on the Event Booking Contract verifies that the reservation is correct and that you have read and agree to abide by the CRC Policies and Procedures.

Security

DePelchin Children's Center provides 24-hour surveillance camera coverage and security on site from 4:00 PM to Midnight. If you would like to request extra security coverage for your event, additional fees will apply according to Universal Protection Service's rates. You may contact the Manager of Facilities & Plant Management at (713) 802-7687 for further inquiry.

Severability

If any provision of this agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this agreement shall remain in full force and effect.

Signs

Signage is not permitted in the CRC. No signs are permitted on the walls or partitions. No push pins, tape or adhesives are permitted due to damages it may cause to walls.

Smoking

DePelchin Children's Center is a smoke-free facility. However, smoking is allowed in the Designated Smoking Area outside in the shipping/receiving area near the east end of the building.

Sound Level Requirements

Music is permitted in meeting rooms only. The sound level must be kept to a minimum, as other meetings may be in progress. Outside musicians and/or DJs are permitted only when the group has reserved the entire conference center. The CRC reserves the right to relinquish privileges if sound is not contained.

Weather

The CRC will reserve the right to cancel meetings or revise business hours in case of inclement weather conditions, such as ice, snow, freezing rain, tornado, hurricane, flooding, etc. The safety of our staff and clients is very important to us.

Again, we will consider safety first and we apologize for any inconvenience this may cause. Please call us to reschedule any meeting(s) if necessary at (713) 802-7613.

**ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE.
DePelchin Children's Center reserves the right to refuse.**