

**EDWIN HORNBERGER CONFERENCE CENTER of the TEXAS MEDICAL CENTER**  
**USER GUIDELINES: POLICIES AND PROCEDURES**

The following information is provided in an effort to assist you in planning your event at the Edwin Hornberger Conference Center. Our staff is committed to providing our customers an excellent experience and successful program. We consider ourselves to be part of your team, and welcome any questions you might have regarding our participation and assistance.

Use Fees/Payment: Use Fees are calculated on a cost reimbursement factor and are dependent on the type of event, length of the event, and number of anticipated attendees. A twenty-five percent, non-refundable deposit of the Use Fee is required upon submission of the Use Agreement, with the remainder of all charges invoiced immediately after the event. The Use Fee includes basic setup of tables, chairs, public address system with lectern, and teardown of these items after the event. Events requiring double setup (e.g., classroom plus dining) will incur a setup charge of \$1.00 per person. Other types of special setups will also incur additional labor charges.

A current rate schedule for optional equipment and services outlining charges for items not included in the Use Fee is attached. This schedule includes charges for use of audiovisual equipment, accessories, linens, special furniture, additional electrical requirements, security, on site staff, and other applicable items.

Event parking is available in the adjacent South Main Lot or in Garage 8, depending on the specific arrangements for each event. Event parking locations, rates and procedures must be arranged with Conference Center management in advance.

Catering: All food and beverage service is provided by off-site caterers. Catered events are subject to a Catering Fee, charged to the food and beverage providers. The Catering Fee is 5% of the catering invoice for food and 5% of the catering invoice for alcoholic beverages served at the event, or cash sales of such items, as applicable. Caterers and beverage providers must furnish appropriate insurance and a signed Caterer's agreement with Texas Medical Center. It is User's responsibility to ensure its providers comply with all regulations and guidelines regarding use of the facilities and equipment, setup and disposal of food & beverage remains, and cleanup of the area.

Self-catered events bringing in food and/or alcoholic beverages will be assessed service fees equal to 10% of the Use Fee for the event for food and 10% of the Use Fee for beverage.

Food and Beverage Preparation and Service: Food preparation and service must be in compliance with all applicable codes. Food preparation and service must be well supervised for the safety of the guests and the maintenance of the facility. Carpets around the food and beverage service areas must be covered and protected. Responsible alcoholic beverage service is the responsibility of the User. Neither the Conference Center nor Texas Medical Center is responsible for negligent alcoholic beverage service. If the designated caterer does not have the appropriate permits, all required permits must be obtained through a licensed beverage service company or the TABC by the User or by the caterer. Use of LP-gas (propane) units is prohibited without full compliance of all standards with the City of Houston Fire Department.

Room Set Up: In order for the Conference Center staff to have the room properly set up, an event design, including layout of seating, equipment, décor, and specialty lighting must be

approved by the Conference Center management and the User's designated representative at least two weeks prior to the event. Revisions made after that time will result in additional labor charges to User.

Room Decorations/Materials: No decorating materials may be attached to walls or mirrors without specific approval from Conference Center management. Use of any flammable or combustible material, including open flame decorative devices and natural hay, is prohibited. The use of double back tape, staples, nails, etc. is prohibited. Placement and removal of signs and banners is the responsibility of the User but requires the approval of Conference Center management. User may contract with the Conference Center for assistance with the placement of banners at the standard Conference Center labor rates. Removal of all decorating and other materials brought in for the event is the responsibility of the User. This includes brochures, registration and/or display materials. Unless special arrangements have been made, all materials must be removed at the end of the event.

Insurance and Special Permits: User must carry the insurance policies and meet the requirements of the Insurance provisions of the Use Agreement. User is responsible for obtaining necessary permits to comply with rules of state and local licensing agencies such as the Fire Department, Police Department, and TABC.

Security: User must provide on-site security for events at which alcoholic beverages will be served. Security may be arranged through Texas Medical Center at published rates. If security is not arranged through Texas Medical Center, all security officers must be licensed peace officers and in uniform during the entire event. Conference Center management must approve User's security plan prior to Event.

Deliveries: It is essential that delivery and removal of all supplies and equipment be coordinated through the Conference Center management. Deliveries will be accepted and directed to be stacked in a location designated for your use. All supplies and equipment must be removed after the event, unless Conference Center management specifically approves different arrangements. Conference Center staff does not inventory deliveries, and is not responsible for return of those items.

General Cleaning Guidelines: The Conference Center will provide a clean, well-maintained space. It is User's responsibility to return the space to the same condition after the event. This includes cleaning and disposing of all trash, food and beverage products and decorating materials. The kitchen must be cleaned before leaving. You may contract with the Conference Center for cleaning services. Any additional cleaning will be billed to User at \$50.00 per man-hour.

Damages to any part of the building, carpet, walls, flooring, or equipment caused by Users, their vendors, or their guests, shall be the responsibility of the User, and User will be assessed for the repair of damages.

Emergency Procedures: Texas Medical Center emphasizes life safety for its employees, contractors, and guests. In case of medical emergency, the Texas Medical Center Security Department should be called immediately (713-795-0000) and the Dispatcher will call 911. If a fire or other emergency alarm announcement is broadcast to the area, all guests should immediately follow the instructions. If there is evidence of fire or smoke, all guests should evacuate the building immediately. If no representative of the Conference Center staff is on the premises, a Security Officer will be dispatched to this area immediately.