**Effective November 1, 2023**

 **FORT BEND CONFERENCE CENTER**

**POLICY AND PROCEDURES**

**WHAT IS THE Fort Bend Conference Center?**

The Fort Bend Conference Center is a conference center for nonprofit and community organizations. The FBCC will provide free meeting space during United Way business hours and ample free parking to eligible nonprofits. From committee sessions to board meetings to large-scale training, the FBC will feature rooms of assorted size.

**WHO IS ELIGIBLE TO USE THE FBCC?**

Use of the FBCC is limited to nonprofit and community organizations that are classified as **501(c) 3** charitable organizations by the Internal Revenue Service (proof of nonprofit status is required), or governmental entities serving the State of Texas.

**WHAT KIND OF EVENTS CAN BE SCHEDULED IN THE FBCC?**

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 the United Way of Greater Houston.

**THE FBCC 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

**WHAT IS THE COST?**

There is no cost for the use of the conference rooms during United Way business hours. In return for using the conference center, groups are asked to clean the meeting space and leave it ready for others.Cleaning fees may apply if the room is not returned to its original condition.

**WHAT IS REQUIRED?**

* Copy of **501 (C) 3**
* Copy of General Liability Insurance
* Booking Reservation is not confirmed until all documentation has been received and United Way staff has confirmed meeting.

**WHEN IS THE FORT BEND CONFERENCE CENTER OPEN?**

**Monday – Friday 8:00 am - 5:00 pm**

**WHERE IS THE FORT BEND CONFERENCE CENTER?**

The FBCC is located at 12300 Parc Crest Dr., Stafford, Texas 77477 Near the intersection of West Airport and Parc Crest Dr.

**HOW LARGE IS THE FBCC?**

The conference center has ten meeting rooms ranging in size that will accommodate groups up to 112 people.

**HOW DO I MAKE RESERVATIONS OR GET MORE INFORMATION?**

Bookings must be done online at [https://unitedwayhouston.org](https://unitedwayhouston.org/), tab to How We Help in Your Area (Centers), select Fort Bend and fill out request form. You may contact the FBCC at 281-207-2300. If this is the first time your organization will use the conference center, be prepared to provide basic information such as proof of 501(c) 3 nonprofit status, and general liability insurance. Insurability for governmental entities serving the State of Texas will be discussed prior to booking.

**Accessible Accommodations**

Fort Bend Center facility is accessible for people with physical disabilities.

**Alcohol**

Alcohol is not allowed in the Fort Bend Conference Center.

**Animals/ Pets**

Fort Bend Center prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to United Way of Greater Houston controlled buildings and premises, except for service animals for a person with disabilities.

**Audio Visual Equipment**

No audio/visual equipment is available at the FBCC. You will need to provide your own A/V equipment.  (LCD projector, Laptop, Microphones, etc.)

**Beverages**

You may bring in your own beverages or have them catered. Making coffee onsite is not allowed.

**Building**

FBCC guest will need to check in prior to meeting at the reception or security desk for assistance.

**Cancellations**

Any groups cancelling less than seven (7) business days before the scheduled event will be charged a $100.00 late cancellation fee. The fees will be invoiced, and your organization will not be allowed to utilize the facility until all fees have been paid. Also, please read [No Show](http://www.cccdfw.org/pages/policies.html#noshow#noshow) policy.

**Caterers**

Groups may use professional caterers to provide food for their events or you may purchase items from retail vendors. There is no cooking on the premises. Please provide cater with name of organization.

**Cell Phones**

Due to a significant increase in the volume of cell phone usage, we ask that conversations be restricted to designated areas of the building. (Vending area) This will minimize the disruption to meetings and counseling sessions in progress and reception area activities.

**Charges, Fees, and Payments**

Groups will be invoiced for any related charges. The FBCC accepts cash, checks, credit cards and money orders. Checks should be made payable to: United Way of Greater Houston. Costs for catering and leasing equipment are not available at the FBCC. It is the group’s responsibility. If payment is not received after 60 days, all future meetings for your organization will be cancelled.

**Check-in and Check-out Procedures**

The representative responsible **MUST** check in at the reception or security desk upon arrival and must be present during the entire meeting or event, they must also check out before leaving. The check-in process includes orientation of the FBCC policies and procedures and review of building amenities, emergency procedure, and restrooms.

The check-out process ensures that the meeting room will be ready for use by other groups. The representative is responsible for cleaning the meeting room after the event and leaving it ready for the next group. A United Way staff member must check the meeting rooms before the group leaves and will also confirm actual attendance and time of check out.

A $100.00 cleaning fee will be charged if space is not returned to its original condition. Food and beverage spills must be thoroughly cleaned, or cleaning fee will be charged. (Cleaning supplies are available upon request.)

**Children**

Children under the age of 16 must be accompanied by an adult or guardian. No children are to be left unattended. Please do not allow children to run through the center.

**Concealed Weapons**

The United Way of Greater Houston prohibits entry on/in its property/buildings of any person who is carrying a firearm or other weapon, including a licensed concealed, except authorized security personnel and 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, and tape are NOT permitted due to damage it may cause to walls and vacuum. Any damage to walls or carpet will result in additional fees.

**Event Liability Insurance**

The Fort Bend Conference Center (FBCC) requires that events be covered by Commercial General Liability Insurance (comparable to comprehensive General Liability Insurance), insurance must be given prior to booking facility and must be valid upon event date. The standard minimum coverage is $1,000,000 combined single limit for bodily injury and property damage, per occurrence and aggregate, and the insurance policy must name “The United Way of Greater Houston” Fort Bend Center as an additional insured. The organization will maintain Worker’s Compensation coverage at statutory limits and Employers’ Liability coverage with a minimum limit of $500,000 per occurrence and aggregate. If the policy is changed or canceled, written notice is to be immediately given to the United Way staff. A certificate of insurance from your carrier must be returned to United Way staff in advance of the meeting or event. Insurability for governmental entities serving the State of Texas will be discussed prior to booking.

**Fire**

In the case of a fire alarm or fire, all guests are required to vacate the United Way Building. Re-admittance to the United Way Building will be given by either United Way personnel or the Stafford Fire Department.

The tampering of any fire alarm will result in a $250.00 fine and/or criminal charges may be filed. Your group is liable for all related charges due to the tampering of a fire alarm.

**Fundraising**

No organization may use the United Way Fort Bend Conference Center for fundraising. (No silent or live auctions, raffles or galas permitted.) Groups will not be permitted to charge fees for meetings or events to generate funds for profit-making ventures. Groups may charge fees or have sponsors to help recuperate the cost of a meeting or event only.

**Indemnification**

Groups assume all responsibility, risk, and liability allowed by law, for all activities of the group, its employees, agents, invitees, contractors, subcontractors, or licensees, directly or indirectly conducted 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 and parking lot being used at the group’s risk and any damage is the group’s responsibility. The group shall defend, indemnify, and hold harmless the United Way of Greater Houston, Fort Bend Center, its employees, and agents from and against 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, unless the sole proximate cause of the injury or damage is the negligence or willful misconduct of the United Way of Greater Houston or anyone acting on the United Way of Greater Houston’s behalf. Within 15 days, the group shall accept any such cause or action or proceeding upon tender by the United Way of Greater Houston, Fort Bend Center. This indemnification shall survive the

termination of the Agreement. Insurability for governmental entities serving the State ofTexas will be discussed prior to booking.

**Insurance Requirements**

General liability is required for all meetings at the FBCC. No exceptions. Insurability for governmental entities serving the State of Texas will be discussed prior to booking.

**Media Coverage/Press Conference**

Groups must request special approval to allow media coverage or press conferences on United Way of Greater Houston, Fort Bend Center property. Requests for media/press coverage must be made a minimum of seven (7) business days prior to the date of the meeting. A copy of the press release must be given to the FBC representative prior to event for approval.

The United Way of Greater Houston, Fort Bend Center reserves the right to review meeting details and contents when a group requests permission to allow media coverage. We also reserve the right to approve or decline media access to meeting facilities based on the topic compatibility with the mission of the United Way of

Greater Houston or a risk to the United Way of Greater Houston, Fort Bend Center property or guests. Any breach of these terms may result in cancellations of a meeting or event and any future use of facility.

**Meeting Limits**

Groups may meet up to 12 times per calendar year. You will need to fill out a reservation request form for each meeting.

**Meeting Scheduling**

Eligible groups may book up to 12 meetings per calendar year. Reservations require a minimum of **one week's notice** and may be booked for up to one year out. You will need to fill out a reservation request form for each meeting.

**Music**

Music is permitted in meeting space only. Sound level must be kept to a minimum. Other meetings and counseling sessions may be in progress. Karaoke, musicians and/or DJs are NOT permitted. United Way of Greater Houston, Fort Bend Center reserves the right to relinquish privileges if sound is not contained.

**No Show**

Once a meeting is confirmed by United Way staff, it is the group’s responsibility to let us know if the meeting is cancelled. If no request to cancel is received 7 days prior, and no one checks in on the day of the meeting, we consider this a No Show or failure to cancel. A $100.00 fee will be charged, and no future meetings may be scheduled until all charges are paid. Please see [cancellations procedures](http://www.cccdfw.org/pages/policies.html#cancellations#cancellations).

**Occupancy Limits**

Occupancy limits for the meeting rooms will be enforced. Emergency exits must remain clear. Groups are expected to cooperate with United Way staff in efforts to maintain the security of the buildings and grounds and to provide for the safety of all people visiting the center.

**Parking**

Ample, secure parking is available at no charge.

**Payment of Charges**

Organizations will be invoiced for all related charges. The United Way of Greater Houston, Fort Bend Center accepts cash, checks, credit cards and money orders. Checks and money orders should be made payable to: United Way of Greater Houston. Receipts are available upon request. No future meetings may be scheduled until all charges are paid. If payment is not received within 60 days, all future meetings will be cancelled.

**Photography**

The United Way of Greater Houston, Fort Bend Center does not allow professional photographs to be taken for external use.

**Politics, Campaigning, Electoral Forums**

The United Way of Greater Houston, Fort Bend 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 FBCC requires the following documents prior to booking:**

* Copy of **501 (C) 3** only.
* Copy of General Liability Insurance

Booking Reservation is not confirmed until all documentation has been received and United Way staff has confirmed conference space.

**Security**

United Way of Greater Houston, Fort Bend Center provides security and surveillance cameras.

**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 on United Way of Greater Houston, Fort Bend Center property. No signs are permitted on painted walls. No push pins, tape or adhesives are permitted due to damage it may cause to walls. $100.00 charge if any damage occurs.

**Smoking**

The United Way of Greater Houston, Fort Bend Center is a smoke-free facility. Smoking is prohibited on United Way of Greater Houston property.

**Weather**

The United Way of Greater Houston, Fort Bend Center 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 important to us.

* Closures: Our office accessibility will follow the decision made by Fort Bend Independent School District and/or United Way of Greater Houston. If FBISD closes schools, our offices and conference rooms will also close.
* Change in Weather Conditions: Should weather conditions change during the day, attendees on-site will be notified, and a decision may be made to bring meetings to a close for the safety of our guests as they leave the facility.
* Communication: As conditions allow, we will communicate decisions to adjust our business hours to the main meeting contact as soon as possible. We will consider safety first and we apologize for any inconvenience this may cause. Please call us to reschedule any meeting(s) if necessary 281-207-2300.

**ALL POLICY AND PROCEDURES ARE SUBJECT TO CHANGE.**

**United Way of Greater Houston reserves the right to refuse.**

**United Way of Greater Houston**

**Attn: Fort Bend Center**

**12300 Parc Crest Drive, Stafford, TX 77477**

**281-207-2300**

Anahi Hernandez, **ahernandez@unitedwayhouston.org**

Antoinette Fernandez,**afernandez@unitedwayhouston.org**

**Credit Card Form**

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| **Name on Credit Card:** |
| **Agency/Company Name:** |
| **Billing Address:** |
| **City: State: Zip code:** |
| **Phone:** |
| **Email Address:** |
| **Meeting Date: Invoice #:** |
| **Amount:**  |
|  **M/C Visa American Express Discover** |
| **Card Number:** |
| **Expiration Date:** |
| **Notes:** |
| **Signature: Date:** |

**FORT BEND CONFERENCE CENTER**

**USER CHECK IN/OUT LIST**

**Agency/Organization**

**Representative**

**Conference Room Assignment Date of Meeting** **In Time Out Time**

**BEFORE MEETING**

* The designated representative from your group must check in with United Way staff upon arrival and will receive instructions for setup and cleanup.
* Label all items that you place in the refrigerator.
* The microwave is for warming only. No cooking is allowed on premises.
* Clean all spills. (Cleaning supplies available upon request.)
* The warming pantry may be used by several groups, please cooperate by cleaning up after your meeting.
* If you have any questions, please see United Way staff. We want your meeting to run as smoothly as possible.
* Please keep noise level to a minimum, and children with accompanied adult.
* No confetti, glitter, pins, tacks, tape, or adhesive on walls are allowed in the conference rooms.

**A $100 - $250 cleaning fee will be charged if policy and procedures.**

 **are not followed.**

**ALL POLICY AND PROCEDURES ARE SUBJECT TO CHANGE.**

**United Way of Greater Houston, Fort Bend Center reserves the right to refuse.**

**USER CHECK IN/OUT LIST**

* Pick up all trash from the floor and tables. \*

* Wipe off tables with cleaning wipes provided. \*
* Vacuum carpet if needed. (See staff, for additional cleaning supplies.) \*
* Check for all personal belongings. (Not responsible for left items.)
* Straighten chairs and return room to original condition. \*
* Food and spills must be thoroughly cleaned. \*
* Check out with United Way staff.
* Total number of attendees including staff and volunteers. **#\_\_\_\_\_\_\_\_**

**Safety Procedures in an emergency**

**Fire**

* Alarms will sound, and everyone will be asked to exit the building.
* Please proceed out of the Conference Rooms and down the hallway to the closes exit.
* Wait until otherwise instructed by United Way staff or emergency personnel.

**Power Outage**

In case of a power outage, please remain in assigned meeting space until further notice from United Way staff, Security or Emergency personnel.

**Please return to Reception Desk**

\*There is no cost for the use of the conference rooms during United Way business hours. In return for using the conference center, groups are asked to clean the conference space and leave it ready for others.Cleaning fees may apply if the room is not returned to its original condition.

**Thank you.**

**We appreciate your cooperation.**

**Check out time: \_\_\_\_\_\_\_\_\_\_\_**