Children’s Nutrition Research Center
Facility Events Request Form

Date of Request: ______________________________

Event Contact: ______________________________

Contact phone#: ____________________________

Set up ________________________________________ , _________ & _________
number and type of tables # chairs # trash bins

in the ________________________________ on _________________, by _________
Location (ex. Lobby, outside Auditorium) Day of week/date set up time

for the ________________________________________________________________
name of the event

______________________________________________________________________
name of event continued hosted by

to be held from _________ until _________.

To make reservations for an event to be held in the CNRC Facility Lobby you must
contact Nancy Eddy at phone: 713-798-7022 and fax: 713-798-7046.

She will provide a request to reserve form and help to schedule the reservations.
See attached reservation request form.

If you are planning on using the CNRC Lobby, fill in the attached floor plan with the
locations of the tables, chairs, and trash bins for the event.

WO#_______________________________
REQUEST TO RESERVE USDA/ARS/CNRC FACILITY

FAX OR E-MAIL YOUR REQUEST TO:
NANCY EDDY AT (713) 798-7046 or eddy@bcm.edu
TWO (2) WEEKS NOTICE REQUIRED

NAME___________________________________________PHONE #_____________________________
ORGANIZATION________________________________________PHONE #_____________________________
DEPARTMENT________________________________________PAGER #___________________________
CHARGE SOURCE (see Conditions of Agreement #8)_____________________________FAX #_______________________
CONTACT PERSON (if different from above)__________________________________________
PHONE #_________________________________PAGER # (if available)___________________________
INSTITUTIONAL MAIL CODE______________

PLEASE CHECK AREAS YOU WISH TO RESERVE

___________ HOWLAND AUDITORIUM (NO FOOD OR DRINKS ALLOWED, Maximum capacity 200
BEGINNING TIME:_______________________ ENDING TIME:_______________________

___________ FIRST FLOOR LOBBY (TABLES/CHAIRS/FOOD/DRINKS ALLOWED), Maximum capacity 150
BEGINNING TIME:_______________________ ENDING TIME:_______________________

TITLE OF EVENT: ________________________________________________________________

DATE OF EVENT:____________________________ EXPECTED ATTENDANCE:_________________________

GUEST SPEAKER(S):_____________________________________________________________________

ITEMS AVAILABLE FOR USE IN CNRC FIRST FLOOR LOBBY AREA:

FOLDING CHAIRS - (Maximum of 100 available)

TABLES - (Maximum of (21) 6 ft. (5) 8 Ft rectangle or (8) 60”/5 Ft. Round Tables)
(NOTE: WE DO NOT FURNISH TABLE CLOTHS)
TRASHBINS – (Maximum of 3 available)

REMEMBER - CLEAN UP IS YOUR RESPONSIBILITY!!!

IF YOU HAVE QUESTIONS, PLEASE CALL NANCY EDDY AT (713) 798-7022
Effective 04/2005

CONDITIONS OF AGREEMENT
FOR USE OF USDA/ARS CNRC FACILITY

1. CNRC functions take precedence over outside activities. Use of the facility is provided at no charge in a cooperative spirit.

2. CNRC employees are not available to oversee your event activities and all non-CNRC activities are subject to being bumped by CNRC requirements. Activities not related to CNRC/Baylor or TCH require Center Director approval.

3. THE CNRC IS A FEDERAL BUILDING. Since the 9/11 attack on America and in particular federal buildings, the CNRC is now subject to new security guidelines. Requests by non-CNRC organizations to use any conference room that requires card key access will be denied. This includes the Atwater Conference Room, Sam Houston Conference Room, and conference rooms on floors 5 through 11.

4. Because the CNRC is a Federal facility, some events may be inappropriate due to public perception and/or the possible appearance of endorsing a particular private corporate entity. Such events will not be permitted.

5. Weekend usage of the CNRC will not be permitted unless Housekeeping is on duty. The use of alcoholic beverages on Federal property is prohibited. Promotion of private enterprise, at the exclusion of competing vendors, is not permitted.

6. An assigned contact person must be present to oversee your event and to ensure that the facility is returned in the same condition as received. This person will check that equipment that was turned on for the function is turned off as you leave, furniture moved is returned to its original location, etc.

7. Some audiovisual equipment is available; however, the equipment set up, operation, and take down is your responsibility. You will be held liable for damage to equipment while it is under your control. The auditorium is equipped with a podium which has an installed computer with USB, floppy, and CD drives. It also has a microphone. The projector is also always in the room as well. The computer has a remote control for Powerpoint presentations. It also has a laser included in the remote.

8. Occupant load, as determined by the City of Houston Fire Marshall, is 208 maximum occupancy in the Auditorium and 150 maximum occupancy in the Lobby. For your own safety and that of the meeting participants, DO NOT EXCEED these limits. Fines incurred will be your responsibility.

9. Meeting organizers, participants, and caterers must be made aware that negligence and discourtesy will not be tolerated in the CNRC. This shall include any music or presentation that may be disruptive to official CNRC business. All event inquiries will be directed to your contact person.

10. If the facility is not returned in an acceptable condition, it will be cleaned commercially and your organization will be responsible for payment. As a result, a charge source must be provided for this purpose. The CNRC is not responsible for items left behind. If any event items remain in the CNRC for more than 24 hours after conclusion of the event, the CNRC retains the right to apply a penalty fee to the provided charge source to recover the costs of removing these items and returning the facility to its initial condition.

11. Meeting participants are not allowed to eat or drink in the Auditorium or the 2nd floor Lobby. If you anticipate serving food or drink, please reserve the first floor lobby for this purpose. While the CNRC can provide some tables (6 ft tables for buffet luncheons, and steel folding chairs), you must reserve these upon your initial request.

12. Inform your meeting participants that parking is not available at the CNRC. Please contact TMC Parking Services at 791-6432 for information on alternative parking sites nearby.
13. Your use of CNRC facilities is strictly voluntary. Neither the Federal Government nor Baylor College of Medicine will be liable for any death or injury to any person, or the loss of or damage to any property belonging to any outside organization or person while such outside organization or person is voluntarily using any CNRC facility.

14. Posting of any materials related to the event activities on the CNRC building exterior or perimeter, are strictly prohibited unless approved separately in writing by the CNRC Director.

**AGREE TO CONDITIONS:**

(ORGANIZATION MAKING REQUEST)

(CONTACT PERSON name/telephone)

(Signature)

**USE OF FACILITY APPROVED:**

Nancy Eddy, Administrative Contact  
CNRC/Room 2022  
Phone: 713-798-7022  Fax: 713-798-7046