

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

_____ hosted by
name of event continued

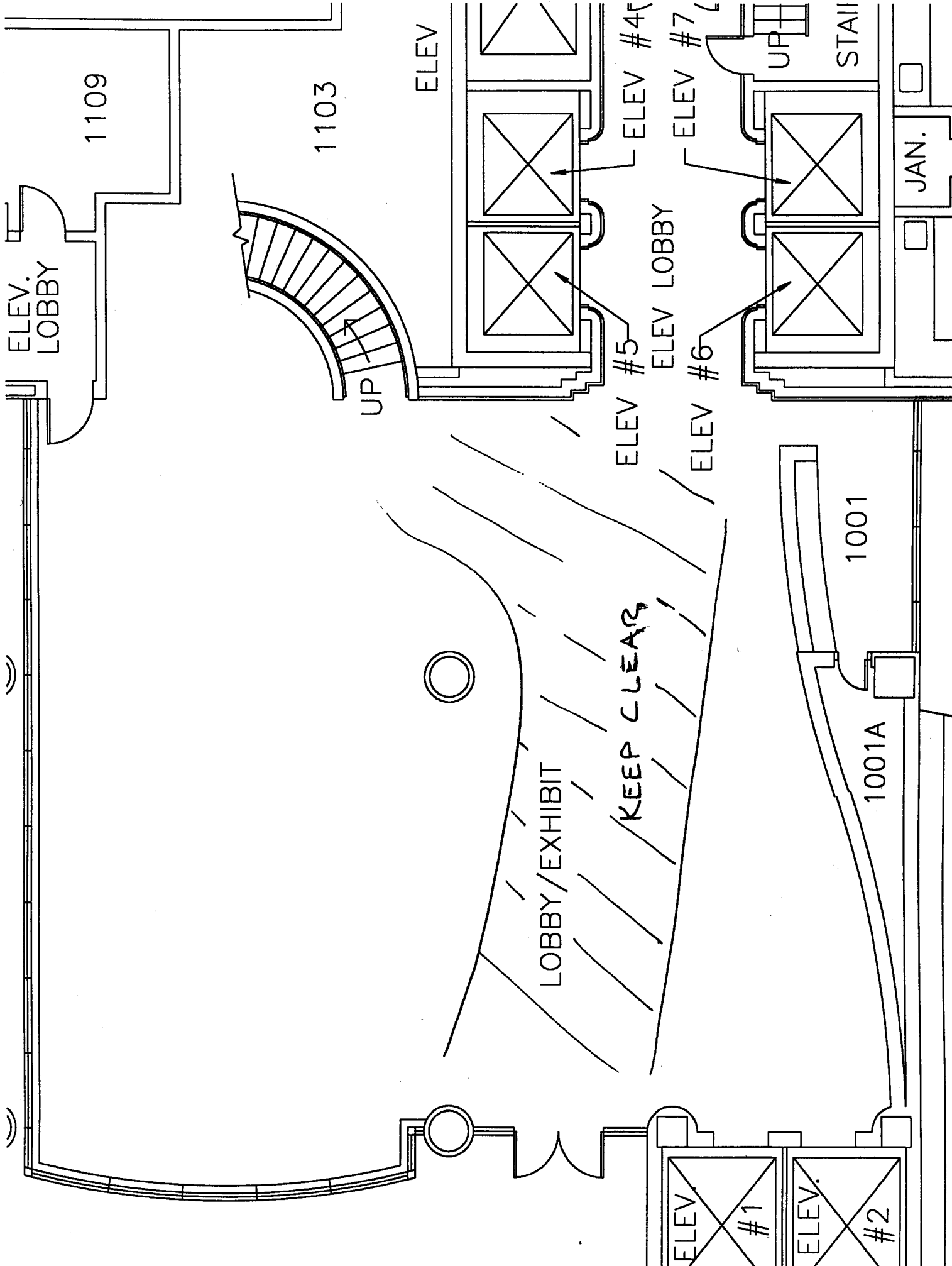
to be held from _____ until _____.
time time

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# _____



ELEV.
LOBBY

1109

1103

ELEV

ELEV #4

ELEV #7

UP

STAIR

JAN.

UP

ELEV #5

ELEV LOBBY

ELEV #6

LOBBY/EXHIBIT

KEEP CLEAR

1001

1001A

ELEV.

#1

ELEV.

#2

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 _____ PAGER # _____

DEPARTMENT _____ FAX # _____

CHARGE SOURCE (see Conditions of Agreement #8) _____

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.

Contact Initials
Agree to Conditions Above

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:

USE OF FACILITY APPROVED:

(ORGANIZATION MAKING REQUEST)

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

(CONTACT PERSON name/telephone)

(Signature)