



2105 San Antonio Street  
 Austin, Texas 78705-5521  
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 www.texashillel.org

**Agreement for Use of Facilities**

Event \_\_\_\_\_ Sponsor/Host \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Contact \_\_\_\_\_ Email/Phone \_\_\_\_\_  
 Reserved Space(s) \_\_\_\_\_

This agreement confirms an arrangement between the above-named individual or organization (sponsor/host) and Texas Hillel Foundation for the use of the designated spaces for the date and times listed above. No other uses are authorized by this agreement.

**Staff:** Our semester building hours are M-F 9:00AM to 9:00PM. The building is closed all day Saturday and is open Sunday from 12:00 PM to 9:00 PM. Summer hours are M-F 9:00AM – 5:00PM. A fee of \$40 per hour will be charged for each staff member required to be on premises during the event. Texas Hillel requires at least one paid staff member to be present and on duty in the building any time non-employees are in the building for a non-Texas Hillel sponsored event. By prior arrangement, this requirement can be waived if the approved caterer assumes responsibility for the facility during the rental.

**Building Access:** The sponsor and all of its guests understand that Texas Hillel will remain open during its regular hours to provide its regular program services during the above-named event. Your event shall not at any time inhibit students from using the Texas Hillel facility during its regular operating hours. Precautions shall be taken to ensure that the sponsor’s guests abide by this agreement. All minors must be supervised at all times in all areas of the building and immediately outside of the building. No minor shall be allowed to wait outside of the building without adult supervision.

**Food Service:** Outside food is allowed in all areas of the building except inside the kitchens. The Texas Hillel kitchens are under the supervision of Dallas Kosher. If your event will be catered out of our kitchens, the caterer must be approved by Texas Hillel and there will be additional kitchen rental fees.

**Damage:** The sponsor, any staff employed by the sponsor, and all guests and attendees will be responsible for any expenses incurred for damage to Texas Hillel, its facilities, equipment, or furniture, caused by those attending this event. This charge shall be levied against the security deposit. Expenses exceeding the deposit must be paid within seven days of notification.

**Clean Up:** An additional charge of \$50 per hour will be incurred for clean up if the sponsor does not return the facility to its condition before the event. Determination of acceptable cleaning is solely the decision of Texas Hillel staff. Texas Hillel will provide trash bags and trash cans for the event. *If trash is placed in the Hillel dumpster and an extra pick up is required, the sponsor will be charged \$60 for the cost of that pick up.*

**Decorating:** Decorating must be approved by Texas Hillel staff prior to your event. Decorations are to remain in the area included in this agreement. No confetti, glitter, feathers, or sequins are allowed anywhere on Texas Hillel property, including the parking lot, decks, and the courtyard at any time. No signage or decorations are to be affixed to walls, windows or ceilings except as permitted with blue "painter's" tape. No tape is allowed on the floors. Tape will damage the floors and the sponsor will incur a damage fee if any tape is used on any of the floors. Table cloths are available to rent for a fee of \$5 each.

**Smoking:** Smoking is not permitted anywhere inside the facility, including restrooms, lobbies, and stairwells. There is a designated smoking area at the 21<sup>st</sup> street entrance.

**Alcohol:** If any alcoholic beverage is served, the sponsor will abide by the Texas Hillel Alcohol Policy and all laws of the State of Texas pertaining to the possession, distribution, and consumption of alcohol. The sponsor assumes full liability resulting from the consumption, distribution, or possession of alcohol by any of the sponsor's staff or guests during the event, including set-up and clean-up periods. Texas Hillel does not sell alcoholic beverages as part of its catering services. A licensed, uniformed security officer must be present during all times alcoholic beverages are available at your event, and a Texas Alcohol and Beverage Commission (TABC) certified individual must be present to serve any alcoholic beverages if there are underage guests at the event.

**Shabbat Use:** The sponsor agrees to follow all of Texas Hillel's policies on building use during Shabbat. The sponsor, sponsor's staff, and guests shall not disturb any student using the facility for Shabbat observance.

**Parking:** The Texas Hillel parking lot is not available for rentals. Texas Hillel staff is available to help you find appropriate parking alternatives. (See [www.texashillel.org/parking](http://www.texashillel.org/parking) for a map of nearby garages).

**Restricted Areas:** The administrative area, café, and patios are not available for rental. The copier, all computers, and the telephone are not to be used without prior arrangement with Texas Hillel. Minors must be supervised at all times.

**Illegal activities, supervision of guests, and other provisions:** No illegal activities are allowed on the premises at any time. The sponsor agrees to supervise guests at all times. Texas Hillel management reserves the right to remove any person from the building for any reason without prior discussion with the sponsor. All minors attending the event shall be supervised at all times. Texas Hillel reserves the right to cancel this agreement based on what it deems its absolute discretion to be improper use of its facilities for any or no reason.

**Waiver of liability:** The sponsor, sponsoring group, sponsor's staff, and attendees agree to waive and release all claims and causes of action of any kind which may now exist or at any time hereafter arise against Texas Hillel Foundation and its officers, employees, and agents, relating directly or indirectly to the use, condition or operation of the premises and facilities of the building including, without restricting the generality of the foregoing, all claims based on acts or omissions which are or shall be alleged to be negligent. Further, the sponsor, sponsoring group, sponsor's staff and guests agree to indemnify and save harmless Texas Hillel and its officers, employees and agents from and against claims made against it or them, whether or not valid, by the sponsor, sponsoring group, sponsor's staff and guests or by any person, and any and all damages, losses, liabilities, costs and expenses, including without limitation attorney's fees reasonably incurred arising in connection with or relating, directly or indirectly, to use of Texas Hillel's facilities or parts thereof, including without limitation those arising out of the serving of alcoholic beverages and food; any illegal activity; damage to the real and personal property of Hillel or any person; and any injury to any person.

**Security:** Uniformed security must be present at any event at which alcohol (excluding ceremonial wine for Kiddush) is served. One uniformed security guard is required for each 250 people (i.e. 1 security guard for 1-249 attendees, 2 security guards for 250-499 attendees, etc.). Security must be present at any event sponsored by any group other than Hillel. Small gatherings in the 2<sup>nd</sup> floor meeting rooms shall not require a security guard unless otherwise noted. A guard may be required for any event or group of any size by the Executive Director or the Operations Manager should they deem it appropriate. Either may also waive the security requirement. Each security guard is \$35 per hour, for a minimum 4 hour block.

This instrument constitutes the joint agreement undertaking an obligation of the undersigned representative for the above-named event.

Charges in advance of the event:

Rental/linen fee for space	\$ _____
Audio-Visual rental	\$ _____
Staff hours @ \$40/hour/person for after-hours use of facility	\$ _____
Security staff hours @ \$35/hour/person	\$ _____
<b>Total</b>	\$ _____
Security deposit (one-half of above total), due at signing	\$ _____

Charges after the event, if necessary:

Kashruth restoration	\$ _____
Custodial staff hours @ \$50/hour/person for set-up/clean-up	\$ _____
Dumpster fee (\$60 if additional pick-up required)	\$ _____
Damage fee	\$ _____
<b>Total</b>	\$ _____

**I accept and agree to the above conditions, and am authorized to do so as the official representative of the group, organization, or party noted below.**

Accepted by:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved for Texas Hillel by:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Texas Hillel Building Rental Fees**

All rates are per hour.

<u>Space</u>	<u>Public</u>	<u>Non-profit</u>	<u>UT-affiliate</u>
Library North	50.00	35.00	N/C
Library South	50.00	35.00	N/C
Library Combined	100.00	50.00	50.00
Meeting Room East	50.00	35.00	N/C
Meeting Room West	50.00	35.00	N/C
Meeting Room Combined	100.00	70.00	50.00
The Loft	100.00	70.00	50.00
Multi-Purpose Room	150.00	100.00	50.00
Dining Hall	300.00	200.00	100.00
Dining Hall and Multi-Purpose Room Combined	450.00	300.00	150.00
Game Room*	100.00	70.00	50.00

Parking is not included in rentals and must be arranged separately. Spaces in Texas Hillel's lot are reserved at all times and are NOT included in any rental.

Audio-visual Rentals (flat rates):

- Microphone with stand: \$30
- Podium with microphone: \$50
- Digital projector: \$50
- Large screen: \$50
- Use of internal drop down screen, projector, and sound reinforcement in the loft: \$50 per hour

**Texas Hillel Foundation**  
**Alcohol and Controlled Substances Policy**

In accordance with its mission statement, Texas Hillel seeks to offer an array of social activities for Jewish students at The University of Texas at Austin. Given that the consumption of alcohol in moderation is legal and customary at social and religious occasions, it is Texas Hillel's intent to provide alcoholic beverages at a limited number of events in strict accordance with the guidelines and procedures defined and set forth herein.

- (1) The possession, use or consumption of alcoholic beverages while on Texas Hillel property during an official event or in any situation sponsored or endorsed by Texas Hillel must be in compliance with any and all applicable laws of the State of Texas, Travis County and the City of Austin.
- (2) It is against the law of the State of Texas for any person under the age of twenty-one years to purchase, consume, possess or transfer alcoholic beverages.
- (3) Texas Hillel is prohibited from selling alcoholic beverages on its property or premises.
- (4) Texas Hillel prohibits the possession, sale and/or use of illegal drugs or controlled substances while on Texas Hillel property or at any event that an observer would associate with Hillel.
- (5) Texas Hillel will not permit, tolerate or encourage drinking games under any circumstances while on Texas Hillel property or at any event sponsored or endorsed by Texas Hillel or at any event that an observer would associate with Hillel.
- (6) On specific religious occasions for purposes of *kiddush*, Texas Hillel will provide ceremonial wine in moderation.
- (7) Non-alcoholic alternative beverages will be available at all religious occasions or events sponsored or endorsed by Texas Hillel where alcohol is served.
- (8) Texas Hillel will make alcoholic beverages available on Texas Hillel property at a limited number of significant social and religious occasions each year, such as the Fall Open House, Simchat Torah, Hanukkah and Purim, and excluding ceremonial wine for *kiddush*, in accordance with the following procedures.
  - (a) Texas Hillel will hire a professional law enforcement officer to staff each event where Texas Hillel serves alcoholic beverages for the purpose of preventing underage drinking and to ensure that participants provide proof of age and proper identification.
  - (b) Texas Hillel will identify and mark with a visible symbol all participants who are legally eligible to consume alcoholic beverages.
  - (c) Texas Hillel will hire at least one professional server who will identify and provide alcoholic beverages to participants who are legally eligible to consume alcoholic beverages.
  - (d) It will be the responsibility of the professionals hired to monitor the alcohol consumption of the participants in attendance and to prevent excessive drinking and/or drunkenness.

(e) Texas Hillel will provide for and arrange a system of designated drivers, carpools and/or safe transportation by taxicab at every event where alcoholic beverages are served.

(9) When appropriate, Texas Hillel will plan events to take place in restaurants, bars and other venues where alcoholic beverages are served. On such occasions, Texas Hillel and its constituent groups will not purchase alcohol for those attending the event and will not secure an admission fee for such an event.

(10) Private parties or organizations that rent or lease space on Texas Hillel property may serve alcoholic beverages provided that they follow all applicable state, county and city laws and that they indemnify and hold Texas Hillel harmless from any and all responsibility or liability for injury or damages or any illegal activity.

*Reviewed and Approved by Texas Hillel Foundation Executive Committee on August 3, 1999.*

*Reviewed and Approved by Texas Hillel Foundation Board of Directors on October 24, 1999.*

*Revised and Approved by Texas Hillel Foundation Board of Directors on November 19, 2006.*

## **Texas Hillel Foundation Building Policies**

### **General Building Policies:**

- Only staff and Student Executive Cabinet Members may be in the building during closed hours. Only staff is authorized to allow entry into the building during closed hours.
- Building Hours are 9AM-9PM Monday-Friday, and 12PM-9PM Sunday for the general public during the regular semester. In order to maintain building security, a paid Texas Hillel employee or trained student shall be on duty during all public hours.
- Smoking is not permitted anywhere in the building. Smoking is limited to the designated smoking area at the 21<sup>st</sup> Street entrance.
- No alcohol is permitted in the Texas Hillel building except for sponsored events which follow the Texas Hillel Alcohol policy and contracted events with approval to serve alcohol.
- No outside food or beverages are permitted in the kitchens.
- Flyers may be posted in designated areas only. Only tape designed not to leave marks (blue "painter's" tape) may be used to affix flyers to walls. Corkboards have been designated for Texas Hillel group and public postings.
- Groups using the building are expected to leave everything the way they found it. Please pick up trash, wipe off tables, and put chairs back before leaving.

### **Student Resource Center:**

- SRC users are expected to clean up after themselves.
- Students wishing to make personal copies may do so at the cost of 5 cents per page for black/white, and 10 cents for color.
- All files left on the SRC computers may be erased or discarded without prior notice.
- Food and drink are not permitted near the computers.
- A recycling bin is provided for newsprint, paper, aluminum, and plastic.

### **Parking lot:**

- All parking spaces in the Texas Hillel parking lot are reserved at all times. Public parking is available on the street or in neighborhood garages and lots. Parking is not included in a Texas Hillel rental.
- The handicapped space is only for handicapped use at all times. Violators will be ticketed and/or towed.
- Illegally parked cars may be towed without notice or warning.
- Double parking is not permitted.
- Vehicles may not be left in the parking lot overnight except with prior permission.

### **Security:**

- Uniformed security must be present at any event at which alcohol (excluding ceremonial wine for Kiddush) is served. One uniformed security guard is required for each 250 people (i.e. 1 security guard for 1-249 attendees, 2 security guards for 250-499 attendees, etc.).
- Security must be present at any event sponsored by any group other than Hillel. One uniformed security guard is required for each 250 people. Small gatherings in the second floor meeting rooms shall not require a security guard unless otherwise noted.
- A guard may be required for any event or group of any size by the Executive Director or the Director of Operations should they deem it appropriate. Either may also waive the requirement

*Reviewed and approved by Texas Hillel Foundation Board of Directors on November 19, 2006  
Updated May 15, 2012*