

ALAMO COMMUNITY COLLEGE DISTRICT CONTRACT FOR USE OF PROPERTY

KOEHLER CULTURAL CENTER USE POLICY

This policy must be read and understood for the rental of the Koehler Cultural Center, prior to contract being signed and deposit received.

*Koehler Cultural Center
310 W Ashby
1300 San Pedro Avenue
San Antonio, Texas 78212*

San Antonio College (SAC) of the Alamo Community College District (ACCD) will make available certain areas of its Koehler Cultural Center (KCC) for general use by the public, by reservation only. Reservations are made on the first come, first served basis, regardless of nature or size of event being scheduled.

ALL EVENTS ARE SUBJECT TO APPROVAL BY THE PRESIDENT OF SAN ANTONIO COLLEGE AND ARE NOT EFFECTIVE UNTIL APPROVAL HAS BEEN SECURED.

In order to minimize the unprecedented high cost of maintenance of this fragile and historic facility and still allow its use and enjoyment by the public, the following regulations are in effect. The Alamo Community College District requires all applicants and their guests to be aware of these regulations and abide by them.

Fees for this facility are based on the number of guests and the period of time requested, with a 3 hour minimum, and 6 hour maximum use time. The Koehler Cultural Center does not accommodate groups over 200.

The Koehler Cultural Center is available for **portraits** and **rehearsals**, at a basic charge of **\$50** per hour (maximum two hour use time). **Cancellations** for **portraits** and **rehearsals** are **Non-Refundable**.

Hours	125 Guests Seated	126-200 Guests Standing
3	\$750.00	\$ 950.00
4	\$825.00	\$1050.00
5	\$900.00	\$1150.00
6	\$975.00	\$1250.00

The above rates include:

- Use of the main floor, porch and grounds (fountain excluded).
- KCC personnel and security services.
- A two (2) hour set-up time prior to the event (additional set-up time before event will be charged at an **hourly rate of \$50 for each additional hour required**).
- Set-up of KCC furniture before the event and tear-down after.
- Clean up of facility during and after event.
- One hundred fifty (150) folding chairs, eighteen (18) 48” round tables; 6 (six) 6’ folding tables.

NOTE: Koehler Cultural Center folding furniture will not be placed on the lawn. Additional furniture necessary to accommodate guests must be rented by applicant. Koehler Cultural Center antique furnishings will not be moved from its original location. KCC does not ensure that all furniture will be readily available, on the day of the event due to breakage, theft or refurbishing. Furniture in the facility may not be moved by applicant or guests.

Additional fees may be assessed by KCC personnel for extensive set-up or tear down of rental furniture for any event. This charge will be based on any additional personnel required. The applicant will be charged an additional fee if the number of guests greatly exceeds the number stated on the contract. This fee will be deducted from the damage deposit.

NOTE: A \$200 damage deposit is due at contract submittal for the use of the Koehler Cultural Center. This amount will be deposited in the KCC account upon receipt. Inspection of the facility will take place immediately after the event. Any damage to the facility or its contents by the applicant or their guest(s) will be deducted from the damage deposit. Any difference will be returned to the applicant by the Alamo Community College District, within four weeks after the event.

Should the total number of guests significantly exceed the contracted amount; additional charges will be assessed and deducted from the damage deposit.

A charge of \$100 will also be deducted from the damage deposit, if a guest/child sets off a pull station, causing the fire alarm to sound. This fee will cover the fine charged by the fire department, for a false alarm visit.

Groups/organizations leasing the facility and not affiliated with San Antonio College or the Alamo Community College District are prohibited from collecting any fees and/or selling tickets for any fund-raising purposes, unless approved by the College President. A portion of the proceeds may be required for payment of personnel hired for the event and maintenance. Groups/Organizations affiliated with the College District require approval from the College President prior to engaging in any fund-raising activities on the college campus.

Additional services or requests that do not appear in this policy may be considered, and appropriate fees will be assessed, as authorized by KCC personnel.

ACCD is not responsible for any property belonging to the applicant or his/her guest(s) left behind.

REGULATIONS FOR USE

As a facility of San Antonio College, the Koehler Cultural Center is **smoke-free**; however, smoking is allowed in parking lots **only**.

Applicant MUST hire a Caterer to oversee serving of food. All caterers may use the KCC kitchen, but it is the responsibility of the applicant to provide the caterer with a copy of the policy and provide the KCC personnel with the name of the caterer, at least 30 days prior to the event.

The applicant is allowed to serve **ALCOHOL** in the facility, **PROVIDED**:

- No alcohol is consumed by anyone prior to the start of the event.
- Neither applicant nor guests are allowed to bring in alcohol for consumption purposes during set-up time.
- **A certified bartender is hired to serve Wine, Liquor (excluding Champagne) or Can/Bottle Beer. A copy of the bartender's certificate (TABC) must be submitted to the Facilities Management Office, at least two weeks in advance, of the event.**
- Applicant is restricted to **two (2) kegs of beer OR two (2) Margarita machines OR (1) one of each for the event.** These items must be set-up outside, on the porch or grounds.
- "Bring Your Own Bottle" parties or **Cash Bars are NOT PERMITTED.**
- ACCD is not responsible for liquor left behind it shall be disposed of.
- KCC personnel will not serve alcoholic beverages.
- Liquor may be served on the premises, consistent with the laws, rules and regulations of the State of Texas. The applicant must agree to procure all permits and consents and to abide by all laws, rules and regulations of any authority having jurisdiction.

THE CATERER AND/OR BARTENDER, HIRED BY APPLICANT MUST DISCONTINUE SERVING FOOD AND BEVERAGES (INCLUDING ALCOHOLIC BEVERAGES) **30 MINUTES** PRIOR TO END OF THE CONTRACTED TIME. BANDS OR DISK JOCKEYS MUST END ALL PERFORMANCES **15 MINUTES** PRIOR TO END OF CONTRACTED TIME.

USE OF THE KOEHLER CULTURAL CENTER IS RESTRICTED TO THE HOURS BETWEEN 8:00 AM AND 12:00 MIDNIGHT THE DAY OF EVENT. ACCD WILL NOT CONTRACT WITH GROUPS/ORGANIZATIONS FOR THE USE OF THE FACILITY AFTER MIDNIGHT. ACCD **WILL NOT** CONTRACT EVENTS ON SCHEDULED COLLEGE HOLIDAYS.

Since payment for use of the Koehler Cultural Center does not include use of the fountain, it will not be available in the months of November through February or during drought restrictions. The ACCD cannot guarantee that the fountain will be operable during the months of March through October.

The applicant and guests are allowed in public areas of the KCC only. Use of any other area is prohibited.

Open flame (tapers, food preparation by open flame, etc.) is not allowed in the facility. Votive candles, hurricane lamps and sternos may be used.

Helium balloons, confetti, glitter or any other loose decorations are not allowed inside the facility. Rose petals, birdseed or rice are permitted, but cannot be tossed inside, or on the porch area. Should this request not be respected, a \$30 fee will be deducted from the damage deposit.

No nails, screws, metal hooks, adhesive, scotch tape or other similar materials may be driven or placed on any wall, paneling, molding or lights fixture(s) inside and/or outside the premises.

PLEASE DO NOT pour liquids into the flower beds or on the grounds. Liquids are to be disposed of at the kitchen sink and solid waste is to be placed in plastic bags to be disposed of by KCC personnel.

ALL CHECKS MUST BE MADE PAYABLE TO THE ALAMO COMMUNITY COLLEGE DISTRICT.

PAYMENTS MUST BE MADE DIRECTLY TO THE SAN ANTONIO COLLEGE BUSINESS OFFICE AT THE FOLLOWING ADDRESS:

San Antonio College
Business Office
FAC 201
1300 San Pedro Ave.
San Antonio, TX 78212-4299

CORRESPONDENCE SHOULD INCLUDE YOUR NAME AND CONTRACT NUMBER, DATE OF YOUR EVENT, AND NAME OF THE CONTACT PERSON WITH THE KOEHLER CULTURAL CENTER AT SAN ANTONIO COLLEGE.

APPLICANT'S RESPONSIBILITIES

The applicant must submit the contract for use of the Koehler Cultural Center to the Alamo Community College District, with the following:

- Fifty percent (50%) of the total amount owed at contract submittal; **this deposit will not be returned, if the reservation is cancelled.**
- The **\$200** damage deposit will be reimbursed to the applicant if a cancellation is made in writing 30 days prior to the event.

Thirty (30) days prior to the event, the applicant is responsible for the following:

- Balance to be paid in full.
- Submit a floor plan showing placement of furniture on date of event.
- Inform KCC personnel of any additional set-up time necessary and said time paid in advance.
- Provide KCC personnel a listing of all outside vendors hired for the event, such as (caterer, band/disk jockey, bartender and deliveries of furniture, flowers, cake, keg, margarita machine and/or decorator). The applicant must provide a copy of the policy to any outside vendor, hired to work in the KCC for the event.
- The applicant must schedule appointments with KCC personnel for vendors to acquaint themselves with the layout and/or set-up of facility, if necessary.
- Must make arrangements with KCC personnel for delivery of rental furniture, equipment or material to be delivered. All deliveries such as tables, chairs, dance floor, kegs, margarita machines, etc., must be delivered on the day of the event at the scheduled opening time and must be picked up immediately after the event. If deliveries are not picked up after the event, **\$100 will be deducted from the damage deposit. THE ACCD WILL NOT STORE ITEMS LEFT OVERNIGHT IN THE FACILITY.**
- Must make arrangements with KCC personnel for any additional electrical needs not readily available.

On the day of the event, the applicant must provide coverings for all furniture where food or drink will be served and/or placed. The coverings must remain on the furniture during the entire event. Linen, Silverware or Flatware will not be provided by KCC personnel.

During the event, the applicant is responsible for the conduct and behavior of their guests and/or any person hired for the event, such as caterer, florist, band, etc. They must all comply with rules and regulations of this policy.

After the event, the applicant is responsible for removal of all personal items from the premises. All decorations must be removed from the facility. If any decorations are left inside and/or outside the premises, they will be disposed of by KCC personnel and a charge of \$30 to be deducted from the damage deposit.

APPLICANT(S), FAMILY MEMBERS AND GUESTS MUST VACATE THE PREMISES IMMEDIATELY AFTER THE EVENT. **EXCEPTION**: PERSONS INVOLVED IN CLEAN-UP AND REMOVAL OF FOOD, FURNITURE, AND PERSONAL ITEMS; HOWEVER, THESE PERSONS MUST BE COMPLETELY OUT OF THE FACILITY, **30** MINUTES AFTER THE EVENT.

LIABILITY

The applicant agrees to indemnify ACCD and hold it harmless for any loss, cost, or expense in respect to the applicant's permitting persons to be on the premises and the applicant's use of the premises.

San Antonio College and the Alamo Community College District reserve the right to cancel any agreement or any part of the agreement involving the Koehler Cultural Center at least forty-five (45) days in advance where a conflict may occur with college instructional programming and/or college or district business.

Revised February 2007