

**FW Business Assistance
Center Reservation Process
and Policies**

1. Please **return this form at least *two weeks in advance*** of your scheduled meeting in order to ensure room availability. Rooms are assigned “first-come, first-served”, based on the date this completed form is received.
2. This form will be returned to you to confirm the requested room is available and reserved for you. ***PLEASE ALLOW ONE WEEK FOR CONFIRMATION.*** Do not move into the room without a written reservation acknowledgement and confirmation.
3. Official building hours are 7:30am to 7:00pm Monday to Friday, and 8:00am to 3:00pm on Saturday (with prior approval).
4. In addition to BAC-sponsored activities, the meeting rooms are available at no charge to the BAC’s support organizations located on the Guinn School Campus as well as the BAC Education Foundation. Furthermore, currently serving City Council members, City of Fort Worth departments, and neighborhood associations registered with the City of Fort Worth may use the rooms free of charge.
5. Organizations that contribute financial support to the BAC through special programs managed by the BAC’s support organizations will be allowed free use of the meeting rooms, based on the terms of the agreement.
6. **The conference rooms are not available to non-tenants and supporting organizations before 8am or after 5pm, on weekends or on any continuing basis.**
7. **Non-tenants are charged \$25 for the first 2 hours, and \$25 per hour for any additional time.**
8. Set up & clean-up is the responsibility of the person requesting the room. The room shall be returned to service clean and with all equipment or furniture returned as it was found. ***Please note: Any additional furniture or equipment needed is the responsibility of the person or organization making the request.***
9. Use of BAC meeting rooms will not be permitted to groups that practice, profess, or have as their policy (official or unofficial) discrimination against any person on the basis of sex, race, religion, sexual orientation, color, national origin, gender expression, gender identity, or transgender; nor shall access be permitted to groups affiliated with organizations which practice, profess or have a policy of such discrimination.
10. The BAC reserves the right to consider all relevant sources of information in arriving at a determination of such discrimination, including articles of incorporation, constitution and bylaws, and published materials of the applicant or of the organizations with which it is affiliated.
11. The BAC reserves the right to have a member of its staff present at each scheduled meeting or event.
12. A rental agreement, though confirmed, may be canceled by the BAC in the case of inclement weather or natural disaster. A full refund will be provided. Furthermore, the BAC reserves the right to cancel reservations for cause at the discretion of the BAC Director.

13. Use of the BAC's meeting rooms for non-BAC sponsored programs does not constitute endorsement on the part of the BAC or the City of Fort Worth.
14. Any materials promoting an event or meeting held in a BAC meeting room (for example, flyers or poster) may list the BAC as the location but may not imply BAC sponsorship.
15. Any and all publicity must be approved by the BAC management prior to distribution at the BAC location.
16. All applicants must adhere to the following:
 - a. Applications must be completed and signed by an adult, 21 or older, representing the group requesting use of the meeting room.
 - b. All inquiries concerning a meeting room reservation will be referred to the person signing the application.
 - c. Any payment due must be received **ten (10) days** in advance of the reservation to allow adequate time for payment processing. If payment is not received within this time frame, and an attempt to contact the applicant is unsuccessful, the BAC may cancel the reservation.
 - d. Reservations made by phone are subject to final approval upon completion of the application.
 - e. Applications will be honored only for the date listed on the form. Additional applications must be made for additional dates and times.
 - f. Multiple reservations may be made within the 90-day time frame. However, the BAC reserves the right to limit the number of meetings held by any one applicant, group, or organization in order to make space available for as many different programs and events as possible. **Any on-going program, defined as more than once a month, must be approved by the BAC Director.**
 - g. Cancellation requests made at least 10 business days in advance of the scheduled event will result in a 75% refund of fees paid. Cancellation requests made less than 10 business days in advance of the scheduled event will result in a 50% refund of fees paid. No cash refunds will be provided. All refunds will be processed by the City of Fort Worth's Revenue Office within 45 days. Failure to comply with cancellation procedures will result in the loss of fees paid.
17. Use of BAC meeting rooms by any applicant, group, or organization implies acceptance of the terms and conditions of this policy, as well as accepting responsibility for conducting orderly programs and ensuring that attendees do not interfere with regular BAC services or endanger BAC employees, patrons, or property. Failure to comply will result in the termination of the meeting and the possible rejection of future rental requests.

18. All individuals using BAC meeting rooms and facilities must comply with health, safety, fire, noise, and occupancy codes and ordinances of the City of Fort Worth.
19. **Meeting room preparation may begin no more than 30 minutes before the event.** All events must be completed and the room vacated by the time designated in the agreement; otherwise, an additional hourly fee will be charged.
20. Attendance at meetings or events will be limited to the capacity of the BAC's facilities.
21. Meetings and events need not be open to the general public.
22. Meetings or events involving minors must be supervised by an adequate number of adults, 21 years of age or older. Two adult chaperones are required for a function of 30 or fewer minors, with one additional chaperone required for each additional group of 15 minors.
23. Neither the BAC, nor its employees, is responsible for the property of any applicant or attendee. BAC facilities are not equipped to store equipment, literature, or other items. Any items left behind will be disposed of by BAC staff.
24. No physical changes to the room are allowed except for furniture rearrangement. Applicants are responsible for leaving the room as found.
25. Activities involving more than normal wear and tear will not be permitted. Users will be held responsible for all damages. A \$50 minimum will be charged for any damage and will increase to equal the final repair or replacement costs.
26. Decorations shall be freestanding and fireproof. No candles or open flames permitted.
27. Soliciting, direct marketing, or actively selling items or services is strictly prohibited. Fund-raising activities or events are also prohibited, with the exception of those directly benefiting the BAC.
28. Gambling, lotteries, games of chance, bingo, drawings, or raffles shall be prohibited except as provided by state law and approval by the BAC Director or their designee.
29. Alcoholic beverages, illegal drugs, and the use of tobacco products are not permitted in the BAC's meeting rooms. If you plan to serve alcoholic beverages at any event on the Guinn School Campus, an additional insurance binder covering the event and naming the City of Fort Worth and the Fort Worth Business Assistance Center as additional insured parties is required.
30. Rallies and campaigns for specific candidates are prohibited.
31. The BAC is not responsible for providing security for the applicant, group, organization, or their attendees. Each group is responsible for its own security needs.

32. The BAC can furnish a limited number of tables and chairs for the meeting or event. However, the BAC cannot provide staff to set up or arrange the furniture. Setting up the room is the sole responsibility of the renter.
33. ALL APPLICANTS SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS THE FORT WORTH BUSINESS ASSISTANCE CENTER AND THE CITY OF FORT WORTH, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, SUITS, AND ACTIONS OF ANY KIND, ARISING, RESULTING, AND ACCRUING FROM ANY NEGLIGENT ACT, OMISSION, OR ERROR OF APPLICANT, GROUP OR ORGANIZATION RESULTING OR RELATING TO PERSONAL INJURIES OR PROPERTY DAMAGE ARISING FROM THE APPLICANT, GROUP, OR ORGANIZATION'S USE OF THE BAC'S FACILITIES.
34. If there is a complaint about the Meeting Room Policy or the content of a program or event, it should be directed to the Facilities Manager at (817) 392-2669.

Signature

Date

<i>Office Use Only</i>	<i>Request: Confirmed Denied</i>	<i>BAC Direct dial: (817) 392-2622</i>
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