ALAMO COLLEGES
Koehler Cultural Center
310 W. Ashby
San Antonio, TX 78212
(210) 486-0876

EXHIBIT B
FACILITY USE POLICY

San Antonio College (SAC) one of the Alamo Colleges will make available certain areas of its Koehler Cultural Center (KCC) for general use by the public by reservation only. Reservations are made on a first-come first-serve basis regardless of the nature or size of the event being held. The organization/client and his/her guests are allowed in public areas (1st floor and grounds) of the facility only. Use of any other area is strictly prohibited. Please call to schedule an appointment to tour our historic facility.

In order to minimize the unprecedented high cost of maintenance of this fragile facility and still allow its use and enjoyment by the public, certain regulations are in effect. Alamo Colleges requires all organization/client and their guests to be aware of these regulations and abide by them. Therefore, the facility use policy must be read and agreed to prior to negotiating a Facility Use Agreement. All events are subject to approval by the President of San Antonio College and are not confirmed until approval (signature) has been acquired.

Organizations/clients not affiliated with San Antonio College or the Alamo Colleges are prohibited from collecting fees, charging admission and/or selling tickets/products for fund-raising purposes, unless approved by the College President. If approved, a portion of the proceeds will/may be required for payment of additional personnel hired to service the event. Organizations/clients or Departments affiliated with Alamo Colleges require approval from the College President prior to engaging in any type of fund-raising activity. If approved, fees will be assessed in order to cover the cost of security services and must be paid for by said organization/client or department one week prior to the start of the event.

The organization/client is responsible for the conduct and behavior of his/her guests and/or any person(s) hired to service the event. Anyone displaying disruptive behavior will be asked to leave and will be escorted off the premises. SAC has adopted a smoke-free policy. Therefore, KCC is a smoke free facility.

Use of the Koehler Cultural Center is restricted to the hours between 8:00 am and 12:00 midnight on the day of the event. Alamo Colleges will not contract with organization/client requiring use of the facility after midnight or on scheduled college holidays.

REGULATIONS FOR USE

Organization/client must hire a licensed caterer to oversee the serving of food and beverages including alcoholic beverages. Alcoholic beverages are described as liquor, beer, wine or champagne. As such, Koehler House reserves the right to limit the amount of self-dispensing alcohol brought into the facility. Limits are two kegs of beer or two margarita machines or one of each. No alcohol self service is allowed. This type of consumption must be dispensed by a TABC Certified Bartender or Licensed Caterer. "Bring Your Own Bottle" or "Cash Bars" are strictly prohibited. The serving of alcoholic beverages must be confined to the green room or porch areas of the facility. The licensed caterer shall maintain insurance at the level of coverage required per the Facility Use Agreement. A valid copy of the bartender's and/or caterer's certification must be submitted to Koehler House personnel 30 days in advance of the event. Koehler House assumes no responsibility arising from the serving of alcoholic beverages. The organization/client/caterer/bartender assumes all liability on or off the premises.

Food preparation by open flame, barbeque pit or deep fryer is strictly prohibited. Organization/client and/or caterer must provide linens and/or protective covers for all furniture where food and/or drink will be placed or served. The linen or protective cover must remain on the furniture during the entire event. Caterers must dispose of all solid waste by placing such refuse in trash bags and placing said bags in the dumpster located in the parking lot. Liquid waste including water or ice is to be disposed of in the sink and not in flower beds or on the lawn. Caterer must return the kitchen facilities to the condition in which it was acquired. General clean-up to include sweeping/mopping and wiping down counters/sinks and specific clean-up to include wiping the inside and outside of kitchen appliances used to store, prepare or serve food is required before vacating the premises. The caterer must discontinue serving food and drinks 30 minutes prior to the end of the contracted time.

And

Entertainers (musical or otherwise) must end all performances 15 minutes prior to the end of the contracted time. Band or disc jockey fog/smoke/mist machines of any type are strictly prohibited. Excessive noise and/or extremely loud music are prohibited. Musical entertainment must reduce sound level upon request by Koehler House personnel.

And

Use of open flame candles, sparklers and luminaries are strictly prohibited. Candles must be contained within glass votives or hurricane lamps. Only mechanical lighters may be used to light candles. No exceptions.

At no time shall entrances, exits, walkways, stairways or handicapped access be blocked or cause to be non-functional. No exceptions.

And

Children must be accompanied by an adult who will assume responsibility for their welfare.

Animals of all kinds, with the exception of service animals, are strictly prohibited inside or outside the premises.

Tent structures, barbeque pits, fireworks, firearms, drugs and/or gambling of any type are strictly prohibited anywhere inside or outside the premises.

Bicycles, roller/in-line skates, scooters and/or skateboards are strictly prohibited inside or outside the premises.

And

Balloons (helium or otherwise), confetti, glitter, icicles, potpourri or any other loose decorations are strictly prohibited. No rose petals, birdseed, rice or bubbles may be distributed, used or tossed inside the facility. Such items are permitted on the lawn only. A $50 fee will be deducted from the miscellaneous deposit should these items be tossed/spilled inside the facility.

No nails, screws, staples, tacks, hooks, adhesive foam, or tape of any type can be driven or placed on any wall, paneling, molding, ceiling or light fixture(s) inside or outside the facility. We recommend using pipe cleaner to attach decorations or flowers to the staircase railings.

Acknowledgements

Organization/client understands and agrees to the indemnification clause as outlined in paragraph IX of the Facilities Use Agreement.

San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment, programs or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Human Services. Title IX Coordinator, 210/485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204. For special accommodations or an alternate format, contact the San Antonio College DisAbility Support Services at 486-0020.

Use Fees

Koehler Cultural Center fees are based on the number of guests in attendance and the number of hours of use with a three hour minimum and six hour maximum use time. In addition, a $200 miscellaneous deposit is required at contract submittal. KCC does not accommodate events with over 200 guests in attendance.

Hours	125 Guests Interior Seating	126-200 Guests Interior/Exterior Seating
3	$750.00	$ 950.00
4	$825.00	$1050.00
5	$900.00	$1150.00
6	$975.00	$1250.00

Note: Rates are subject to change without notice.

The above rates include:

- Use of the main floor, porch and grounds (fountain excluded).
- Management/housekeeping/security personnel.
- A two hour set-up time prior to the event (additional set-up time will be charged an hourly rate of $75 and must be arranged 30 days in advance) and clean up of the facility during and after the event.
- Set-up and tear-down of up to 150 folding chairs, eighteen 48" round tables, and six 6' rectangular folding tables on the 1st floor and porch areas only.
- The facility is available for portraits and rehearsals at a basic charge of $75 (non-refundable and non-transferable) per hour with a maximum two hour use time.

Additional fees will be assessed if the total number of guests in attendance on the day of the event significantly exceeds the amount stated on the Facility Use Agreement. The amount assessed will be deducted from the miscellaneous deposit.

Additional fees will be assessed for services or requests that do not appear in this policy. This amount will be due 30 days prior to the event.

KCC does not ensure that all furniture located on the 1st floor will be readily available on the day of the event due to breakage, theft or refurbishing. Antique furnishings and/or the piano must not be moved from its original location.

KCC folding furniture will not be placed on the lawn. Therefore, additional furniture necessary to accommodate guests must be rented by the organization/client. An additional fee of $50 will be assessed for extensive set-up or tear-down of rental furniture if assistance is required of KCC staff. This amount is due 30 days prior to the event. On the day of the event, should

assistance be required and was not previously arranged, the $50 will be deducted from the miscellaneous deposit.

A charge of $100 will be deducted from the miscellaneous 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 to reset the fire alarm panel.

Inspection of the facility will take place immediately after the event. A claim will be filed with the appropriate insurance provider for any damage to the facility or its contents by the organization/client or his/her guest(s).

The miscellaneous deposit fee will be refunded if no additional charges were incurred. If charges were incurred on the day of the event, the difference will be refunded within four weeks.

Payment For Use

All personal checks, cashier's checks and money orders must be made payable to Alamo Colleges – Koehler Cultural Center. Please schedule an appointment with KCC personnel to make your payment arrangements.

Cash or credit card payments (valid ID required) must be made in person directly to the SAC Bursar's Office during their normal hours of operation. You must first pick-up a deposit slip with the appropriate account number from KCC personnel prior to making your payment. The Bursar's Office is located at:

San Antonio College
Fletcher Administration Center
Intersection of Lewis St. @ Dewey St.
Room 201
(210) 486-0200

Payments by out of town clients can be made by mail to the address listed below. You must include a copy of your contract with your payment. Do not send cash by mail. Please notify KCC personnel once your payment has been mailed.

San Antonio College
Facilities Management c/o Koehler House
1300 San Pedro Avenue
San Antonio, TX 78212-4299

APPLICANT'S RESPONSIBILITIES

The organization/client must submit the Facility Use Agreement for use of the Koehler Cultural Center with the following:

- Fifty percent (50%) of the total amount due at agreement submittal. The 50% deposit is non-refundable and non-transferable if the reservation is cancelled.
- A $200 miscellaneous deposit. The miscellaneous deposit will be refunded up to four weeks after the event if no charges are incurred. Written notice of event cancellation is required before the miscellaneous deposit is refunded.
- A Vendor Application and W-9 (social security number required) form provided by Koehler personnel. Our Alamo Colleges – Acquisitions Department requires this information be placed on file in order to refund the damage deposit. For more information call 485-0100.

Thirty (30) days prior to the event, the organization/client is responsible for the following:

- Pay balance due in full including any extra set-up time or portrait setting fees.
- Provide us with the caterer's certificate of insurance evidencing all limits of coverage as stated in the Facility Use Agreement.
- Submit a floor plan showing placement of furniture on date of event.
- Provide KCC personnel with a listing of all vendors hired to service the event. The organization/client must provide such vendors with a copy of the KCC policy.
- Schedule appointments with KCC personnel to acquaint vendors with the layout and/or set-up of the facility, if necessary.
- Inform KCC personnel of all delivery arrangements. All deliveries must be received on the day of the event at the scheduled opening time and must be picked up immediately after the event. A $100 storage and handling charge will be assessed for items not picked up after the event. This amount will be deducted from the miscellaneous deposit.
- Submit in writing your request for any additional electrical needs not readily available. KCC personnel will review your requests and notify you as to whether or not we can accommodate your needs.

The organization/client is responsible for all personal items. KCC is not responsible for property belonging to the organization/client or his/her guests left behind or unattended.

All decorations must be removed from the facility immediately following the event. If any decorations are left inside or outside the premises they will be disposed of and a charge of $50 will be deducted from the miscellaneous deposit.

Organization/client and his/her guests must vacate the premises immediately after the event. EXCEPTION: Persons involved in clean-up and removal of food, furniture, and personal items. However, everyone must vacate the premises 30 minutes after the event.