



Facilities Meeting Space Guidelines

This establishes guiding principles for the use of the LCRA meeting facilities at the General Office Complex and Dalchau Service Center by external customers.

Facilities Planning and Administration Office Contacts

General Office Complex

3700 Lake Austin Blvd.

Austin, TX 78703

Contact: Karen Conant, 512.473.3200, x2656; Karen.Conant@LCRA.org

Dalchau Service Center

3505 Montopolis Drive

Austin, TX 78744

Contact: Sylvia Posadas, 512.482.6380; Sylvia.Posadas@LCRA.org

Security Dispatch: 512.482.6322

Guidelines

1. Access is permitted to designated LCRA meeting rooms **after** normal LCRA business hours. All parties must vacate the premises no later than the stated end times below.
 - a) Monday through Thursday: 5:30 pm to 9:00 pm
 - b) Saturday and Sunday: 8:00 am to 9:00 pm
2. Facilities usage is prioritized as follows:
 - a) LCRA meetings, LCRA events, or LCRA sponsored events
 - b) LCRA customers
 - c) Government agencies
 - d) Qualified non-profit organizations.
3. LCRA business operations have priority. When emergency situations arise, ALL meetings are subject to cancellation for the duration of the event. Space permitting, we will attempt to relocate meetings to other LCRA sites. Re-opening of the space after such events requires LCRA management directives.
4. All external meetings must be free and open to the public. Solicitation, entry fees, or other charges are **not** allowed by any group using a facility.
5. Nonprofit groups may use the facilities for fund-raisers that only benefit the specific non profit entity **with** prior written consent from the LCRA Facility Site Manager.
6. LCRA reserves the right to limit the use of facilities to activities that are in direct conflict to LCRA's mission, show political support of a specific candidate, or are highly controversial. Final determination is provided by prior written approval from the Facilities Manager.
7. LCRA facilities are not available for private or social events (i.e., family reunions, showers, weddings, birthday parties, anniversary parties, etc.).

8. Use of the LCRA facilities does not constitute the LCRA endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.
9. Room Rental Fees, Invoice & Payment Information:
 - a) \$50 per meeting room; per meeting date.
 - b) Reoccurring meetings: fee applies to *each* meeting held at the General Office Complex and Dalchau Service Center.
 - c) Organizations will be invoiced by the LCRA after the date of their meeting.
 - d) Payment will be due within 15 days of the date of the invoice. If payment is not received by the due date, the group will be unable to utilize any LCRA facility for future events. Any meetings scheduled on the calendar are subject to immediate cancellation.
 - e) Method of Payment: personal or business check or money order, made payable to the LCRA. No cash or credit cards accepted.
 - f) Payments are made by mailing to the corporate lockbox address located on the invoice:

Lower Colorado River Authority
P.O. Box 200870
Houston, Texas 77216-0870
10. Approved non-profit organizations must provide either a copy of their IRS 501c3 certificate or a copy of their certificate of filing showing their non-profit status with the Texas Office of the Secretary of State prior to their initial meeting. Each site will retain a file of the certificates and a copy at either site will fulfill this requirement.
11. LCRA does not allow signs that require suspension from a wall, ceiling, or other part of the building. Signs permitted are only those that sit on easels provided by group and do not require LCRA to set up. LCRA must be notified no later than one week prior to the meeting of any signs that will be used during group's event.
12. Animals are not permitted in any facilities with the exception of service animals or by prior written approval from the respective Facility Site Manager.
13. LCRA is not responsible for personal property lost, stolen or damaged. Personal items should be labeled with the name organization to help in the return of the lost item. Items left unclaimed after 30 days will be donated to charity.
14. All LCRA Facilities are **smoke free** environments. Designated smoking areas are located outside all buildings.
15. LCRA facilities are often used for external events. These events occur at LCRA facilities after normal business hours and the sponsoring third party host purchases the alcohol. Any alcohol served at these events will be the responsibility of the third party host and each facility site manager will require one week prior notification in writing. All approvals will be given in writing. If approval is not received the request is considered denied. A security guard may be required by LCRA, if so at the expense of the third party.
16. Table cloths and skirts are NOT provided.
17. LCRA does not provide kitchen facilities at either site.
18. LCRA telephones, computers, and copy/print services are not available for external groups use.
19. LCRA does not allow use of its computer systems or audio/visual equipment.
20. Use of LCRA meeting facilities by any group signifies acceptance of the procedures.

Reservation Process

1. Beginning on December 1st of each year reservations may be requested for the following calendar year. Reservations can be made through December 31st of each year.
2. All requests will be honored on a first-come, first-serve basis.
3. The preferred method for requesting the use of LCRA meeting space must be submitted via email either to the appropriate site contact or to: mtgrms.special@lcra.org
4. When making a reservation the following are mandatory:
 - a. Organizer: The name, phone number, & email address of the person who will be coordinating the meeting.
 - b. Group/Organization: The group name, organization type (non-profit, civic, LCRA customer, etc.) and mailing address .
 - c. Meeting Title: Please be specific.
 - d. Date/Time: Reservations must be made for specific hours. Note: LCRA Facilities (FAC) will add on the calendar appropriate set-up and clean-up time.
 - e. Purpose: brief description of event (subject to approval).
 - f. Onsite Contact: The name, phone number, and email address of the person who will be responsible on site during that meeting. This individual will be held responsible for any and all damages that may occur as a result of the use of the facilities.
 - g. Billing Contact: The name, phone number and email address of the person who will be responsible for payment of meeting space fee.
 - h. Setup Instructions: Meeting room set-up instructions must be submitted with the request. LCRA will make every effort to accommodate such requests but requested set-up is not guaranteed.
 - i. LCRA must receive the signed Use of Meeting Space Agreement form from meeting organizers prior to meeting date. This form signifies that the group understands and agrees to abide by our established guidelines for space use

Care and Use of Facilities

1. Any organization using an LCRA Facility will be responsible for leaving the facility in the condition in which it was found, and will be financially responsible for any damage which may be caused by members of the organization using the room.
2. Personal furniture or equipment may be provided by a group with prior written approval. Arrangements for the use of any personal furniture or equipment should be made at the time the reservation is initially requested.
3. Kitchen facilities/equipment is not provided by the LCRA. Simple refreshments including coffee, iced tea, soda, doughnuts or pastries and lunches may be served. DO NOT place hot food or serving dishes onto any conference room tables, and please clean the tables and chairs after use. For catering, please contact the Facilities Planning and Administration office for more information. LCRA's selected catering vendor is to be given the first right of refusal for all food and beverage service in LCRA conference rooms.
4. Punch or other drinks made with a commercial base that contains a dye (red, orange, green, etc.) may NEVER be served in meeting rooms. These products cause furniture and carpet stains that cannot be removed even with commercial cleaning.

5. External groups are asked to remove their trash from LCRA meeting space at the conclusion of their meeting/event.
6. Due to fire-safety standards, use of candles or items with an open flame is prohibited.
7. Due to security, maintenance, and cleanliness reasons, no doors are to be left propped open.

Cancellations

1. Notice of any cancellations need to be made at least a **week prior** to the meeting date.
2. Reservations may be canceled by LCRA for emergencies, use of space for LCRA meetings, repairs/construction, etc. LCRA will work with groups to reschedule or relocate meetings. .

The Facilities Manager is responsible for implementing this procedure, and each Facilities Site Manager is responsible for maintaining compliance at each site. Questions which are not covered in this document should be addressed to the appropriate Facilities Planning and Administration Office.