



Policies and Rules for Usage of the Hiller House Facility

The Board of Directors (hereafter Board of Directors) of Keep Victoria Beautiful recognizes the need for guidelines for the use of the Hiller House facility located at 3003 N. Vine in Victoria, Texas as set forth policy as follows:

1) Keep Victoria Beautiful Use

- a) The Hiller House facility (the house and 50 feet surrounding the building) is primarily used for official functions of the Board of Directors and staff of Keep Victoria Beautiful. It is intended that these facilities be used to the fullest extent for these primary purposes.
- b) The Hiller House facility may be made available to other users on a limited fee basis for events that support a public purpose, benefit, service, training or interest to Victoria residents. Licensor may require a fee for the use of the facility as described in Appendix A.
- c) Keep Victoria Beautiful (licensor) has the right to refuse use of facilities to any group (licensee) if the proposed event conflicts with the intended use of the building, is in conflict with established policies or laws or is in conflict with any other confirmed reservation.
- d) In such cases where groups have a written agreement with the Board of Directors of Keep Victoria Beautiful that addresses use of specific facilities or lands the written agreement shall stand.

2) Reservations

- a) Reservations for use of each facility will be accepted on a first come – first served basis.
- b) No single group or individual will be given preference or priority so that the house is made available to serve the needs of as many different groups as possible. Equal access shall be given to all groups and individuals applying, and no group or individual shall be denied access because of considerations of race, sex, religious or political persuasion, or because of the political, religious or social aims expressed by an individual or group, or by any group's members.
- c) The frequency with which one group may utilize the building is at the discretion of the Board of Directors.
- d) The Board of Directors retains the right to refuse requests for use or to cancel reservations before or while they are in effect if these regulations are not complied with, or if the space requested is needed for Keep Victoria Beautiful functions.

- e) Reservations can be accepted more than 6 months in advance of the scheduled event. At the conclusion of a rental, the lessee has the option to reserve a future date approximately one year ahead establishing the foresaid rental as an annual event.
- f) Permission to use the Hiller House facility shall not, in any way, constitute an endorsement of the group or individual, or their policies and activities.
- g) Keep Victoria Beautiful retains the right to amend the requirements and regulations for use of these facilities at any time, or by any group.

3) Application Process

- a) Applications and copies of the Hiller House facility usage agreement will be available at the Hiller House facility and online at www.keepvictoriabeautiful.com
- b) Applications must be completed in full and returned with any necessary fees / release of liability forms. Applications are not valid until all fees are paid.
- c) Applications must be submitted to the Executive Director of Keep Victoria Beautiful office not less than thirty (30) days prior to the intended use date.
- d) Applicants must be at least 21 years of age.

4) Liability

- a) Any group using the Hiller House facility shall be required to execute a release of liability for negligence or any damages caused to the user or its property during the time of the event or use of the facility.
- b) Licensee is not allowed to assign their reserved time at a facility to another party unless written permission is given by the Board of Directors.

5) Deposit and Rental Fees

- a) Cleaning/damage deposits and Rental fees are listed on Attachment A.
- b) Rental fees only apply to events that take place AFTER regular working hours of Monday through Friday, 8:00am to 5:00pm.
- c) Rental fees must be paid in full 30 days prior the event.
- d) Deposits may be refunded fourteen (14) days after the scheduled use of the facility unless the facility is left unclean or damages occur to the facility, and will be mailed to the individual who made the reservation after cleaning/damage fees have been assessed, which will be duly noted via mail with the portion of the deposit returned.
- e) A clean facility means that the floors are swept, mopped, trash is bagged and stored in outdoor garbage cart, all surfaces free of food/waste and the facility is left in the condition in which it was rented. The Executive Director will determine if the facility meets the standards required for a deposit refund.

- e) Rental fees will be returned if the reservation is cancelled within 72 hours prior to the scheduled use of the facility. Rental fees may not be returned if the reservation is cancelled less than 72 hours prior to the scheduled use of the facility.
- f) The Board of Directors will waive fees for the City of Victoria in the use of the Hiller House facility. Reservations should be made according to the statements herein.

6) Regulations for Use of Space

- a) Licensee shall comply with all the laws of the United States, the State of Texas and the City of Victoria, policies and regulations. All persons in and on the property shall comply with official signs of a prohibitory or directory nature, and with the directions of security force personnel or other authorized individuals. Keep Victoria Beautiful has the right to have persons violating any provisions removed from the premises and to prosecute any and all violators to the fullest extent of the law.
- b) Licensee shall not engage in or permit disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, stairways, streets and parking lots, or which otherwise tends to impede or disturb the public or which otherwise impedes or disturbs the general public in transacting business or obtaining the services provided on property.
- c) Adults attending events at the Hiller House facility premises must keep their children with them at all times.
- d) Soliciting alms, contributions or collecting private debts on Hiller House premises is prohibited. Commercial soliciting and vending and displaying or distributing commercial advertising on the premises are prohibited, except when in conjunction with an event approved by the Board of Directors.
- e) Depositing or posting handbills, flyers, pamphlets, signs, posters, placards, or other literature, except Governmental notices and announcements on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings, and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings in interior public areas on Hiller House facility premises is prohibited.
- f) Hanging decorations on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings, and other structures, or on the floors, walls, stairs, window ledges, or furnishings in interior public areas on the premises that could damage the building in any way is prohibited unless written request is made and specifically approved in writing by the Board of Directors.
- g) During all activities and events, a Keep Victoria Beautiful representative will be assigned to supervise the building. This employee is not responsible for performing any personal services in conjunction with any activity or event. Designated representatives from Keep Victoria Beautiful have the right to enter any portion of the room for any purpose whatsoever any time during the scheduled event or activity. At all times the room shall be under the charge and control of the appropriate licensee.
- h) All groups may be required to have a licensed peace officer at their event.
- i) The licensee shall be responsible for securing any permits or approvals, such as parking permits, required in connection with the event.

- j) Licensee shall not admit to the facility a larger number of persons than is permitted by the City Fire Code:

Board Room -13 persons

Office - 2 persons

Museum - 10 persons

Break Room - 1 person

Total number of persons permitted in facility - 37 persons

- k) Licensee shall not place any additional locks on doors. The keys to all facilities shall remain in the possession of Keep Victoria Beautiful. Entrances and exits shall be locked and unlocked by a representative of Keep Victoria Beautiful in accordance with the time set forth in the agreement unless other arrangements are made and confirmed in writing.
- l) Licensee shall not use or permit smoking or drug use in the Hiller House facility.
- m) Weapons, reproductions of weapons, and any items capable of being conceived as weapons (except those carried by peace officers) are forbidden from being brought onto the Hiller House facility property.
- n) Licensee shall not use or permit the premises to be used for sleeping or lodging purposes.
- o) Licensee will assure that persons attending the scheduled activity do not enter any of the offices in the facility.
- p) Stages and tents are allowed on the grounds. Stakes can be no longer than 8 inches.
- q) Vehicles are not allowed on lawns, planted areas, sidewalks or walkways of the Hiller House facility property.
- r) Pets are not allowed inside the Hiller House facility with the exception of Disability Assistance dogs.
- s) Proper attire of shirts and shoes are required during use of the Hiller House facility.
- t) If an emergency happens the licensee will immediately dial 911, contact appropriate emergency services, evacuate the building if appropriate and notify both the peace officer on duty and the Keep Victoria Beautiful representative. If the representative cannot be contacted then the licensee will call 361.571.0582.

7) Furniture / Equipment

- a) Tables and chairs are available on a limited basis. If the licensee wishes to bring in additional furniture or equipment it must have non-mar feet only, and be delivered / picked up at the facility only during the scheduled time.
- b) No video, sound or projection equipment is available for use.
- c) The Hiller House facility has limited kitchen access. Kitchen tools and appliances are not available for use, and the kitchens must be left in the same condition, or better, as they were before the event.

Rates for the Hiller House Facility

3003 N. Vine,
Victoria, TX 77901

For reservations Contact: Executive Director, 361.571.0582

Room or Space	Occupancy Limits	After Hours Rental Fees/ 4 hour period	Cleaning and Damage Deposit
Board Room		\$40.00	\$40.00
Museum		\$30.00	\$30.00
Kitchen		\$40.00	\$40.00
Porch and Deck		\$40.00	\$40.00
Entire Facility		\$150.00	\$150.00

Renter: _____

Print Renter Name: _____

Company/Organization Name: _____

Fee: _____

Date of Rental: _____

Staff or Board Member approving rental