

CENTER FOR CIVIC EMPOWERMENT

Facility Rental Policy and Procedures

Building partnerships to advance equity, reduce poverty, and improve community outcomes.

CENTER OBJECTIVES

- Activate community dialogue within the Downtown footprint.
- Ensure responsiveness of political institutions.
- Expand civic bridging capacity.
- Ensures federal, state, local, and private sector efforts are aligned and integrated to maximize their benefit and impact.
- Equip talent in underinvested communities, specifically the surrounding downtown area with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in microbusinesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.
- Meets the HUD National objectives in
 - Benefiting low- and moderate-income persons
 - Preventing or eliminating slums or blight, or
 - Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Hours of Operation

- The Center for Civic Empowerment (CCE) is open 8am – 5pm MT, Monday through Friday. After-hour events are welcome but must not be earlier than 7am and/or exceed 8pm MT. After-hour events require advanced staff approval, a certificate of insurance, and a signed agreement.
- CCE is scheduled to be closed on observed city holidays and other blackout days determined by the Department of Community + Human Development.

Eligibility

- Events shall be coordinated in accordance with the Center for Civic Empowerment's (CCE) rental policy and adhere to the same guidelines, including but not limited to, food and beverage restrictions and insurance requirements. Approval of the event and exemption of the rental shall be subject to the approval of the Community + Human Development Director.
- Eligible organizations and/or events include Not-for-profit organizations, Neighborhood Associations, volunteer groups, Government entities, Community Partners or City of El Paso Departments interested in hosting events that align with the CCE's objectives. Groups using the facility must comply with all federal, state, and city regulations.
- Ineligible organizations and/or events include profit-making events, political organizations, campaigns and activities, public/private social gatherings, religiously affiliated organizations and activities, and events that don't align with the CCE's objectives.

Event Reservation Requests

- All requests for the use of the Center for Civic Empowerment (CCE) facility must be submitted through the Center for Civic Empowerment Usage Request Form and approved by the DCHD staff. The earlier such a request is made, the more likely the event can be accommodated.
- Complete CCE requests include:
 - Primary contact for the meeting
 - Contact information
 - Name & Type of Organization
 - Website
 - Organization purpose/mission
 - Name of event
 - Type of event
 - Agenda
 - Promotional materials, such as graphics, flyers, etc. (if applicable)
 - Purpose of the Event
 - Event time and date
 - Number of attendees
 - Virtual or in person meeting
 - Third party services that apply (catering, alcohol, etc.)
 - A/V Needs – equipment needed
 - Event set up
- Staff will contact request submitters within 7 days of the request submission to confirm request, or to review optional dates. Incomplete CCE requests will not be considered for availability check.
- Changes to the date or time of a scheduled event will not be accommodated without approval from DCHD staff.
- Incomplete CCE requests will not be considered for availability check and no holds will be placed for the use of the facilities without the submission of a complete CCE Request.
- All arrangements for third party services (caterers, entertainers, florists, etc.) must be approved by DCHD Staff.
- Although the Center is available at no charge, a rental agreement and certificate of liability insurance are required by external groups if one or more of the following are applicable:
 - Number of guests at the center that meets or exceeds 75 persons
 - Event requires use of the entire space (Rooms A, B, and C)
 - Event is recurring (monthly, quarterly, etc.)
 - Number of scheduled days for the same event meets or exceeds 3 scheduled days
 - Scheduled events taking place outside of regular business hours:
 - Monday-Friday, 8am-5pm
 - Events where alcohol will be served
- Sponsored Groups with an executed partnership agreement and Internal Groups will be given the highest priority. Once priority has been established, requests will be accommodated in order of submission on a “first come, first served” basis.
- Standing requests can be made for a full calendar year provided that the submitters complete a full CCE request and have an executed partnership agreement.

- Consideration of each request will be based upon the following:
 - Purpose of the event/event's alignment with the CCE objectives and eligibility
 - CCE's calendar availability
 - Ability for the DCHD staff to accommodate the intended use and suitability of the event, with regard to the safety and security of the facility and its contents.

Event Marketing

- Applicant may not use the name of the Center for Civic Empowerment in connection with the event except as the location, without the express written consent of the Community + Human Development Director. Advertising and publicity naming the CCE as the location may not begin until the event is contracted through DCHD staff.
- Invitations and all published materials pertaining to events must be approved by DCHD Staff prior to printing to ensure that there shall be no sponsorship, affiliation or approval, expressed or implied, of the CCE by the user.

Event Policies

Duration and Scope

- Applicants are responsible for set-up and clean-up of their event; DCHD staff are available for guidance and assistance, if needed.
- Set-up and tear-down of furniture and equipment must be done in a quiet and orderly manner. Furniture must not be dragged across floor.
- Applicant agrees that the CCE will be vacated and that all equipment and other items connected with each event hosted by the applicant at the CCE shall be removed immediately after the conclusion of the event, unless otherwise agreed upon with DCHD staff. If the applicant fails to vacate the CCE and remove all equipment and other items connected with the event at the time specified in the applicant's request form and/or executed agreement, DCHD staff, within its sole discretion, reserves the right to remove said materials and/or deny future accommodations.

ADA Accessibility

- To ensure compliance with ADA standards, the platform lift must be independently operable and allow unassisted entry and exit. The lift's key shall remain in the lift and is to not be removed by guests utilizing the CCE at any time.
- The lift is available for use for persons with accessibility needs and should not be used for freight or others unless requested and approved by DCHD staff.
- CCE guests are not permitted to open/close the lift's bottom floor's door; the door must be allowed to automatically close independently.

Safety and Security

- The safety of visitors and the CCE's equipment will not be compromised for any event. At least one member of the DCHD staff must be present for all events; additional security staff may be required at the sole discretion of the DCHD staff (at the expense of the organization utilizing the CCE) in proportion to the spaces to be used and the number of participants expected. Applicant and participants must immediately comply with all instructions of the DCHD staff

regarding safety and security. DCHD staff and/or security is authorized to expel individuals who violate CCE policies.

- The Applicant may not install decorations except under the direct supervision of a member of the DCHD staff. All decorations must be free standing; nothing may be affixed to the walls or fixtures. All decorations should be flameproof.
- All other facilities not listed in the contract are excluded from use. Access to offices and equipment is not permitted, unless requested and approved by DCHD staff.
- Equipment and supplies to be provided by the Applicant must be approved in advance by DCHD staff.
- The Applicant will be financially responsible for any damage to CCE property.
- If applicable, costs for security and clean up for events after hours will be the Applicant's responsibility.
- Smoking is not permitted in the CCE.

Food and Beverage

- If food or beverages are to be served at an event, all arrangements must be approved by DCHD staff in advance. If food is to be served at any scheduled event, it must be catered. Further, food or refreshments will be restricted to the kitchen area and designated counter tops.
- The Applicant is solely responsible for compliance with all CCE regulations regarding catering, food preparation, and beverage service. The Applicant is responsible for kitchen staffing, the cleanup of all kitchen and dining equipment, and removal of all food, beverages, supplies and equipment not owned by the CCE at the end of event. The Applicant should consult with CCE staff for assistance in these arrangements.
- The use of any type of fire or flame is prohibited. Alcoholic beverages are permitted only with the approval of the **City Manager** and with indemnification coverage and liability insurance coverage.

Insurance

- Applicant understands and warrants that it shall provide liability insurance coverage for events with one or more of the following conditions:
 - Number of guests at the center that meets or exceeds 75 persons
 - Event requires use of the entire space (Rooms A, B, and C)
 - Event is recurring (monthly, quarterly, etc.)
 - Number of scheduled days for the same event meets or exceeds 3 scheduled days
 - Scheduled events taking place outside of regular business hours:
 - Monday-Friday, 8am-5pm
 - Events where alcohol will be served
- Applicant shall provide liability insurance coverage in no less than the following amounts: \$1,000,000.00 for property damage (including damage to the rented premises) for the duration of each event.

- Applicant agrees to obtain an insurance policy that includes the CITY, as owner of the premises used to conduct the event, as an additional named insured. A copy of the insurance policy, or certificate, issued by an insurance company authorized and licensed to do business in the State of Texas and reflecting the coverage required by the Agreement, shall be furnished to the Director or their designee at least 10 calendar days before the date of the event. Failure to provide the required proof of insurance, naming the CITY as an additional insured, shall result in the cancellation of the event(s) and/or this Agreement.
- Applicant hereby states and warrants that any entity providing services to APPLICANT during said event fully complies with all workers' compensation requirements in the State of Texas.
- An alternative to providing insurance coverage and requirements as described in previous sections of this Agreement, APPLICANT may purchase a one-time insurance policy from the provider approved by the CITY. Center staff will provide the APPLICANT with the provider's information. APPLICANT will remain responsible for making sure that the one-time insurance policy complies with the requirements of previous sections of this Agreement.

Applicant to serve alcoholic beverages as part of any scheduled event under the following conditions:

- Applicant understands and agrees that it shall provide liability insurance coverage for serving alcohol, in an amount no less than \$1,000,000.00 for the term of this Agreement. Said policy is in addition to the insurance requirements set out in Section 5.5 of this Agreement.
- Applicant further agrees to obtain an insurance policy that includes the CITY as an additional named insured on the policy relating to the service of alcohol. A copy of the insurance policy, or certificate of insurance, issued by an insurance company authorized and licensed to do business in the State of Texas and reflecting the coverage required by this Agreement for service of alcohol, shall be furnished to the Director or their designee at least 10 calendar days before said event. Failure to provide the required proof of insurance, naming the CITY as an additional insured, shall result in the cancellation of the event and/or the entire Agreement.

Parking

- Event Organizers will be responsible for their own parking. There is not dedicated onsite parking for the CCE. There are nearby garages and parking meters that patrons may utilize at their discretion. The CCE has no control over the availability of parking spaces or enforcement of parking regulations.