

# INSTITUTE OF HISPANIC CULTURE OF HOUSTON, INC.

*A Non-Profit 501 (c)(3) Organization*

3315 Sul Ross

Houston, Texas 77098

Tel. (713) 528-1492 Fax (713) 529-1992 E-mail: [institute@ihch.org](mailto:institute@ihch.org)

## FACILITIES USE AGREEMENT (IHC BUILDING)

I, \_\_\_\_\_ assume responsibility for any damages, security, and  
deportment during the use of the facilities and premises of the Institute of Hispanic Culture of  
Houston, Inc.

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

### CHECK LIST FOR RESPONSIBLE PARTY

1. Indicate the time that you will arrive and depart from the IHC.
2. Air Conditioning temperatures should be turned off prior to leaving
3. Turn off all lights before leaving (the security light at the entrance can not be turned off.)
4. Check bathrooms, remove all trash and leave it clean. Clean the kitchen after using it.
5. Collect all trash and remove it from premises before leaving. Do not leave trash in our  
trashcans, you must take it with you.
6. Bring your own cleaning supplies and toilet paper.
7. Sweep floors (mop if necessary) and place all cleaning tools (mop, broom, etc.) in closet.
8. We will furnish the tables and chairs, renter will set-up the Hall.
9. Replace all chairs and tables to their original positions.
10. ***No use of the upstairs shall be permitted.***
11. Required **Overhead charge of \$ 150 and a Deposit of \$100.00 / \$100.00 for 3 hours or  
less duration, \$150.00 for more than 3 hours up to 5 hours.**
12. The facility, should be used only for social and cultural proposes.
13. A member of the IHC must be present at all times and be responsible for the key.
14. **Members of de IHC should receive a 50% discount.**
15. I have received and read all the rules for the use of the building and hereby

indicate that I will follow them \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Type of the Event \_\_\_\_\_

Date of the event: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Expected number in attendance \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Total Overhead charge \$ \_\_\_\_\_