

# Facility Use Information



## Emerging Technology Complex

***For successful  
meetings,  
we've got you  
covered.***

(361) 580-3700  
ConferenceInVictoria.com

*2015 STEER Award Recipient*

# Emerging Technology Complex

The Emerging Technology Complex is owned and operated by Victoria College which is a public, open-admission college. The VC mission is to provide educational opportunities and services for students and the communities it serves with a vision that states, "Our Community, Our College: Improving Lives, Strengthening Communities."

## Facility Use Overview

Please refer to the Emerging Technology Complex General terms and conditions for full facility usage and booking information.

- Facility bookings are available on a first-come, first-served basis; bookings are not final until a contract is executed and a deposit received.
- Facility bookings do not grant exclusive use of the Conference & Education Center lobby to Clients.
- Discounts for weekly and multiple bookings may be negotiated.
- Business hours of the Emerging Technology Complex are Monday-Friday, 7:30 a.m.–5:30 p.m. CST
- Clients using the facility outside regular operating hours will be charged additional extended hours rate (until 11 p.m.)
- Basic bookings include configured space (tables/chairs), a plug and play technology system, one hour of technical support, and general custodial support.
- Usage hours reflect actual hours Client has access to reserved space including setup and cleaning.
- Usage beyond the confirmed reservation times will incur additional charges at the rate of \$100 per 30 minute interval.
- Food & beverage services are available through the Emerging Technology Complex.
- Clients may contract with their own caterer but kitchen use hours will apply and a nominal fee assessed for the additional resources required when catering is part of the event plan. Caterer must comply with facility guidelines and standards outlined in a catering agreement.

## Facility Usage Rates

The Victoria College Emerging Technology Complex is available for booking by organizations as well as individuals. The type of organization determines the rental rates.

- **STANDARD - Commercial/Private/Individuals** – This category of Client includes all for-profit entities and all private individuals wishing to utilize the facilities at the Victoria College Emerging Technology Complex.
- **NON PROFIT – Non-profit organizations, public schools, governmental organizations;** must be able to furnish proof of non-profit status as determined by the Internal Revenue Service; includes governmental organizations and public schools. Local non-profit board meetings are encouraged to use our facility. Limited space is available up to 2 hours for no fee for these board meetings.
- **VC PLUS – Non-profit organizations that have a VC employee serving on the governing board;** must be able to furnish proof of non-profit status as determined by the Internal Revenue Service and provide the name of the VC employee; includes governmental organizations and public schools.
- **VC – Official functions and activities of Victoria College (VC).** Eligibility for activities that are in partnership and/or sponsorship with VC are determined upon recommendation by the Emerging Technology Complex Manager or VC Administration. These activities are subject to relocation based on space requirements.

Current booking rates, package pricing, and additional services and equipment pricing can be obtained by contacting the Emerging Technology Complex at (361) 580-3700 or [ConferenceCenter@VictoriaCollege.edu](mailto:ConferenceCenter@VictoriaCollege.edu).



# EMERGING TECHNOLOGY COMPLEX GENERAL USE TERMS AND CONDITIONS

## AUDIO/VISUAL

The Emerging Technology Complex will be the exclusive provider of audio/visual equipment and rental. In the event that an outside contractor is permitted by the Complex, they are required to follow the terms of Victoria College outside contractor policy.

## CANCELLATIONS

Upon signing a contract, both the Client and the Complex will have entered into a binding commitment. Should Client not utilize and pay for all of the commitments of the contract, whether due to reduction in size of the meeting, drop in attendance, change in a meeting package, or cancellation of the entire contract, Client agrees the Complex will suffer damages. Such damages will occur because the Complex will have lost the opportunity to offer the unused facilities to others and will incur additional costs in attempting to resell inventory that was already sold. A liquidated damage clauses will be paid by the Client in the event of cancellation.

Cancellation less than 180 days: 60%

Cancellation less than 90 days 75%

Cancellation less than 30 days: 100%

## CONCURRENT USE

It is understood and agreed that Booking Agreements and Contracts do not grant exclusive use of the Conference & Education Center lobby to Clients.

## DAMAGES & CLEANING RESPONSIBILITY

Client agrees to leave all Complex facilities in the same condition as existed at the time Client took possession. The Emerging Technology Complex will provide normal pre- and post-event cleaning services, however Victoria College Emerging Technology Complex reserves the right to inspect and control all private events. Liability for damages to the premises will be charged accordingly. The host of the function is held responsible for personal property or equipment brought into the function area. One of our Conference Services representatives will be pleased to answer your questions.

## FIRE SAFETY

All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser exhibits (including tabletops or extensive productions with staging and props) must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are the Client's responsibility and final approved copies must be received by the Center at least three (3) days prior to the event.

No portions of doors, aisles, sidewalks, entrances, passages, vestibules, halls, elevators, or means of access to public spaces of the Complex facilities shall be obstructed or caused to be obstructed by Client or caused to or permitted to be used for any purpose other than ingress or egress to and from the Complex and its premises. Fire monitoring equipment shall not be disabled and firewall doors shall not be obstructed from closing or latching without prior, documented permission from Fire Marshall; violations may result in fines for which Client will be responsible. The doors, stairways or openings that reflect or admit light into any portion of the buildings, including the hallways, corridors, passages and house lighting attachments, shall in no way be obstructed by Client. The Complex furniture will not be removed or relocated for Client's event unless prior permission by Complex staff is granted at the time the Usage Agreement is finalized. Client shall pay for any damage by Client resulting from the misuse of any devices or equipment belonging to the Emerging Technology Complex.

## FOOD & BEVERAGES

The Client may make arrangements for catering with an outside licensed, insured caterer/restaurant to bring in food and drinks for a reception or meal which is directly associated with an event for which a Contract has been issued. The Victoria County Health Department regulations prohibit service of food and beverages prepared in other than licensed kitchens. Use of the catering kitchen by the caterer will incur an hourly charge, and a \$1 per person fee will be assessed for the additional facility resources required when catering is part of the event plan. Restrictions may apply.

The Complex has established relationships with area caterers and can assist in providing food and beverage services.

## INSURANCE

Client shall furnish, at Victoria College's discretion, at least seven (7) days prior to the event, a certificate of insurance covering said event naming Client and the Victoria College as insured. Such insurance shall provide for a minimum of premises bodily injury liability of one million dollars (\$1,000,000) per occurrence. If Client uses an outside vendor, contractor, or service provider to deliver, set up and/or take down booths, exhibits, staging, equipment or for any other purposed, the vendor, contractor, or service provider must also carry, with companies acceptable to Complex, comprehensive general liability insurance, with minimum limits and provide the Complex, at least seven (7) days before the event date, a certificate of insurance naming the Complex, Victoria College, and all other Indemnities as additional insureds.

## LOST & FOUND

Emerging Technology Complex staff shall have the sole right to collect and have custody of articles left at the conclusion of an event. Lost articles will be stored in Complex offices. Where lost articles can positively be identified to be the property of a patron or a Client or his employee, Complex staff will make every effort to reunite such articles with their owner. Complex will not be responsible for incurring any costs for returning such articles. After seven days, all unclaimed articles shall become the property of Victoria College to keep or dispose of as staff sees fit.

## OUTSIDE CONTRACTORS

Upon contracting with the Victoria College Emerging Technology Complex, we can provide a complete referral list of recommended outside contractors who may assist you with pipe and drape, flowers, photography, and transportation. Clients are welcome to make arrangements with their own outside contractors. Outside contractors must be professional contractors and are advised to contact the Emerging Technology Complex for instructions on our outside contractor policies. Victoria College Emerging Technology Complex reserves the right to approve or refuse any outside contractors.

## PHOTOS & VIDEO

Victoria College Emerging Technology Complex may at times use photographs, audio, and/or video recordings of events and meetings for purposes of education and publicity on behalf of the college, via the Internet, print publications, and other media. Should an individual (or the parents or guardians of such persons who are under the age 18) NOT want to be photographed or recorded or used in connection with any such recording, that person must notify the college in writing. Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the college to utilize that photograph or recording accordingly.

## PLANNING SERVICES

Use of the facility comes with standard event planning services which include approximately two hours of logistical coordination and customized room layout. Additional services or configuration requests may incur planning fees.

## PROMOTIONAL CONSIDERATIONS

The Victoria College Emerging Technology Complex has the right to review and approve any advertisements or promotional materials in connection functions which specifically reference a name or logo owned by Victoria College, including but not limited to the Conference & Education Center, Emerging Technology Complex, or Industrial Training Center. We request that no signs, banners and displays shall be erected or displayed in any part of the Emerging Technology Complex without written approval of Complex management. It is further agreed that no sign, banner or display shall be affixed to any part of the Complex. The Complex will provide easels or banner stands for this purpose.

Interior digital signage is designed and programed by the Emerging Technology Complex. The Complex also operates exterior digital signage. Rentals and meeting packages include regular rotation of Client event on the day of the event. Additional promotion is available. Please contact our conference services staff for information.

## RESTRICTIONS

Victoria College Emerging Technology Complex shall refuse to book facilities for any event, activity or performance if it determines that such event, activity or performance or the anticipated audience response to such event, activity or performance may cause damage or the unusual risk of damage to the facilities or patrons. Victoria College Emerging Technology Complex will refuse to book facilities for any event, activity or performance if it determines, in the sole judgment of Victoria College, that the event, activity or performance is inconsistent with the college's mission, vision and values, or the event, activity or performance has the potential to damage the college's public image. Victoria College reserves the right to change and to amend these policies at any time.

Victoria College Emerging Technology Complex shall retain the right to cause the interruption of any event in the interest of public safety or risk of facility damage, and to likewise cause the termination of such event when, in the sole judgement of Victoria College, such act is necessary in the interest of public safety or risk of facility damage.

## SCHEDULING & RESERVATIONS

Scheduling is based on availability. Clients are asked to contact the Emerging Technology Complex to discuss space and availability. Rates are quoted based on the type of organization/individual contracting for the space.

Once Clients have selected a preferred date, the staff at the Victoria College Emerging Technology Complex will generate a Contract outlining the details and pricing. Complex requires a copy of the Contract signed by both parties and a "Good Faith" deposit prior to confirming a date for your event. Space reservation will be confirmed on the date that Victoria College receives the deposit.

Requests for reservations are held up for 10 days in a requested/pending status. If another organization / individual requests the same date and space during that time period, Client will be contacted and have 48 hours to confirm the reservation with the contract and deposit. After 10 days, the request/pending reservation may be dropped from the schedule.

## SECURITY

Victoria College Emerging Technology Complex shall not assume responsibility for damage or loss of any merchandise or articles brought onto the property or for any item(s) left unattended. If necessary, additional security will be arranged for events at the Complex's discretion and charged to Client.

## SERVICE ANIMALS

Service animals are warmly welcomed in the Emerging Technology Complex facilities.

## SERVING ALCOHOLIC BEVERAGES

Beer and wine may only be served at an event if Client notifies Complex management at the time of the reservation. Any alcohol distributed at Client's event must be distributed in accordance with federal, state and local law. The preferred vendor of these beverages is the Leo J Welder Center for the Performing Arts as the TABC license holder for Victoria College, and services can be coordinated within the contract with the Complex. However, Client may choose to provide TABC-certified, paid personnel provided by licensed, insured caterer or third-party retailer to dispense alcohol by filing the appropriate Request to Serve Alcohol. To prevent any incidents which could result in claims

of liquor liability, Client must provide a Certificate of Insurance of either Host Liability Insurance or Liquor Liability Insurance. No alcohol may be served or taken outside of the facilities. Security is provided by the Emerging Technology Complex. For functions where anticipated guests are more than 300, additional security may be required with additional charges. For complete information, please contact the conference services staff.

## SHIPPING & RECEIVING

The Victoria College Emerging Technology Complex can accept packages for meetings no more than three (3) business days prior to first meeting date during the following times: Monday through Friday 8 a.m. – 5 p.m. If Client needs to ship packages outside of this time frame, please make arrangements with a Complex conference planner prior to shipping. All packages for a program must be labeled as follows:

## VICTORIA COLLEGE EMERGING TECHNOLOGY COMPLEX

Group Name and Event Dates

Attention: Erica Bancuch, Director of Operations

7403 Lone Tree Road

Victoria, TX 77905

Pallets will not be accepted without prior approval; packages cannot be accepted or shipped for non-registered guests. Box storage charges are \$10 per day. If Client needs packages shipped out at the conclusion of a meeting, please advise Complex conference coordinator. The charges outlined above will be charged for the storage of these packages. These charges do not include the cost of shipping. The charges will be billed to the master account.

## SMOKING

No tobacco is allowed in any Victoria College facility. No smoking, including electronic cigarettes, is permitted at the Emerging Technology Complex, the Industrial Training Center, the Victoria College Conference & Education Center, or adjacent parking lots.

## USAGE HOURS

Business hours are 7:30 a.m.–5:30 p.m., CST, Monday – Friday.

Clients using the facility outside of business hours will be charged additional extended hours rates.

Usage hours reflect actual hours in which Client has access to reserved space, including set-up and clean up by Client. The Emerging Technology Complex agrees to complete in-house facilities event set up no later than the starting time of Client's usage hours. Usage hours granted shall not be extended for the occupancy or use of the Emerging Technology Complex premises or for the installation or removal of equipment without the permission of Complex management. Usage hours beyond the confirmed reservation times will incur additional charges. A representative of the Client must remain on premises at all times while event participants, staff, volunteers, and vendors are on premises.



Emerging  
Technology  
Complex

7403 Lone Tree Road • Victoria, TX 77905

(361) 580-3700 • ConferenceCenter@VictoriaCollege.edu • ConferenceInVictoria.com