

CEED

CENTER FOR EDUCATION
AND ECONOMIC DEVELOPMENT

Meeting & Event Guidelines

OVERVIEW

The Center for Education and Economic Development is a co-working facility managed by the Mission Economic Development Corporation and includes classrooms, conference rooms, and lecture hall. These various spaces are available for rent to individuals, groups, and organizations in the for-profit and non-profit sectors.

Events may not interfere with regular CEED operations and sponsored events and request for extended hours beyond regular CEED hours must be approved by Mission EDC or designee in advance. Other spaces within the CEED are subject to restrictions based on availability and non-interference with CEED operations. In addition, events and/or meetings must coincide with the Mission EDC and CEED's mission and the City of Mission's general practices. The CEED does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, age or disability.

The CEED is a state of the art facility equipped with high speed WIFI and all the latest technology that can handle the most pressing IT needs. To book meeting or event space at the CEED, please submit a Reservation Request Form to Bertha Ramirez, in person or via email: bramirez@missionedc.com

MEETING & EVENT SPACES

- **LECTURE HALL** – Theatre-style lecture hall seating for 75. Ideal for large classes, lectures, and presentations. A/V with projector, drop screen, sound system and lectern. Food and beverage are prohibited in the Auditorium.
- **LARGE CONFERENCE ROOM** – Tailor-made for large conferences, receptions, presentations or media events. Various seating arrangements. Capacity 50
- **BOARD ROOM** – The CEED's executive space. Perfect for private meetings, video conferences and for other select groups. Conference table for 12, additional seating available. A/V with projector. Food and catering available with space.
- **CONFERENCE ROOMS** – The four standard conference rooms in the CEED seat up to 12 and are equipped with WIFI, A/V and large flat-screen TV. Great for group meetings, teleconferences, video interfacing and more.
- **SMART CLASSROOMS** – Three ideal spaces for any educational entity, distance learning, and digital lectures. Hold 40 per space.
- **COMPUTER LAB** – This space includes 48 computers and is ideal for any training.

The CEED staff works closely with clients to determine their event needs. Furniture setup is considered finalized upon signing the rental agreement. Seating may not exceed stated limits on your reserved room.

GENERAL RENTAL POLICIES

All events held at the CEED must be conducted in an orderly manner and in full compliance with applicable laws, regulations and CEED guidelines. Activities associated with events must not interfere with regular operations.

- **Rental Agreement** - All customers will be required to sign and comply with a standard Rental Agreement (contract). The contents of the rental agreement are non-negotiable.
- **Security** - CEED does not provide security services as part of its rental agreement. Security requirements will be determined prior to the event on a case-by-case basis.
- **Food & Beverage** – CEED does not provide catering services as part of its Rental Agreement. The customer is responsible for making separate arrangements and payments for catering through an outside vendor. Outside food and beverage must comply with all City of Mission ordinances and Texas statutes. Food and beverage are prohibited in the Auditorium and Smart Classrooms.
- **After-Hour Events** – CEED administration or designee must approve request for extended hours beyond regular CEED hours in advance. There will be an additional charge for events that go over the contracted time.
- **Personal Property** – CEED is not responsible for damage or loss of property brought into the building. All items brought into the building may be subject to examination at the request of the CEED.
- **Smoking/Tobacco/Alcohol** – No tobacco/alcohol products of any type are permitted in any part of the CEED. This includes the loading dock and adjacent areas. However, smoking is allowed outside the building, 25 feet away from any door or entranceway.
- **Music** – No live music of any type is permitted in any part of the CEED. For outdoor events, music must be kept at a reasonable level. CEED staff has the right to request music to be turned off if it interferes with normal operations.

RENTAL FEES

Standard and non-profit fees are determined by the Mission EDC, are subject to change without notice, and are non-negotiable. The CEED defines standard entities and nonprofit entities as:

- Standard entity: Private citizens, private foundations or businesses.
- Nonprofit entity: Groups or organizations eligible for tax-exempt status under sections 501(c)(3) or other tax-exempt sections of the Internal Revenue Code.

A fifty percent discount applies to nonprofit entities when the group or individual submits a copy of a current 501(c)(3) letter of exemption or IRS nonprofit number to CEED staff. This requirement may be waived by the CEED CEO or designee with a written request.

****City of Mission Events - No rental fee will be charged for official Mayoral, City Commission, City Department functions, or library-related functions.***

RESERVATIONS & CANCELLATIONS

To reserve space at the CEED, a reservation request form must be completed and submitted to Bertha Ramirez, in person or via email: bramirez@missionedc.com

A reservation is not guaranteed until payment and a signed rental agreement are received. Meeting and event space is reserved on a first come, first served basis. Requests must be submitted at least 14 days and up to 1 year in advance. No exceptions.

A completed request form is required for each date, series of dates, or single event held on consecutive days. A submitted reservation request form does not constitute a guaranteed reservation. A signed rental agreement and required payment must be returned to CEED no later than 14 days from the date CEED sends the agreement and invoice to the customer.

Failure to do so within 14 days will result in cancellation of the reservation request. If the customer needs more than 14 days to submit the payment and rental agreement, the customer must request and receive an extension of time in writing from CEED.

Payment is due in full upon reservation for all meetings and special events. Cancellations made more than 24 hours before the reserved event or the first in a series of reserved events will be refunded at full price. Cancellations made less than 24 hours before the reserved event or the first in a series of reserved events will not be refunded. Exceptions will be made by CEED for unforeseen circumstances beyond the control of the customer.

A customer must be at least 18 years of age to book the use of a meeting room. A client's reservation time includes setup and cleanup of the reserved space. Setup will occur at the start of the reservation. Cleanup must conclude at the end of the reservation.

AUDIOVISUAL EQUIPMENT

Audiovisual equipment varies by room and is included with the rental fee. Laptops and notebook computers are permitted and can be attached to CEED audiovisual equipment for presentation purposes.

SPACE SETUP & LOGISTICS

CEED staff act as your venue manager and will assist you with details that are pertinent to using the grounds and facilities, but are not "event planners." The CEED will set up/break down CEED-owned furniture and equipment only. The customer or customer's representative is responsible for set up/break down of any non-CEED equipment used for the event. The CEED reserves the right to deny the use of any room or piece of equipment to the customer for any reason.

For events held in the CEED's outdoor area, customers must provide and set up their own furniture and equipment. Special configurations for Large Conference Room or Smart

Classrooms are the responsibility of the customer. CEED staff must be notified in writing of any deliveries, including date and time.

The caterer of your event may be an outside vendor. The caterer is responsible for providing all personnel, material, and equipment for the event. The caterer must be present to accept any deliveries of food or equipment. CEED clients are responsible for all cleanups.

Special cleaning requirements or damage caused during the use of a space will incur a flat fee including the base fee of \$50 as well as the costs of any additional repairs or replacement of damaged property. To help ensure a memorable event, all food service companies must be a State of Texas-approved caterer using only certified food handlers.

The CEED Catering Room is equipped with counter space for basic food preparation and serving. Open flames or cooking on-site are prohibited at CEED. No alcoholic beverages are allowed.

DECORATIONS

All decorations should be freestanding and must be approved in writing by CEED staff. Materials may not be attached to any walls, windows, doors or furnishings by any form of tape, pin or nail. Certain types of decorations are not allowed. Prohibited items include, but are not limited to:

- Confetti
- Decorative stickers, tape, or push pins
- Decorations incorporating metallic glitter
- Bubble, fog and smoke machines
- Open flames, candles, incense or any device emitting smoke or smell
- Any item that would cause permanent damage to fixtures and furniture

CLEAN-UP & BREAK-DOWN

Event breakdown must occur in an orderly and timely fashion. The CEED expects the customer to assist with basic clean up at the conclusion of the event, including placing trash in receptacles provided, removing all personal effects, equipment and decorations, and leaving the spaces as clean and orderly as possible.

Food disposal should include scraping all food items into trashcans, wiping down grease or oily utensils or plates with cloths or scrapers, and throwing disposable food containers into the trashcan. Special cleaning requirements or damage caused during the use of a space will incur a flat fee of \$50, as well as the costs of any additional repairs or replacement of damaged property. Items left in the CEED will be considered abandoned property and will be disposed of in accordance with standard practice.

ROOMS & RATES

Each rate purchases one 4-hour block of time, which includes time for setup and teardown of whatever furniture, equipment, and/or materials you might bring to the event. For example: If your event is 3:00PM-5:00PM, request 1:00PM-5:00PM as your 4-hour block of time. Please do not expect to be allowed to setup before your block of time begins.

ROOM	REGULAR RATE	NON-PROFIT/MEMBER RATE
Lecture Hall	\$600	\$300
Large Conference Room	\$500	\$250
Board Room	\$400	\$200
Smart Classrooms	\$400	\$200
Conference Rooms	\$200	\$100

LARGE CONFERENCE ROOM – Tailor-made for large conferences, receptions, presentations or media events. Capacity is 50 with approx. 1,210 square feet.

BOARD ROOM – The CEED’s executive space is approx. 550 square feet, perfect for private meetings, video-conferences and other select groups. Conference table for 12 and additional seating available. A/V with projector. Food and catering available with space.

CONFERENCE ROOMS – The four standard conference rooms in the CEED seat up to 12 and are equipped with WIFI, A/V and large flat-screen TV. Great for group meetings, teleconferences, video interfacing and more. All are approx. 185 square feet.

SMART CLASSROOMS – Three 1,150 square foot spaces ideal for any educational entity, distance learning, digital lectures and lap top lectures. Hold 40 per space.