Facility Usage Agreement

This agreement between the Houston Apartment Foundation (HAF) and ____________________________ is executed on ______________ (date).

This agreement is to allow you to use the HAF facility and the Dinerstein Reed Prokop Education Center, located at 4810 Westway Park Blvd, Houston, Texas 77041 on ___________(dates); in room(s) _______; event purpose________________________. Hours of operation are 8 a.m. to 5 p.m., Monday through Friday.

The HAA/HAF reserves the right to refuse use of the facility if there is a conflict with any HAA/HAF programs or events as deemed by HAA/HAF.

For the use of the facility, you agree to pay HAF the amount of $________. All events at the HAF facility must be guaranteed with a major credit card (please complete the attached credit card authorization form). Payment is to be made in full prior to the date of the contracted agreement. A receipt will be presented prior or at the conclusion of the usage period.

You agree to follow all rules and regulations established by the HAF with respect to the usage of the facility. The facility is to be left in the same condition as when the usage period began. If it is not, a cleanup fee of a minimum of $200 will be assessed.

Rules and Regulations

- You acknowledge and agree that the audio visual equipment and other property on the Premises during the usage is the property of the HAF. You agree to financial responsibility for any damage that occurs to the equipment or property during your usage period. Audio Visual equipment is available for use at $100 per room. If you choose not to use the HAF audio visual equipment, but, if assistance from the HAF staff is needed with setup of your own equipment, a $100 fee will be assessed.

- The HAF requests that you refrain from using scotch tape, nails, pushpins, pins, stick strips or other damaging fasteners to hang signs or other materials on the walls or from the ceiling. Liability for damages to the premises and its contents will be charged at actual repair or replacement cost.
• An additional fee of $25 per half hour will be added to your usage charge if you require use of the facility prior to 8 am or after 5 pm.
• Smoking is not permitted in the HAF facility. The HAF facility has a designated smoking area in the back of the building.
• No lighters, candles, matches or flammables are to be used in the HAF facility.
• Food and beverages are not permitted in the HAF facility without prior approval. No chafing dishes with an electric heating element or chafing dishes requiring a flame are allowed in the facility without an approved catering company employee present at the serving table at all times.
• Boxed lunches or sandwiches are the approved lunches for the computer lab. All beverages served in the computer lab must have lids.
• No alcoholic beverages, beer or wine are to be served during your usage period without prior approval from HAF. A uniformed law enforcement officer must be present during your usage period if alcoholic beverages, beer or wine are served. You will be responsible for hiring and paying the uniformed law enforcement officer.
• Parking spaces are limited; carpooling is recommended for groups over 100. Parking is not permitted on the streets – no exceptions.

You acknowledge and agree that the HAF is not liable for injury, damage or loss to any person or property caused by any other person, including, but not limited to, theft, burglary, trespass, assault, vandalism or any other crime. You further agree that the HAF shall not be responsible for any loss or damage to you, your guests, or any other persons who use the facility pursuant to this agreement. You further acknowledge that the HAF is not liable for injury, damage or loss to any person or property on account of fire, flood, water leak, rain, snow, hail, ice, smoke, lightning, wind, explosion, interruption of utilities or any other occurrence. The HAF makes no representations that any effort on HAF’s part will increase security or decrease the likelihood of assault, theft, or illegal entry upon the Premises.

You agree that if you fail to comply with any provision of the agreement, you shall be deemed in default. In the event that you are in default of the agreement, you further agree to indemnify the HAF for any damages suffered as a result of your default, including, but not limited to, reasonable attorney’s fees and any other costs that the HAF incurs as a result of your default.

You may cancel this agreement up until 48 hours prior to the first day of the usage period. If you should cancel after 48 hours prior to the first day of the usage period, you will be charged 50% of your usage fee.

Houston Apartment Foundation “HAF”                      Facility User
By: Houston Apartment Foundation                      Company: ____________________________
Name: Marie Garza                                        Name: ____________________________
Title: Building Manager                                   Title: ____________________________
Date: ____________________________                       Date: ____________________________
CREDIT CARD AUTHORIZATION FORM

Date: ________________

I, ____________________________________ (client’s name) authorize the Houston Apartment Foundation to charge my credit card according to the details below. I guarantee full payment of the account as described.

Amount Charged: __________________________

Date of Function: _____________________

Time of Function: (start) __________ (end) __________

Room(s): (check all that apply)

_____Michael Stevens Interests & Camden - Room A/B
_____Michael Stevens Interests & Camden - Room A
_____Michael Stevens Interests & Camden - Room B
_____Direct Energy LP & Liberty Personnel & Executive Search - Computer Lab Room
_____Redi Carpet & The Winograd Families/Judwin Properties Inc - Conference Room (A/V Equipment)

Type of Card: ___AMX ___MC _____VISA _____Discover

Card Number: _______________________________ security number __________

Expiration Date: ______________

Signature of authorized user or authorized agent of the authorized user:

________________________________________________________________________

Print full imprinted name as it appears on the card: (print)

________________________________________________________________________

Print billing address of card holder: ________________________________________

Phone number: _________________ Email address: _______________________

Contact name (if different that cardholder’s name): ________________________
**Event Order Form**

<table>
<thead>
<tr>
<th>Company: ____________________</th>
<th>Event Date(s): ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: ____________________</td>
<td>Phone: ________________________</td>
</tr>
<tr>
<td>Address: ____________________</td>
<td>Cell: _________________________</td>
</tr>
<tr>
<td>____________________________</td>
<td>Fax: __________________________</td>
</tr>
<tr>
<td>Contact on-site______________</td>
<td>Email: ________________________</td>
</tr>
<tr>
<td>Room Charge: ________________</td>
<td>Event Purpose: ________________</td>
</tr>
<tr>
<td>Event Time: start______ end______</td>
<td>Expected Attendance: ____________</td>
</tr>
</tbody>
</table>

Check the room(s) you will be using:
- Camden and Michael Stevens Interests (Room A)
- Camden and Michael Stevens Interests (Room B)
- Camden and Michael Stevens Interests (Room A/B)

**Room Set-up (check one)**
- Theatre
- Rounds of six
- Rounds of eight
- Classroom
- Direct Energy, LP and Liberty Personnel & Executive Search (Computer Lab) seats 24
- Conference Room (first floor) seats 20

**AV Equipment Required** (check one) ___ yes ___ no ___ n/a
Check the AV options that you will use in the Camden and Michael Stevens Interests room(s)
- Projectors (VGA connection)
- Automated projection screens
- Hand held microphones
- Lavalier microphones (clip-on)
- Fully functional sound system
- Internet access
- DVD/VCR with direct projection onto screens

Note: Your company will be charged for long distance calls if they exceed 30 minutes.

**Food and Beverage**
- No food will be brought to facility
- Food will be brought or delivered to facility

All beverages must have lids. Boxed lunches or sandwiches are the approved food for the computer lab

Catering company ________________________________
Type of food selection for breakfast/lunch or snack ________________________________

Will a Vendor Company be providing food for your event? ___ Yes ___ No
If yes, name of Vendor Company ________________________________
Vendor company contact ____________________ Phone ____________________

It is your responsibility to notify the vendor of the facility's food policy.

Signature: __________________________ Date: ____________________
Print name: ________________________ Title: ____________________

*Return signed forms to Marie Garza (direct number 713+595-0306)*
*Email to mgarza@haonline.org Fax: 281+582-1503*
Facility Rental Fees

The Dinerstein Reed Prokop Education Center is located on the second floor of the HAA/HAF building, 4810 Westway Park Blvd. in the Westway Park Development at Clay Road and Sam Houston Parkway. Dinerstein Reed Prokop Education Center Hours: Monday thru Friday 8AM to 5PM. There is an additional charge for additional hours pending approval.

<table>
<thead>
<tr>
<th>Room</th>
<th>Half-Day</th>
<th>Full-Day</th>
<th>Audio/Visual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room A</td>
<td>$250</td>
<td>$325</td>
<td>$100 flat rate</td>
</tr>
<tr>
<td>Room B</td>
<td>$250</td>
<td>$325</td>
<td>$100 flat rate</td>
</tr>
<tr>
<td>Room A/B</td>
<td>$500</td>
<td>$625</td>
<td>$100 flat rate</td>
</tr>
<tr>
<td>Room C, Computer Lab</td>
<td>$450</td>
<td>$450</td>
<td>included</td>
</tr>
<tr>
<td>Room C Additional Software</td>
<td>N/A</td>
<td>$100</td>
<td>Set-up fee $100 min/$100 per hour</td>
</tr>
<tr>
<td>Conference Room</td>
<td>N/A</td>
<td>$100</td>
<td>$100 flat rate</td>
</tr>
</tbody>
</table>

*limited to 3 days rental per month per member

Seating Capacity

<table>
<thead>
<tr>
<th>Room</th>
<th>Classroom</th>
<th>Theatre</th>
<th>Rounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room A</td>
<td>60-72</td>
<td>112*</td>
<td>80</td>
</tr>
<tr>
<td>Room B</td>
<td>60</td>
<td>102*</td>
<td>80</td>
</tr>
<tr>
<td>Room A/B</td>
<td>120*</td>
<td>200*</td>
<td>160*</td>
</tr>
<tr>
<td>Room C</td>
<td>24 Computer Terminals</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Conference Room</td>
<td>18</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

*limited parking - carpooling recommended

Audio/Visual Equipment

- Projectors (VGA connection)
- Automated projection screens
- Instructor computer for downloading presentations
- DVD/VCR combo with direct projection onto screens
- Internet access with Wi-Fi
- Fully-functional sound system, including hand-held and lavaliere microphones (Rooms A and B only)

Also included in the Computer Lab (Room C)

- 24-station computer lab
- Printer

**Note:** Your company will be charged for long distance calls if they exceed 30 minutes.

Other On-Site Amenities

- A 10 foot by 5 foot stage
- Podiums in each room
- Onsite copy machine (subject to job approval and availability)
- A fully-equipped kitchen and food service preparation area
- Complimentary coffee and water
- Soda machine
- Private, conveniently located restrooms
- Total parking spaces 110 *limited parking - carpooling recommended