

Resource Center Meeting Space

Terms of Use



resourcecenter®

Accessible Accommodations – Meeting rooms, restrooms, elevator and drinking fountains are accessible for people with physical challenges. To ensure that logistical arrangements will accommodate attendees, Users should advise the Center of any special needs prior to your meeting date.

Access, General – Upon receipt of payment, the Center agrees to provide User the reserved room(s) with access to restrooms and kitchenette.

Affiliation, Recovery Group – 12-step groups must be recognized by and registered with a national 12-step program or recognized service center.

Animal/Pets – Animals are not allowed, with the exception of trained service animals assisting those with physical challenges.

Availability – Space is made available only when the Center does not require the use of the space and the User abides by the conditions of the agreement. The Center agrees to give notice should space become unavailable for recurring meetings.

Beverages – Users are responsible for providing their own beverages. Alcohol may be served only as long as the following rules are observed: No one under age 21 may be served; glasses must stay in the reserved room and not extend into the hallways or common areas; the User may not advertise that alcohol will be served at the gathering; and it may not sell alcohol by the glass, bottle or cans or sell tickets that can be exchanged for alcoholic beverages. Events serving hard liquor require a TABC certified bartender arranged through your caterer. Events serving alcohol require additional security (see Security.) Red wine and/or dark colored beverages are not permitted on carpeted areas.

Cancellations – Users canceling reserved rooms less than 24-hours before the scheduled event will be charged for the reservation and are not entitled to a refund/credit. In event of inclement weather, Users must notify Center of cancellation at least one hour before the meeting in order to avoid paying for the reservation. In the event the Center closes its location due to inclement weather, the Center will notify Users as early as possible and User will be entitled to a refund for amounts pre-paid for that event.

Caterers – Resource Center maintains a list of approved professional caterers to provide food and beverages for Users events. Approved caterers have a Certificate of Liability Insurance on file with the Center.

Catering kitchen – A catering kitchen is available for additional fee in conjunction with Assembly Room rentals. A deposit is required.

Charges and Payments – A valid credit card is required to pay for rooms. A confirmation of the rental amount will be sent by email to the User. Other fees are payable to “Resource Center” by cash, check or credit card. The card may be charged for unpaid facility use, as well as for cleaning or damage fees which will be invoiced. Users that meet regularly may keep a credit card number on file and renew it annually.

Check-In/Out Procedures – Users and meeting organizers are requested to check in at the reception desk prior to the start time of their scheduled meeting. Users may schedule an orientation of room logistics (kitchenette, restrooms, etc.) by contacting meetings@myresourcecenter.org. The meeting host is responsible for returning chairs and tables to the state in which they were found.

Children/Youth – Any child/youth younger than 16 years of age must be accompanied by a responsible adult. Youth ages 12-18 may be in the Youth First area unaccompanied during any Youth First programming. Youth are not permitted to wander around the Center at any time.

Contact Person(s) – The name, email and phone number of the contact person must be on file with the Center.

Damages – User assumes all responsibility for physical damages to Center property resulting from deliberate acts or negligence by the User and others in attendance of the scheduled event. Additional fees for physical damages will be assessed and invoiced to the User. Property damage attributed to a User may also result in exclusion from future Center use.

Decorations and Candles – Table top and free standing decorations are permitted. Push pins, tacks, glitter, confetti and tape are not permitted due to damages they cause to walls and vacuums. Open-flame candles are not permitted due to fire hazard and local fire codes. LED candles are permitted. Smoke and fog machines are not permitted.

Deliveries – Users arranging for third party deliveries must have someone present during deliveries and pick-up. Users are responsible to ensure that no Center property is removed from the building during these deliveries and pick-ups.

Digital Signage – Event titles and times can be included on the Center’s digital event board at the reception desk. To promote your event, email meetings@myresourcecenter.org.

Emergency Contact – To reach a Center representative on an emergency basis during non-business hours, Users may call 214-540-4420 for the supervisor on call.

Events – Events may require a cleaning charge of no less than \$250.00 if the space is not restored to its pre-event state; this includes building damage including carpet stains. Additional security required will be at the expense of the User. Users are not permitted to prop open external doors to the building.

Fundraising – All fundraising events on the Center premises require prior approval in writing.

Furnishings and Equipment – No furnishings or equipment shall be removed from the room in which they were found without prior approval of the Center.

Indemnification – The Center agrees to hold harmless and to indemnify the User and individuals reserving meeting space and individual employees, officers, or board members of such organization for any and all liability of the Center resulting from complaints, grievances, claims, actions, or suits which arise from performance under this agreement of the Center and its employees, officers, board member or agents. The User and individuals reserving meeting space agree to hold harmless and to indemnify the Center and individual employees, officers, or board members of such organization for any and all liability of the named organization resulting from complaints, grievances, claims, actions, or suits which arise from performance under this agreement of the named organization and its employees, officers, board member or agents.

Insurance Requirements – General liability is required for most events at the Center. An organization or individual that does not have general liability insurance through their organization, home owner’s policy or caterer (including liquor liability as applicable) may contact the Center’s room booking coordinator for recommendations.

Kitchenette – The first floor kitchenette is equipped with a sink, microwave and standard refrigerator. The refrigerator is emptied daily (no overnight storage). There may be more than one group using the kitchenette at one time and it is expected that no one will use or remove another group’s items without their permission.

Lost and Found – Please turn in all items (cell phones, notebooks, glasses, coats, etc.) left in meeting rooms to the Center’s reception desk Monday-Friday, 9 a.m.-9 p.m. If an item is not claimed within two weeks, it will be disposed of.

Media Coverage/Press Conferences – Users must request prior written approval to allow media coverage on Resource Center property. Requests for media/press coverage must be made three (3) business days prior to the meeting through the Center’s Communications staff AT 214-521-5124. The Center reserves the right to approve or decline media access to meeting facilities based on the topic’s compatibility with the Centers mission or a risk to the Center’s property or other guests.

Meeting Purposes – No admission/training fees may be collected. Membership dues or donations towards the use of space may be collected.

Meeting Scheduling – Reservations require a minimum of 24-hour notice. Events may be booked up to one year out. Approved active 12-step groups may meet perpetually.

Name and Brand – Resource Center name and/or logo or logos of the Center's programs are not to be used in meeting notices without prior written consent. The User must not claim to be affiliated with the Center. The Center's address should be listed as Resource Center, 5750 Cedar Springs Rd., Dallas, TX 75235.

No-Show – Once a meeting is confirmed, it is the responsibility of the meeting's host to inform the Center of the need to cancel.

Occupancy Limit – Occupancy limits for meeting rooms will be strictly enforced. Emergency exits must remain clear at all times. Users are expected to cooperate with efforts to maintain security of the building and grounds and to provide for the safety of all visitors.

Parking Lot – Parking is available at no charge in the attached parking lot. There are 84 parking spaces with 5 designated as handicap spaces. Guests may not park in the reserved parking spaces. Users are not permitted to reserve parking spaces for their event. A section of the parking area may be rented for an outdoor event, festival or vigil. Pricing will be set on a case-by-case basis dependent upon the purpose of the event and space used.

Participants/Guests – The User is responsible for properly supervising all activities on the premises and for informing event participants of the terms explained in this document.

Prohibitions – No firearms, weapons, illegal drugs, illegal activities and/or violence is prohibited on the premises. No activities may be held at the Center that involve the use of drugs, sexual activity, exchange of body fluids, nudity, sex play or demonstrations. Partisan political activities are prohibited, including political campaign fund raisers and campaign speeches. No election materials may be displayed in the building or the parking area other than bumper stickers on personal vehicles.

Refunds – Refunds will only be given if the meeting is cancelled/rescheduled 24-hours prior to your scheduled event or if a substandard building condition is present such as the HVAC or another essential system is not working or if the building closes due to inclement weather. Refunds are limited to credit back to the credit card used to schedule the event. The Center is not responsible for any loss of revenue. Resource Center can cancel any contract if/when a company/individual is in violation of contract, code or conduct or does not meet Resource Center's standards.

Representation – The name of the User must readily convey to the public what kind of entity it is and/or the national organization with which it is affiliated when applicable.

Reservation Confirmation – Once a meeting room has been confirmed, the meeting host will receive an email confirmation.

Respect & Noise – The building must be treated respectfully – no shoe/foot marks on the walls, no litter left in rental rooms or common areas, leaving the kitchenette and catering kitchen in pre-event condition, etc. Monday-Friday, 9 a.m-6 p.m. every effort should be made to maintain a reasonable noise level so to not disturb the Centers regular work activities.

Restricted Access – The first floor counseling center and Youth First areas, and second floor admin area are restricted to Center employees unless special arrangements are made.

Security – External doors to the building may not be propped open at any time. The meeting/event host agrees to ensure the security of the building during and after the use of the facility, including turning off lights after evening and weekend events. Events serving liquor require security. The Center can arrange for off-duty police officers through Dallas Police Department with a four-hour minimum. Security is required for events serving hard liquor.

Set-up – The Center provides a basic setup of chairs and tables for meetings and events in the Buchmeyer Conference Rooms and Wakin Conference Room only. Users may not move tables and chairs to suit their needs. Users agree to leave the facilities in pre-event condition, including returning chairs, tables and other furniture to their original locations within the reserved rooms and disposing of all containers, handouts, etc.

Signage & Promotions – Signs advertising meetings may be displayed with prior approval from the Center in the designated area only. To promote an event on the Center's digital display at the reception desk, email meetings@myresourcecenter.org.

Smoking – Resource Center campus is a smoke-free environment, including e-cigarettes. Guests must leave the property to use tobacco products.

Sponsorship – The Center may not allow free use of space in exchange for co-sponsorship of an event unless the Center is the only co-sponsoring service provider.

Weapons – The Center prohibits entry of any person who is carrying a firearm or other weapon, including a licensed concealed weapon and open carry, except for authorized security personnel and law enforcement officials.

Resource Center Meeting Space Rental Agreement

I, the undersigned, representing myself and the named organization, do hereby agree to be bound by and comply with all the terms listed in the Resource Center Meeting Space Rental Agreement. I agree to be present and responsible during the event.

Further, I accept responsibility for damages caused to the building, equipment, furnishings and surrounding areas.

This is a binding contract. By signing this agreement and paying the rental fee(s), the undersigned represents that he/she has read the terms and conditions in full and understands and agrees to comply therewith in all aspects.

Organization name:

Renters name: (please print)

Signature: