

Member MEETING SPACES and FACILITY RENTAL



Located in the heart of Uptown for over 40 years, the Dallas Institute of Humanities and Culture is home to rich and diverse literary programs that explore the imagination of the humanities from the classics to the great thinkers of today. Our unique and historic venues provide guests with serene and tranquil venues for any occasion.

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Meeting Spaces

Whether you're in the area with time to spare, need a space to finish that chapter, or bringing your team to a change of environment, these areas have the comfort and capacity to reinvigorate and energize. Would you like a cup of coffee, latte or tea? Let us know!

Studying

Active membership with the Dallas Institute required
1-4 people, no reservation needed, no charge
During DIHC business hours only (9-5 M-F)
Thomas Hall: Living Room or the Nook

Gathering

Active Membership with the Dallas Institute required
5-10 people, reservation required, no charge
During DIHC business hours only (9-5 M-F)
Conference Center: Athena or Prometheus rooms
Stroud House: Red Room or Annex

Medium Event Spaces

Of moderate size, our meeting rooms give convenience and privacy needed to make efficient decisions.

- 10-25 people, pre-set room, reservation and deposit required, 7:00 am to 9:00 pm availability, Monday through Friday
- \$50/hour for peoples with active Dallas Institute memberships required as Meeting day
- \$80/hour for non-members of the Dallas Institute
 - NCM Conference Center: Prometheus or Athena rooms
 - Stroud House: Annex or Red Room



The Athena Room – Named for the Greek Goddess of wisdom and warfare, this room boasts a large worktable for 12, and a significant portion of the Sardello Collection of Spiritual Psychology. Windows give a peek of sunlight and has its own exit for loading or unloading.



The Prometheus Room – Sharing a common area with the Athena Room, this work space contains a slightly larger table for 15, with double doors for ease of access.



The Red Room – A former frame shop's showcase, this room is ideal for a beautiful reception or cocktail party and adds a sophisticated touch to any occasion. Up to 12 individuals can fit around the hoofed glass table.

The Annex – Inviting and industrial in feel, this converted workshop makes a great space for meetings and modern celebrations. During pleasant weather, the garage door opens to bring the outdoors indoors. One long wooden table has three drop-in leaves that can fit between 8 to 16.



Large Event Spaces

- 20-100 people, reservation and deposit required, 7:00 am to 9:00 pm availability
- \$200/hour for DIHC members (active Dallas Institute memberships required as of Event day)
- \$250/hour for non-members of the Dallas Institute
- Pre-set room, hospitality attendant on campus
 - Nancy Cain Marcus Conference Center
 - The Stroud House's Annex and Red Room/The Cour Regard

The Stroud House – Built in the late 1800s, this historic home provides numerous spaces for festive receptions and meetings. Entertain guests and business associates within the spacious room with dual fireplaces and in the balcony courtyard. This location provides the perfect background for both small soirees and refined meetings. The Stroud House pairs both the Red Room and the Annex to a capacity for 80. Renovations will add four new spaces coming in 2020.

The Red Room – A former frame shop's showcase, this room is ideal for a beautiful reception or cocktail party and adds a sophisticated touch to any occasion. [Photo on previous page.]

The Annex – Inviting and industrial in feel, this converted workshop makes a great space for meetings and modern celebrations. During pleasant weather, the garage door opens to bring the outdoors indoors. [Photo on previous page.]

The Cour Regard – A former bookstore, this remarkable building gives the feeling of a rustic lodge. Boasting a stone fireplace, soaring ceilings, and chandelier, this intimate space is perfect for small performances, readings, and gatherings. Included for no fee are exquisite acoustics. Capacity of 80.

The Nancy Cain Marcus Conference Center – Our largest venue, the conference center is perfect for meetings and symposiums. Complete with projection screen and audio-visual capabilities, and kitchen for food staging, this site is fitting for events of all types. Capacity of 100.



Meeting Spaces Agreement

MEMBER RESERVATIONS

The Dallas Institute allows active members, as a membership benefit, to reserve certain spaces at no cost for individual or small group use (2-10 people) for work or leisure, under these conditions:

- Reservations may take place between the times of 9 am and 5 pm on business days (excluding holidays).
- Any group that benefits from the reservation complies with Page 6 of the rental policy.
- The Institute reserves the right to deny reservations based on employee meetings or events.

Date: _____

Member: _____

Phone: _____ Email: _____

Membership level: _____ Expiration date: _____

AUTHORIZED REPRESENTATIVE OF ORGANIZATION

Date

RENTAL COORDINATOR

Date



Facility Rental Guidelines

Reservation Confirmation

All reservations are made through the Institute's rental coordinator. A reservation is made, and the event is placed on the Institute calendar when a signed rental agreement has been executed. The deposit fee is due two weeks in advance of the event. If the deposit fee deadline is not met, the reservation is automatically cancelled. Proof of insurance may be required.

An individual or organization desiring to rent or reserve any portion of the Dallas Institute of Humanities and Culture campus at 2711, 2719, or 2723 Routh Street must adhere to the Dallas Institute staff's availability and event programming schedule. Final approval of any rental or reservation rests with the Executive Director.

- Rental Rates: \$250.00 per hour
- Deposit: 50% of total use fee (amount of estimated time).
- Cancellation: A two-week notice is mandatory for refund minus credit card processing fees; otherwise, deposits are non-refundable.
- Payments:
 - Checks should be made payable to The Dallas Institute of Humanities and Culture and provided to the onsite Institute representative at the beginning of the event.
 - A credit card may also be used by phone to pay either the deposit or the remaining balance.
 - Cash payments over \$250 are not allowed.
- Included amenities: Furniture (tables and chairs). *Varies by facility. See rental coordinator for details on renting extra items.

Additional requirements:

- Organization is responsible for final room setup; the Institute will pre-set a room roughly to discussed specification.
- Cooking is not permitted.
- Warming staged food is allowed.
- Your organization's designated representative is responsible for accepting and approving catering orders. The Institute will not accept and approve catering on your behalf.
- All event supplies are to be brought in and removed within the reservation period.
- Trash must be removed and placed in appropriate receptacles located in the parking lots. Recycling bins are also available.
- Facility must be left in the same condition as upon arrival. Floors to be free of debris and tabletops cleaned with Institute provided products.
- Off-street parking is available for 25 - 30 cars. Street parking is available, subject to posted city regulations. Use of additional parking behind the Institute must be permitted by the Institute's rental coordinator.
- Designated organization representative must remain onsite for the duration of the event.
- At the event's close, an Institute representative will inspect the premises with the organization's designated representative. Any damages and fees will be documented and billed to the organization.
- Alcohol service must comply with Texas Alcoholic Beverage Commission requirements (www.tabc.state.tx.us).

Facility Rental Agreement

Organization: _____

Contact Person: _____

Address, City, State, Zip: _____

Phone: _____ Email: _____

Date of Event: _____ Start Time (with set-up): _____ End Time (with breakdown): _____

Event Description: _____

Rental Space: Annex Conference Center Cour Regard Red Room

Rental Fee: _____ Due: _____ Deposit: _____ Due: _____ Total: _____

Your organization's designated representative must always remain onsite during the rental.

Designated representative: _____

Cell Phone: _____

Rental is subject to the terms of the Rental Policy. Organization assumes full responsibility for all loss or damage that may occur in connection with Institute property use.

I agree to the terms and conditions listed on the Rental Policy and Agreement:

AUTHORIZED REPRESENTATIVE OF ORGANIZATION

Date

RENTAL COORDINATOR

Date



Rental Limitations

The Dallas Institute may rent to any individual or organization under these conditions:

1. Rentals for religious, fundraising, political or "under-21" events are not permitted.
2. The event, individual, or organization:
 - a. Does not discriminate against any individual or group on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
 - b. Is not in conflict with any of Dallas Institute tenets, mission, values, or goals.
 - c. Is not violating any national, state, or city law with their activity at the Dallas Institute.
3. The event is not in competition with simultaneous Dallas Institute programming.
4. The Dallas Institute reserves the right:
 - a. To have staff/employees at events on the campus at all times; and
 - b. To request proof of liability insurance from the individual or organization.

Unless otherwise negotiated, the property-use fees, with a minimum of four hours, will follow the schedule set by the Dallas Institute for particular spaces. Rates may vary depending on intensity and DIHC staff involvement.