



Northside Education Center
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El Campo, TX 77437

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Policies for NEC Meeting Rooms

1. Payment in full is due at the time of reservation.
2. Clients using a meeting space must leave the space clean, in the same layout as they found it, with lights off and doors closed.
3. Burning of any materials is not allowed inside the building – no smoking, no candles, and no incense. Illegal substances are not permitted anywhere in the building. No pets are allowed inside the building except for service animals.
4. Any display materials must be set on easels or otherwise arranged ahead of meeting time. No posters, pictures, flyers or other materials may be affixed to the walls.
5. The client will supply all supplies and equipment for use in the meeting room, unless otherwise arranged. Please do not borrow from open offices.
6. Only the room(s) being rented and neighboring public spaces (e.g., restrooms, hallways) are open to the public. If you need to change rooms, please clear the move through NEC staff.
7. If you rent the kitchen, please keep it neat and label the refrigerator items with your group's name. We will toss unlabeled items during cleaning.
8. Do not prop open doors. The building needs to be secured and no strangers allowed in. Please use only the front door for all entry and exit. After the doors are locked, a doorbell is used to let people in.
9. Public parking is available at the front and back of the building.
10. The renter accepts responsibility for any damage to NEC property arising from the group's use of the facilities and will pay for repair or replacement of damaged property.
11. The renter accepts full responsibility for all claims for damages for bodily injury or to property arising from the group's activities at the NEC, and agrees to indemnify the NEC for any claim, loss or liability resulting from the group's use of NEC facilities and not arising from negligence of the NEC.

EMERGENCY CONTACT INFORMATION: In case of emergency at NEC when no staff is on duty, please check the front desk for emergency assistance contact names and telephone numbers.