

Sunset Mall Community Room Policies

Available Facilities and Equipment

The Sunset Mall Community Room is a 3170 square foot space located in between Fresh Cuts and the Brady Bunch Boutique. The space holds up to 105 people without tables and chairs. There is a restroom facility located inside the room.

Use of the room offers the following:

- 8 Ft Tables & table cloths
- Tables
- Number of tables/chairs dependent upon mall use and event schedule
- PA System or staging may also be available for an additional fee.

Hours of Use

The Community Room may only be scheduled for use during the following hours. These hours vary from Sunset Mall shopping hours. Shopping hours begin at 10 a.m. Monday -Saturday and begin at 12 p.m. on Sunday.

Monday - Saturday

8 AM - 9PM

Sunday

12 PM - 6 PM

Who may use the Community Room?

The Community Room is available for public gatherings of a civic, cultural or educational character. This could include meetings, receptions, small birthday parties.

Sunset Mall programs and meetings have first priority for use of the Community Room. Sunset Mall reserves the right to schedule and make assignments according.

Any organization or group using the room must sign an event agreement for the dates of use. In addition, any organization or group using the room must supply a certificate of insurance. The insurance must include the following minimums and must list the additional insureds as shown below. In some cases, a hold harmless form will be accepted.

| | |
|-------------|---------------------------------------|
| \$2,000,000 | Aggregate General Liability Insurance |
| \$1,000,000 | Employers Liability Insurance |
| \$500,000 | All Risk Property Damage Insurance |
| Statutory | Workers Compensation Insurance |

Additional Insureds:

Radiant Sunset Building, LLC and Jones Lang LaSalle Americas, Inc.

How to reserve the Community Room

Organizations wishing to use the Community Room must fill out an Application for Use of Community Room. The application can be found online at www.sunsetmall.com and in the Sunset Mall Management Office located at 4001 Sunset, Suite 1182. Turning in an application does not guarantee use of room. The Sunset Mall Marketing Assistant/Event Coordinator will contact you to schedule your event.

Applications can be mailed, e-mailed, or made in person at the location where meeting is to take place at least 2 weeks in advance to the event date requested. If the application is approved, all paperwork must be completed and turned back in at least 1 week before the event.

Sunset Mall reserves the right to determine whether a proposed use of facility is appropriate and to withhold permission for such use. Sunset Mall also reserves the right to determine the charges and conditions for community use of Community Room and space.

Fees and Deposits for Meetings

\$50 Deposit Non-Refundable

\$125 Per Day tables and chairs provided (you set up and take down)

Additional \$30 for additional consecutive days (limited to 3 days)

Additional \$30 a day use for sound system.

Not-for-profit discounts may be available for 501c3 organizations

Fees and Deposits for small birthday shower, baby shower, etc

\$50 Deposit Non-Refundable

\$150 Per Day tables and chairs provided (you set up and take down)

Additional \$50 for additional consecutive days (limited to 3 days)

Additional \$30 per day use for sound system.

Not-for-profit discounts may be available for 501c3 organizations

Fees and Deposits for Business and Event Use will be determined by Event

Food and Drink

Food for the public is only allowed in the Community Room if the organization has paid the fees.

Alcohol is not permitted in the Community Room.

WiFi

WiFi is available in the mall common are but may not reach into each specific space, if you require WiFi, the most efficient and economical way to do so would be setting up a hot spot from your phone.

Use Guidelines

Sunset Mall is a tobacco free facility. Smoking, or the use of any other tobacco products will not be allowed anywhere in the Sunset Mall facility. Programs or meetings may not disturb the use of the Sunset Mall by another patron. Staples and nails and other permanent attachments may not be used to adhere items to walls or windows. Sunset Mall reserves the right to have a staff member present at any event.

Clean Up and Inspection

After the meeting, a representative of the organization must meet with a Sunset Mall staff member to check the room, return the key and record the number of participants at the meeting. The room must be left in the condition it was found. The organization is responsible for cleanup of the room including the removal of decorations and trash. (Trash to be deposited in the trash can)

Rights and Responsibilities of Sunset Mall

Sunset Mall will not be responsible for any damage, loss or injury to any person or property resulting from or in any way related to the use of community room, whether or not occurring during a function held under the terms of the Use Guidelines, and each lessee releases Sunset Mall from any and all such claims for damages as part of the consideration for its use of the facilities.



Application for Use of Sunset Mall Community Room or Sunset Mall Event

Organization/Name _____

Address _____

Organization Phone Number _____ Organization Fax Number _____

Type of Organization _____

Organization Tax ID _____

Primary Contact _____

E-Mail Address _____

Address _____

Phone Number _____ Alternate Phone Number _____

Please Describe the Event: _____

Date & Time of the Event : _____

Is this event free to the public? _____ Is this a fundraiser? _____

Will there be food items available at the event? _____

Specify number of tables & chairs needed. (Max 19 tables & 152 chairs)

Tables _____ Chairs _____

I have read and understand the Sunset Mall Community Room policy and agree to abide by all rules, regulations and can provide the certificate of insurance or sign a hold harmless agreement.

Signature _____ Date _____

Please Return this form the Sunset Mall Office, 4001 Sunset Suite 1182-San Angelo, TX 76904

or email marlee.sanchez@jll.com