

Clubs

Program Manual

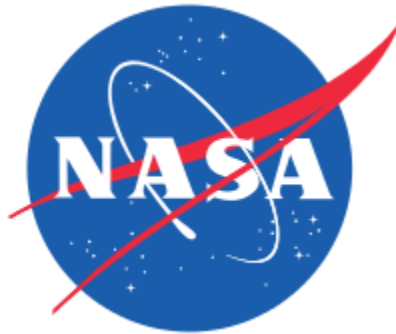


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General Information

NASA Exchange-JSC encourages and supports the organization of group activities and functions at the Johnson Space Center's Gilruth Center, dedicated to social, athletic, educational, cultural, and welfare interests of its members. NASA Exchange-JSC provides services and facilities for the benefit of employees, contractors, their families, and guests. It supports numerous clubs and activities. NASA Exchange-JSC Recognized Clubs have the status of an independent organization, are not endorsed or sponsored by NASA Exchange-JSC, and are not an instrument of the federal government¹.

This Program Manual outlines the process and requirements for a group to obtain NASA Exchange-JSC Recognized Club Status², which is the acknowledgment of a group's existence and grants the group access to the benefits described in this Program Manual, so long as the group adheres to the obligations and responsibilities described in this Program Manual. Status as a NASA Exchange-JSC Recognized Club [Recognized Club] does not constitute endorsement by the federal government, does not evidence support by the federal government of any viewpoints held by the Club, does not entitle the Club to any financial support from the federal government, does not establish religion, and does not prohibit the free exercise thereof.

The benefits and facility access outlined in this Program Manual are extended to all Clubs that have obtained NASA Exchange-JSC Recognized Club Status. The benefits and facility access outlined in this Program Manual are based on a current understanding of the projected availability of NASA Exchange-JSC goods, services, facilities, and equipment. In the event that NASA Exchange-JSC's projected availability changes, Recognized Clubs shall be given reasonable notice of that change. NASA Exchange-JSC's use of the goods, services, facilities, or equipment shall have priority over the use planned by any Recognized Club. Should a conflict arise, NASA Exchange-JSC, in its sole discretion, shall determine priority use and availability. Likewise, should a conflict arise as between two or more Recognized Clubs, NASA Exchange-JSC, in its sole discretion, shall determine the priority as between those Recognized Clubs. This Program Manual does not obligate NASA Exchange-JSC to seek alternative government property or services under the jurisdiction of NASA at other locations.

Employees are free to develop their own group activities independent of NASA Exchange-JSC, but Recognized Clubs may find their programs enhanced by NASA Exchange-JSC recognition, as this enables them to utilize NASA Exchange-JSC equipment and facilities, as well as other assistance. The NASA Exchange-JSC Club Coordinator acts as a liaison with Recognized Clubs can answer general questions, ensures Recognized Club information is up to date on the website, and coordinates with clubs, as necessary.

Recognized Clubs activities may not use the seals, logos, or insignia of NASA on organizational letterhead, correspondence, titles, or in association with organization programs, locations or activities.

¹ Recognition as a NASA Exchange-JSC Club does not establish an independent organization as an instrumentality. See NPD 9050.6K(1)(b)(2)-(3)

² In accordance with NPD 9050.6K(1)(b)(4)

The NASA Exchange-JSC reserves the right to terminate a Recognized Club relationship at any time due to non-compliance of the Club Manual. Violations of these terms will result in Recognized Club termination.

Diversity & Inclusion

We have learned that focusing on a diverse and inclusive environment enhances engagement, enables teamwork and fosters creativity and innovation -- it is a sound business practice that offers greater productivity, a competitive edge and is essential in attaining our mission. For this reason, the JSC environment must continue to be a place where everyone is valued and respected. Toward that end a team of civil servants and contractors developed the JSC Expected Behaviors, which can be briefly summarized as...

- Be respectful—Demonstrate consideration and appreciation towards all
- Be trustworthy—Act with integrity and honor
- Be accountable—Be answerable and responsible for your actions
- Be open minded—Be receptive and flexible when new ideas are presented

All NASA-JSC club participants are expected to demonstrate these behaviors with everyone else in our community every day.

Formation of a Recognized Club

NASA Exchange-JSC does not organize new clubs. NASA Exchange-JSC recognizes clubs after prospective members propose to form a group, develop a constitution and other items of formation, and submit them to the Club Coordinator for consideration. Recognition does not create endorsement of sponsorship of a club by NASA or NASA Exchange-JSC.

To be recognized by NASA Exchange-JSC, clubs must submit:

1. Letter of Application (Appendix A: Page 7)
2. Year-to-year Agreement (Appendix B: Page 8)
3. Constitution (Appendix D: pages 10-14)
4. Roster form (Appendix F: Page 15)
5. Waiver/Photo Release form from each member (Appendix G: Page 16)
6. ActiveNet registration for individual participants (dependent on club activity, as determined by NASA Exchange-JSC)

Members

Recognized Clubs must consist of and maintain a base of at least 10 members with a minimum of 2 ranking officials (president, and vice-president). The base members must be NASA-JSC civil servants, NASA-JSC contractor badged employees, or NASA-JSC with retiree badges. In addition, at least 50% of the Recognized Club's total membership must be NASA-JSC civil servants, NASA-JSC contractor badged

employees, or NASA-JSC with retiree badges. For example, a Recognized Club consisting of 20 members must have 10 NASA-JSC civil servants, NASA-JSC contractor badged employees or NASA-JSC with retiree badges, which include the president and vice-president. The remaining 10 members can be community members, friends, family, and must be 18 years of age or older. Membership to the Recognized Club is open to the community. Recognized Clubs determine if they will charge membership dues.

Minors may be allowed to attend with a member. Their parent or guardian must sign the waiver/photo release form (appendix page 17) on their behalf. Upon approval of an event request, any participant under the age of 18 may be required to be accompanied by an adult. This will be determined on a case-by-case basis by the Club Coordinator.

Benefits

Upon approval, Recognized Clubs will receive the following benefits from NASA Exchange-JSC:

1. One (1) free meeting space per month during off-peak hours (upon availability, scheduled with Facility Events and Scheduling Lead). Free meeting spaces exclude the Destiny Ballroom and Lone Star Room.
2. Club name and contact information will be listed on the Starport website.
3. Two free hours of field rental time per month. Use of fields for practice upon availability.
4. Clubs may host a tournament or event at the Gilruth Center. (Will be charged for lining, lighting, and other equipment) (Prior to approval, NASA Exchange-JSC will negotiate to receive a portion of the proceeds).

Creating a Constitution and Bylaws

Each Recognized Club is required to have, in written form, the primary characteristics of the club, a description of club functions, club officers, and bylaws that cannot be changed without a formal vote. This may take the form of a constitution, or may be divided into two documents: a constitution and bylaws. Typically, a constitution contains articles that will be changed very infrequently, and will require a significant percentage (typically 2/3) of the membership to change. Bylaws usually contain items such as operating rules with a greater level of detail than a constitution, and can be changed more easily.

See Appendix E: pages 12-14 for a sample constitution.

Guest Access to NASA JSC

To gain access to restricted sites at JSC, guests must obtain a temporary badge for the time required and this badge must be requested by a NASA-JSC employee and approved by security. Badging procedures change with time and so Recognized Club officers should frequently review current security procedures.

Fundraising

Fundraising by a NASA Exchange-JSC Recognized Club is, depending on circumstances, neither encouraged nor prohibited. A Recognized Club may not hold any fundraising event on federal property including on site at the NASA Johnson Space Center or the Gilruth Center. A Recognized Club may hold fundraising activities off-site.

The collection of non-monetary gifts, also known as gifts-in-kind, are permitted with approval of the Center Director. Gifts-in-Kind include food, clothing and toys. A Recognized Club may submit a request to the Club Coordinator for approval, including the type(s) of gifts-in-kind that will be collected, the beneficiaries of the collection, and the duration of the fundraiser (beginning and ending dates), the types of collection containers that will be used, and the desired locations of collection containers.

Disestablishment of Clubs

A Recognized Club may vote to disestablish itself. Recognized Clubs will be held accountable for the actions of their members and the behavior at their events. NASA Exchange-JSC may disestablish a Recognized Club if the Gilruth Center Code of Conduct is violated, JSC expected behaviors are not adhered to or it is otherwise deemed necessary. The NASA Exchange-JSC may also disestablish a club if club officers fail to respond to repeated official correspondence, at the discretion of the Club Coordinator. The club president can submit an appeal to the Club Coordinator, which will be reviewed by the Club Coordinator and the NASA Exchange-JSC Operations Manager for final ruling.

When Recognized Clubs establish themselves, they enter into an agreement that they will respond to annual requests for information, specifically club officers, so that NASA Exchange-JSC has a complete and up-to-date record of all Recognized Clubs. After an extended period of no communication from a Recognized Club, NASA Exchange-JSC will assume that the Recognized Club is no longer viable and will transfer the Recognized Club to inactive status. If a Recognized Club remains inactive for one (1) year, NASA Exchange-JSC reserves the right to dissolve the club.

Refer to Appendix K: Gilruth Code of Conduct on pages 26-27.

Residual Assets/Property

Clubs should not acquire capital possessions or structures that are constructed on NASA Exchange-JSC property. If such capital possessions or structures are constructed on NASA property, they will become permanent property of the NASA Exchange-JSC and may be removed or altered at the discretion of NASA Exchanges-JSC for any reason related to safety or convenience.

National Association Affiliation

Recognized Clubs are encouraged, but not required to participate and become associated with a national affiliation (example: USA Ultimate), but at the cost of its members.

Sponsorships and Partnerships

For Recognized Clubs seeking sponsorships and partnerships, prior approval is required. See the Club Coordinator for more information.

Amendments to the Club Manual

This Club Manual may be updated and / amended at the discretion of the NASA Exchange-JSC. Consult the NASA Exchange-JSC website or contact the Club Coordinator to identify the Club Manual that is currently in force. This is the March 2019 version of the Club Manual.

Appendix A

Letter of Application

Thank you for your interest in forming a new NASA Exchange-JSC Recognized Club.

The first step is to find out how much interest NASA's JSC community would have in your club. Then provide some basic information (type of club, purpose, etc.) so that I may be aware of your direction and can notify you if there is an existing club that aligns with your proposal. If you feel the employee interest is favorable for your club, you should begin to form a club nucleus (officers) and prepare a Constitution / Bylaws.

Establishing a new club requires a base of at least 10 members with a minimum of 3 ranking officials (president, vice-president, and treasurer). The base members must be NASA-JSC or NASA contractor badged employees. Also, 50% of the Recognized Club's members must be NASA-JSC or NASA contractor badged employees.

I am including examples of existing club Constitutions and Bylaws as guidelines. You should tailor your Constitution / Bylaws to your own club's need.

The next step is to submit your Constitution / Bylaws and a list of 10 founding members for review. After your club has been approved, you will be asked to provide further information about your club officers.

If you wish, a representative from your group may schedule a meeting with the Club Coordinator for a 5-10 minute presentation about your organization.

If you have any questions, please contact me at 281-483-8049, drew.p.dobbins@nasa.gov

Sincerely;

Drew Dobbins
Club Coordinator
NASA Exchange-JSC

HEADING FOR LETTER OF APPLICATION:

Date:

To: Drew Dobbins (drew.p.dobbins@nasa.gov)

From: Club President

Subject: Prospective Club

Proposed Club: _____

Appendix B

Year-to-Year Agreement

The contract below is valid for 1 year starting on (month) _____, (day) _____, of 20__ (year) and ending on (month) _____, (day) _____, of 20__ (year) between NASA Exchange-JSC and _____ (name of club).

The Recognized Club hereby agrees to submit updated:

1. Appendix J: Facility Use Agreement, pages 21-24
2. Appendix G: Waiver/Photo Release, page 17 from all members
3. Appendix F: Roster Form, page 16

Upon completion of this document both parties are now in agreement that the above documentation has been submitted and the Recognized Club president is agreeing to sign on behalf of the entire Recognized Club and agrees to abide by all NASA Exchange-JSC guidelines, rules, policies, and procedures for the terms of this contract. NASA Exchange-JSC agrees to extend to the named Recognized Club the benefits that are offered to Recognized Clubs, as outlined in the Clubs Manual.

Recognized Club President (printed name) Company Affiliation/NASA Office Signature Date

Club Coordinator (printed name) Signature Date

NASA Exchange-JSC Manager (printed name) Signature Date

Appendix C

Recognized Club Check-list

- 1 Letter of application submitted to Club Coordinator
- 2 Recognized Club Registration:
 - a. Submit a constitution / bylaws with rules and policies. Appendix D, pages 11-12.
 - b. Submit a roster. Appendix F, page 16.
 - c. Submit Waiver/Photo Release. Appendix G, page 17.
 - d. Create contact and club information to be posted on Starport's website.
 - e. Reservation Requests.
 - f. National Association Affiliation (if applicable).
 - g. Facility Use Agreement. Appendix J, pages 21-25.
 - h. Year-to-Year Agreement. Appendix B, pages 9.

Appendix D

Creating a Constitution

What is a Constitution?

A constitution provides direction and guidance for the operation of an organization. This document establishes the principles and structure of the organization and acts as a foundation for the overall development of a group.

Why have a Constitution?

As the foundation of an organization, the constitution serves important purposes. A constitution acts to clarify the purpose and delineate the basic structure of an organization. It contributes to the stability and continuity of the group. The constitution can also help current and potential members to have a better understanding of the goals and functions of the organization.

What to include in a Constitution:

In order to optimize its effectiveness, the constitution should be written in a clear and concise manner. Keeping in mind the purposes of a constitution, it should be tailored to the needs of your organization. The minimum requirements are listed below, but the organization may choose to include additional information.

I. Name: (For example: “The name of this organization shall be...”)

II. Purpose and Goals: (“The purpose of this organization shall be...”). The statement of purpose can be one sentence or several sentences.

III. Membership: There should be a general statement about the eligibility and requirements for membership in the organization.

IV. Officers: The titles, qualifications for and terms of office should be listed in this section. An organization may choose to list the election process and responsibilities of such officers in this section or in bylaws.

V. Finances: This section may be helpful if the group requires dues or to authorize specific individuals to authorize expenditures.

VI. Amendments and Ratification: It is necessary to delineate the rules and procedures by which amendments can be proposed and adopted. Procedures for adopting the constitution should also be included.

IMPORTANT NOTE:

In order to be valid, constitutions must be signed by the NASA-JSC Exchange Operations Manager and Director of League Sports, Outdoor Recreation and Clubs. If changes are made subsequent to the organization registration process, the new document should be submitted to the Director of League Sports, Outdoor Recreation and Clubs immediately.

What are Bylaws?

As an extension of the constitution, bylaws provide further detail and structure for the internal affairs of the organization. Although they are not required, it may be helpful because they can help your organization run more smoothly and modified more easily.

Suggestions for Bylaws

Following the pattern of the constitution, the bylaws should elaborate on those items and possibly include other sections. Your organization may choose to include these or other provisions:

Membership – It may be helpful to further describe the process for selecting new members, types of membership, policies (i.e. attendance), and procedures for disciplining and/or removing members.

Officers – This section may elaborate on the duties and responsibilities of each officer, outline further expectations and discuss the removal and filling of vacancies.

Committees – Primarily for larger organizations, this section will provide guidance on the roles and responsibilities of standing and special committees and their members.

Meetings – Specifics to include here may be information on how often and when meetings will occur, special meetings, requirements for notice, quorum, meeting format and parliamentary procedures.

Affiliations – It may be necessary to describe an affiliation with local, state or national organizations and the effects of this relationship.

Appendix E

Sample Constitution

PREAMBLE

We, the new members of the NEW ORGANIZATION NAME, to fully realize our purpose do hereby and establish the constitution as the guiding instrument in our organization.

ARTICLE I NAME

The name of this organization shall be the NEW ORGANIZATION NAME, hereafter referred to as ____.

ARTICLE II PURPOSE

The purpose of shall be to _____ and to continuously support and promote the values of NASA Exchange-JSC.

ARTICLE III MEMBERSHIP & DUES

SECTION 1. Membership is open to _____.

SECTION 2. Active membership in NEW ORGANIZATION NAME shall be conferred upon those members who, in addition to the above requirements, have

_____.

ARTICLE IV ORGANIZATION

SECTION 1. The officers shall be elected from active members.

SECTION 2. The elected officers shall consist of a President, Vice-President, Treasurer, Secretary and _____.

SECTION 3. ELECTIONS

A. All officers shall be elected on or before _____ of each year and shall serve on ____ year terms.

B. All officers shall be elected by majority vote cast. Only active members are eligible to vote. If no candidate for an office receives a majority life of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

C. A quorum of one-half of the active membership shall be required for all meetings where officer nominations or elections take place.

D. All elections shall be conducted by a secret ballot. The ballots shall be tabulated by any two officers.

E. The same guidelines apply should an officer position be vacated during the year (except in case of the office of President where the Vice-President would become President.)

SECTION 4. OFFICER DUTIES

A. The President shall preside at all meetings and have the authority to appoint all committee chairperson, to create new committees, and to act as a spokesperson for the organization.

B. The Vice President shall preside at all NEW ORGANIZATION NAME meetings in the President's absence, and upon resignation, shall become the President of the organization for the duration of the term. The Vice President will support the President on special projects.

C. The Secretary shall hand and keep record of all NEW ORGANIZATION NAME business and correspondence, including, but not limited to: minutes of all meetings, and up-to-date file/roster on all members, and inform members of all meetings and activities.

D. The Treasurer shall handle all financial transportation of the organization, including, but not restricted to: the collection of dues, managing all bank accounts, and recording all transactions in the appropriate books.

ARTICLE V DUES & FINANCES

SECTION 1. The dues for NEW ORGANIZATION NAME will be established at the first meeting of the new year. Payment of dues must be received by the treasurer within one month of the first meeting date to be an active member.

SECTION 2. NEW ORGANIZATION NAME will finance its activities through membership dues and fundraising projects.

ARTICLE VI MEETINGS

SECTION 1. Regular meetings shall be held at least once a month during the year at times set by the organization.

SECTION 3. The meeting shall be conducted in accordance with the revised edition of ROBERT'S RULES OF ORDER.

SECTION 4. The basic agenda at regular meetings shall follow:

- I. Call to order
- II. Roll Call
- III. Approval of the minutes
- IV. Executive Committee reports
- V. Officer reports
- VI. Committee reports
- VII. Old Business
- VIII. Announcements
- IX. Adjournment

SECTION 5. Action on any business, old or new, requires a quorum of one-half of the active membership of the organization.

ARTICLE VII REMOVAL FROM OFFICE

SECTION 1. An NEW ORGANIZATION NAME officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

SECTION 2. A written request stating the reason for dismissal and signed by at least three active members of the organization must be submitted at a regularly scheduled meeting.

SECTION 3. By the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officers, who should come to that regular meeting prepared to speak.

SECTION 4. A two-thirds affirmative vote of all active members is required to remove officers from office.

ARTICLE VII AMENDMENTS

SECTION 1. Amendments to the Constitution may be proposed in writing by any active member of NEW ORGANIZATION NAME at any regular meeting at which two-thirds of the active members are present.

SECTION 2. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

SECTION 3. Proposed amendments will become active following three-fourths (3/4) affirmative vote of the active members.

SECTION 4. All amendments are subject for final approval by the appropriate governing body.

ARTICLE VIII RATIFICATION

We, the undersigned of CLUB NAME, after a three-fourths (3/4) affirmative vote of those members present, do hereby agree to follow the guidelines of this constitution.

President Signature

Vice-President Signature

NASA Exchange-JSC recognizes that this Constitution has been filed with NASA Exchange-JSC for record-keeping purposes. Receipt of this Constitution and signature on this Constitution by NASA Exchange-JSC, does not convey or imply an endorsement or support of this Club, its expressed viewpoints, or its organizational structure by NASA Exchange-JSC or the federal government.

Club Coordinator Signature

NASA Exchange-JSC Operations Manager Signature

Appendix G

Waiver/ Photo Release

First Name _____ Last Name _____

1. In consideration of being permitted to participate in [Recognized Club Name] activities, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue NASA Exchange-JSC, its officers, employees, volunteers, participants, and all other persons or entities acting on their behalf.
2.
 - a. I acknowledge that there is a potential risk for injury involved in my participation. These injuries entail both known and unanticipated risks, including but not limited to inherent risks of participating in a variety of games and relays.
 - b. I expressly agree and promise to accept and assume all of the risks existing associated with my participation in these activities. My participation is purely voluntary, and I elect to participate in spite of the risks.
 - c. I agree to abide by NASA Exchange-JSC rules and guidelines. I also agree to pay for and/or reimburse NASA Exchange-JSC for any cost incurred that is related to my failure to abide by these rules and guidelines.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless NASA Exchange-JSC from any and all claims, demands, causes of action, suits, procedures, and damages or liabilities, including attorney's fees which are in any way connected with my participation in this activity, and to reimburse them for any such expenses incurred.
4. NASA Exchange-JSC reserves the right to photograph classes, events, programs, and participants at any facility, property, or at any other event sponsored by the Recognized Club. Use of photographs may be used by the NASA Exchange-JSC for promotional purposes and may be used in publications and media communications in any format as the NASA Exchange-JSC decides without any obligation to provide compensation to those photographed. Attendance at the NASA Exchange-JSC programs and events constitutes consent to be photographed for use in print and/or electronic publicity for the NASA Exchange-JSC. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian. If you do not want us to use a photo of you or your child, please tell the NASA Exchange-JSC staff member coordinating the event before the program or event. If you see a photo of yourself or a family member that you wish not to be used by the NASA Exchange-JSC, please notify the NASA Exchange-JSC staff. The NASA Exchange-JSC will take reasonable steps to remove and dispose of the photograph. The NASA Exchange-JSC may not be able to remove the photograph from printed media or other existing media where the photograph may have been used, but it will refrain from using the photograph in its future media.

Printed Name _____ Date: _____

Signature _____

(If participant is under age of 18)

Parent/Guardian Printed Name _____ Date: _____

Signature _____

Appendix H

Information for Website

Recognized Clubs are required to have a presence on the NASA Exchange-JSC (Starport) website.

Recognized Clubs must send the following information for the Starport website to the Coordinator of Clubs.

1. Club Name
2. President name and contact information
3. Pictures (if available)
4. Schedule of upcoming events
5. Logo (if available)

Recognized Clubs may also send the Club Coordinator upcoming events, meetings, etc. for Starport's social media outlets including Facebook and Instagram.

Recognized Clubs also have the option of creating their own Facebook and YouTube group pages or other ways to promote their club. All marketing, publications, and website media must be in accordance with the NASA Exchange-JSC. Rules to keep in mind are: keep on-topic and be respectful of others, material that contains vulgar, obscene or indecent language or images, threatening, and offensive videos are prohibited.

Prior to display or posting of any advertisement, the club must add the following statement to all publications: "NEITHER THIS ORGANIZATION NOR THIS EVENT IS SPONSORED, ENDORSED OR OTHERWISE AFFILIATED WITH THE NASA EXCHANGE-JSC."

Appendix I

Event Request

COMPLETED FORM MUST BE SUBMITTED AT LEAST 14 WORKING DAYS IN ADVANCE OF THE EVENT TO THE COORDINATOR OF CLUBS.

As a representative and event coordinator of this Recognized Club, I hereby assume full responsibility for the organization adhering to all the NASA Exchange-JSC policies, procedures, and regulations; for the payment of necessary fees; and for the clean-up arrangements related to this event.

Recognized Club Name: _____

Event Coordinator Name: _____

Cell Phone: _____

Event Coordinator Signature: _____ Date: _____

Event Basics/Facilities

1. Date of Event: _____ Day of the week of the event: _____

Alternate Date: _____ Alternate Day: _____

2. Event Time: _____

Set up time: _____ am/pm Event start time: _____ am/pm

Clean up time: _____ am/pm End time: _____ am/pm

3. Facility/Location Desired _____ 2nd Choice: _____

4. Name of Event: _____ Type of Event: _____

5. Estimated Attendance: _____ Admission Charged: Yes___ No___ Amount \$ _____

6. Invitation Only___ NASA Only___ Public Invited___

7. Indicate set up needs for the event

___ PA w/ Sound ___ TV/DVD ___ CD player ___ Overhead Projector

___ # of Tables needed ___ # of Chairs

***For set up of room and additional AV Needs meet w/ Director of Clubs** Each club is responsible for the cleanup of the facilities reserved. If the facility is not clean, a cleaning fee will be charged to the club.

8. Set up needs for facilities

___ Request made for Facility Operations to deliver tables & chairs

___ Request made for A/V Equipment

NOTE: At least 14 working days advance notice required for these requests.

Special Arrangements

1. Will food be served at your event? (circle one) YES NO
 - If YES, have you contacted one of our approved vendors? (circle one) YES NO
 - If NO and you plan to bring your own food have they provided a Hold Harmless Form? YES NO. If no, Contact the Club Coordinator.
 - Which vendor did you contact? _____
 - We will have (type) _____ Snacks _____ Meal
 - I understand the Starport catering and food policy stated in Appendix: Facility Use Agreement on pages 21-25.

2. Will alcohol be present at your event? (circle one) YES NO
 - What type of alcohol will be present? _____ Beer _____ Wine
 - Will you need an approved server with a TABC license? YES NO N/A (only required for parties greater than 50 people or charging fee). You may contact one of Starport's approved caterer's or purchase your own TABC license for the event.
 - I understand the Starport alcohol policy agreement stated in Appendix J: Facility Use Agreement on pages 21-25.

Appendix J:

Facility Use Agreement

Conditions of Use of NASA Exchange-JSC Facilities

This agreement is entered into by NASA Exchange-JSC (Starport), and the renter (User). This agreement authorizes specific facilities at the Johnson Space Center's Gilruth Center's complex during the specific dates and times.

The User is responsible for their group and/or parties actions and conduct during the reservation. The User's current and future reservation requests may be cancelled if the following should occur: fighting; unseemly conduct; behaviors that risk safety or health; abuse of staff or property; negligent or delinquent remittance of payments.

Groups must provide at least 72 hours' notice of cancellation of their booking. We reserve the right to partially refund deposits when cancellation occurs less than 72 hours of original reservation. No Shows will be charged in full.

Contract changes/cancellations will only be accepted from the individual originally booking the facility(s).

The User is responsible for the wellbeing of the facility rented and equipment in said facility. Any damages to the facility and/or equipment in that facility may result in additional charges to the User.

NASA Exchange-JSC reserves the right to assess a clean-up fee to any event if the rental area is not left at the original status at the beginning of the event.

Catering: In order to provide flexibility and variety, the NASA Exchange-JSC will provide interested renters with a list of Approved Caterers including the JSC food service contractor. Approved Caterers used in lieu of the JSC Food service contractor are responsible for providing all necessary napkins, plates, utensils, wait staff, tablecloths, etc.

All Approved Caterers are required to provide a copy of the caterer's Certificate of Liability Insurance, City of Houston Food Permit, and a signed Starport Caterer Agreement to the NASA Exchange-JSC at least 30 days before the caterer can be scheduled by a client.

In all circumstances, the NASA Exchange-JSC retains full authority for final approval and denial of facility reservation requests.

Gilruth Center Usage Fee is payable in advance. User must completely vacate the Gilruth Center's assigned space at the time designated in the reservation. If User does not vacate at the specified time, the User will be charged \$30 for every 15-minute increment, rounded up.

User notification: The Gilruth Center may be operating during User's reservation. NASA Exchange-JSC patrons, Gilruth Center guests, and staff will be using the facility (other areas, locker rooms, etc.), but will not interfere with User's reservation of the assigned space on the date and times specified.

Hold Harmless Agreement: User agrees to indemnify and hold harmless the United States, its agents, representatives, officers and instrumentalities (including the NASA Exchange-JSC) and employees thereof, from any and all claims, demands, actions, judgments, debts or cost arising from the injury to or death of any person(s), or for damage to or loss of any property as a result of activities under this agreement, whether such damage is the result of negligence or otherwise. The facility User is responsible for the payment of damages to or loss of property if occurred as a result of the preparations, use during the actual event, or during clean up.

NASA Exchange-JSC will recover all costs for any damage or loss to the premise, facility or facility contents caused by or arising out of the client's activities while using the facility. Additionally, any loss or damage to other's property and/or injury or death to any person(s) caused by or arising out of the client's activities while using the facility will be the responsibility of the group using the facility.

Assignment of Rights: User shall not assign its rights and obligations under this agreement without the prior written approval of an authorized NASA Exchange-JSC official.

Applicable Law: User agrees U.S. Federal Law shall govern this agreement for all purposes, including, but not limited to, determining its validity, the meaning of its provisions, and the rights, obligations and remedies of the parties.

Severability: If any provision of this agreement shall be held invalid or unenforceable, the remaining provisions of the agreement shall not be affected thereby and each remaining provision shall be valid and enforceable to the fullest extent permitted by law.

Other Terms and Conditions:

In the event of an emergency user must notify the NASA Exchange-JSC staff inside the building. Call 281.483.3333 if in need of an ambulance. Be prepared to give clear details of your location so that emergency personnel can arrive as quickly as possible to provide assistance.

NASA Exchange-JSC must approve all equipment brought into the Gilruth Center by User in advance of its use.

Support equipment may be requested by User, but may be subject to additional costs.

The usage fee is nonrefundable.

Non-scuff shoes must be worn in the gym.

NASA Exchange-JSC reserves the right to determine if a specific usage of the Gilruth Center is appropriate:

- Events sponsored or conducted by any organization, individual, or activity practicing or advocating for illegal activities will not be allowed.
- Events having a partisan political, sectarian, or similar nature of purpose will not be allowed.
- Events for the purpose of advocating or influencing action on legislation will not be allowed.
- Events conducted for any type of commercial profit or individual profit (e.g. - direct or indirect sale of products or services, charging of admission fees, or the making of an indirect assessment for admission, or the taking of a collection) are not allowed.
- No animals are allowed at the Gilruth Center, except those trained to assist disabled individuals (exception includes events where a petting zoo is part of the activities and is subject to the vendor requirements below).
- No group or individual may use the facility for events that are a threat to the safety of the clients or property.

Rentals are classified as either official or unofficial NASA events.

Inclement weather may force the cancellation of pavilion and outdoor events. Precautions of temporary shelters, the curtailment of certain activities or other rain alternatives should be considered during the planning process. Outdoor events cannot be moved indoors in the event of bad weather. NASA Exchange-JSC cannot guarantee an inside room should inclement weather arrive.

NASA Exchange-JSC has the right to alter pavilion or outdoor events due to weather, if activities will in any way be unsafe or damage the facilities or premises.

Cancellations: NASA Exchange-JSC reserves the right to cancel an event for official NASA-related programs or events. This will only happen when no other reasonable alternative exists, as determined by management. A full refund will be made should this occur.

Serving of Alcohol: Minors will not be served under any circumstances. As of September 1, 1986, the legal drinking age in the State of Texas is 21. In accordance with TABC law, we reserve the right to ask anyone to show his or her photo ID issued, by a government agency before being served alcohol. For any event (inside or outside) held at the Gilruth Center where alcohol is consumed, the TABC-certified staff member assumes the responsibility of ensuring that no minors or intoxicated person(s) are served and that no alcoholic product leaves the property. Only beer and wine are permitted at the Gilruth Center. Hard alcohol and additional liquor is prohibited. For events and groups greater than 50 individuals, a TABC licensed bartender is required in adherence with state and local laws. The NASA Exchange-JSC must be notified at least 7 business days prior to the date of the event regarding alcohol being served. NASA Exchange-JSC may allow small groups to bring alcohol to an outdoor event (pavilions or fields). The group will be responsible for designating a host who will be in attendance and accepts full responsibility for the group to meet the following requirements:

- No more than 50 individuals will be in attendance.
- Alcohol will only be consumed in the area designated for the event.
- No liquor will be consumed (beer and wine only) with no glass containers.
- By law, no minors (Texas legal age 21) may be provided alcohol.

- Alcohol service will be discontinued at least 30 minutes before the scheduled conclusion of the event.
- Intoxicated persons will not be served or be allowed to remain on the premises.
- Amount of alcohol will be commensurate with the number of attendees, and food and non-alcoholic beverages must be provided.
- Consumption will be responsible and moderate. In the event someone does over-consume, the host will arrange transportation to take the individual home.
- In the event a host becomes unable to control the behavior or safety of the group, he/she will call JSC Security for assistance.
- NASA Exchange-JSC is responsible for enforcing this policy and is authorized to review each request on a case-by-case basis taking into account factors such as concurrently scheduled events, history of the group, and TABC established restrictions.

NASA Exchange-JSC has two options for groups.

Option 1:

- For all groups who charge and entrance fee to the event, and/or charge for alcohol, and/or will have greater than 50 people attending the event must abide by the following.
- A TABC licensed beer and/or wine vendor that is on Starport’s “Approved Caterer List” supplies and serves the beer and wine. For a complete list of Starport Approved Caterer’s visit <https://starport.jsc.nasa.gov/en/rentals/catering>

Option 2:

- For groups under 50 guests, you do not need a TABC licensed server as long as the beer or wine is free to all participants. Guests may bring their own beer and wine and consume responsibly.

Vendors: All clients must provide the Starport Facilities Office a written list of all vendors for scheduled events. This includes anyone who may be delivering, setting up, or tearing down any items or equipment for your event (e.g. - DJs, bands, moonwalks, face painters, petting zoo, etc.). The vendor list, with phone numbers and vendor contact names, is due at least 7 business days prior to the scheduled event. NASA Exchange-JSC may ban any vendor from the facility, at its own discretion. All clients utilizing outside vendors are required to provide the vendor's Certificate of Liability Insurance and a signed Hold Harmless Agreement at least seven business days prior the scheduled event. Without these documents, the vendor will not be authorized access to the Gilruth Center.

Deliveries: All deliveries must be coordinated through the NASA Exchange-JSC. All delivery vendors must check in with the Starport Facilities Office prior to unloading. NASA Exchange-JSC staff have full authority to make corrective changes and oversee the supervision of deliveries, setup, production, catering, tear down and clean-up of an event. All catering, floral arrangements, decorations and other materials brought in by the client, or any vendor of the client, may not be stored or set-up in any unreserved area of the Gilruth Center.

Cleanup: All breakdown and cleanup must occur immediately following the scheduled event. All rental and decorating items must be removed immediately after the event, unless special arrangements are approved in advance. NASA Exchange-JSC does not assume any responsibility for items left by the client or the client's vendors.

Children: Children under the age of 16 must be under the immediate supervision of an adult, at all times. There must be an appropriate number of chaperons for the number of children who are using the facility. NASA Exchange-JSC staff members cannot monitor children during an event or patron use. NASA Exchange-JSC staff are not responsible for any childcare supervision.

Smoking: The Gilruth Center facility (interior) is designated as a non-smoking facility. Smoking is not permitted in courtyards and within 25 feet of doorways, entries, operable windows, fields/dugouts, and outdoor air intake ducts.

Décor and Signage:

- Plans for all decorations, including floral arrangements and table centerpieces, must be submitted and approved in advance.
- Lighted candles are not permitted.
- Decorations must not necessitate the moving of any fixed or large assets in the facility. Hanging large signs or decorations in the inside or the outside of the facility is not permitted without prior approval.
- No hanging of signs on furniture and walls is permitted.
- If signs are approved, they must be displayed on easels and not adhered to or taped to doors, walls or furniture.
- The use of double back tape, staples, nails, glitter, or any other adherence material is strictly prohibited.

Entertainment: NASA Exchange-JSC reserves the right to review and approve all entertainment for any scheduled event.

Recognized Club President (printed name) Company Affiliation/NASA Office Signature Date

Club Coordinator (printed name) Signature Date

NASA Exchange-JSC Manager (printed name) Signature Date

Appendix K

Gilruth Code of Conduct

The Gilruth Center facility is a multi-use recreation and conference facility in which a wide variety of services, programs, and events are conducted to enhance the morale and welfare of all JSC civil service and contractor employees, authorized visitors, and the local community. The Gilruth Center is officially part of the NASA - Johnson Space Center. The Gilruth Center is located on federal property and is considered a federal facility. All rules, regulations and policies of a federal facility apply to the Gilruth Center facility, both indoor and outdoor. In addition, the following Code of Conduct sets forth expectations for all participants and visitors who use the facility for any purpose.

Participants and visitors must adhere to the following:

- Act with courtesy and professionalism at all times.
- Comply with requests and direction from Starport staff, officials, instructors, and facilitators who are acting in the performance of their duties.
- Comply with any rules and guidance set forth for the particular program, event or class.
- Wear proper fitness attire; shirts and shoes are required at all times outside the locker rooms (unless specified by Starport Management).
- Cleats are not allowed to be worn while in Starport indoor facilities.
- Participants and visitors must refrain from:
 - Aggressive behavior in any form, including physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
 - Rude or argumentative behavior with staff, officials, and instructors or other participants or visitors.
 - Disrupting or obstructing any program, event or class.
 - Lewd, obscene or indecent conduct or expression, including profanity, or offensive remarks.
 - Any action that constitutes an attempt to inflict, or the actual infliction of, or injury to other participants and/or staff.
 - Willful damage or destruction to the facility or property.
 - Forgery or sharing membership cards for access to the facility or access to programs, services or classes.
 - Unauthorized entry to areas such as staff offices or staff workspaces; gender opposite locker rooms; maintenance, equipment or storage rooms.
 - Unauthorized use of facility computers or unauthorized adjusting of audio visual equipment.
 - Photography and videotaping of participants or visitors without prior approval of participants being photographed or taped and without prior approval from an authorized staff member.

- Unauthorized commercial activity – no person is allowed to post, advertise, instruct in private lessons or solicit individuals in the facility for personal services or for personal businesses that is not directly affiliated and approved through Starport.

All participants and visitors are required to report any violation of this Code of Conduct to a Starport staff member immediately. As needed, JSC Security may be called at any time to help enforce this Code of Conduct.

ENFORCEMENT

The above Code of Conduct will be enforced by the staff, officials, instructors and facilitators whose authority shall prevail in the immediate situation. If a violation occurs with a civil service employee, the immediate supervisor of the employee will be notified. If a violation occurs with a contractor employee, the contractor’s human resources office will be notified. Recognized Clubs will be held accountable for the actions of their members and the behavior at their events. NASA Exchange-JSC may disestablish a Recognized Club if the Gilruth Center Code of Conduct is violated.

The following actions may be taken for violations of the Code of Conduct:

- Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions, including, but not limited to:
 - Verbal warning
 - A suspension of certain and/or all privileges for a specified period of time
 - A permanent suspension
- Violations of the code that are deemed to constitute an immediate or implied threat to the safety of others, or their property and/or the safety of the facility or facility property may result in the following actions, including, but not limited to:
 - A one to six month suspension
 - A six to twelve month suspension
 - A permanent suspension

The NASA-JSC Exchange Operations Manager and/or JSC Exchange Council Chair ultimately determine the final outcome for failure to comply with the Code of Conduct.

No refunds will be given for loss of privileges due to a final determination that a violation of the Code of Conduct occurred.

Any acts that are considered violations of the JSC Workplace Violence Policy shall be referred to JSC Center management for appropriate action.