

# Gilruth Conference Center Rental Policy

## Effective October 1, 2016

### 1. Official Use or Internal groups are not assessed a rental fee and are defined as:

- Official NASA-related events sponsored by a JSC organization or \*\*Starport Partner organization, and are directly related to NASA's mission (e.g. – business meetings/seminars, employee training, organization retreats, NASA sponsored educational events, “all hands” meetings). If Starport needs clarity they will check with the NASA Director.
  - \*\*Starport Partners are not assessed a rental fee up to the value of Partnership.
    - Additional rentals at 50% discount
    - No shows will also count as toward total rentals
- JSC and/or Starport Partner recognition events (e.g. - award luncheons, banquets/dinners, or holiday celebrations)
- Officially recognized Starport Clubs
- NASA Alumni League (NASA related events)

### 2. 50 % Discount rental fee assessed are defined as:

- Retirement Parties and Memorials
  - Retiring or deceased, current or former Civil Servant or Starport Partner employee
- Space Settlement Design Competition
- Houston Aerospace Scholars
- Educational events that receive approval from the NASA Director

### 3. 100% Fee Category

- All others including other Federal Agencies
- Professional Organizations
  - Professional Organizations that charge their members membership dues would no longer get free rentals

### 4. Pavilions and outdoor events:

- Pavilions and outdoor events are classified as either official or unofficial.
- Official NASA events, \$20 for the use of the grill (grill cleaning fee), \$20 per hour for the pavilion for unofficial events includes use of the grill
- Starport Management cannot guarantee an inside room should inclement weather arrive. Starport Management 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.