



the FORGE for families

**The FORGE for Families
Rental Information
3435 Dixie Drive
Houston, Texas 77021**

Thank you for your interest in using The FORGE for Families facilities. All Reservation request must be submitted by the responsible party at <https://forgeforfamilies.org/rental/>. **Please allow a minimum of 2 weeks for the request to be processed.** You may contact us at 713-660-1860 or info@forgeforfamilies.org

Amenities

The FORGE for Families is a beautiful 30,000 square-foot campus with available rooms for facility rental; two gymnasiums, and three meeting rooms. The types of facilities we offer include:

Gymnasium 1

Gym 1 is a full basketball court with bleacher seating for over 200 people and is available for games, and sports practices.

Gymnasium 2

Gym 2 is a full basketball court with no bleacher seating and is available for games and sports practices.

Gathering Place

The Gathering Place is a perfect space for a baby shower or a family event. Each rental includes a set of tables and chairs.

Eagle's Nest

Small conference room suited for a closed-door meeting.

Adult Classroom

The Adult Classroom is equipped with a large TV for presentation and moveable computer desks for the best classroom setting. This room is located in our education building.



Building Rental Cost and Payment Information

Rental Fees

Seating	Room Rate (Per Hour)	Non-Profit		Regular		Minimum Hours
		Daytime Rate	Afterhours/ Saturday Rate	Daytime Rate	Afterhours/ Saturday Rate	
200	Gymnasium 1	\$ 45.00	\$ 60.00	\$ 55.00	\$ 70.00	2 hr.
75	Gymnasium 2	\$ 35.00	\$ 50.00	\$ 45.00	\$ 60.00	2 hr.
65	Gathering Place	\$ 30.00	\$ 45.00	\$ 40.00	\$ 55.00	2 hr.
20	Adult Classroom	\$ 20.00	\$ 35.00	\$ 25.00	\$ 40.00	2 hr.
15	Eagle's Nest	\$ 20.00	\$ 35.00	\$ 25.00	\$ 40.00	2 hr.

Afterhours Monday- Friday starts at 7:00 pm
Please note we do not rent on Sundays

Payment

- A 50% non-refundable deposit of rental fee along with the signed Facility Agreement form, will guarantee the date and time of desired rental.
- Final payment is due no later than 2 weeks prior to the rental.
- The FORGE reserves the right to cancel a rental if full payment is not received on time.
- Payments may only be made in the forms of a money order, credit card, and/or organization/company check. No personal checks or cash will be accepted.
- Additional fees may be assessed for damages to the facility or failure to leave the facility in an acceptable and clean manner.



Building Rental Agreement and Guidelines

1. Facility Staff
 - A staff member from The FORGE will be present during the rental and seated at the front desk.
2. Renter
 - Renter must be 25 years of age or older and provide proof of identification through a driver's license or state identification.
3. Entrances and Exits
 - Doors to the facility will only be unlocked once the renter is present. Renter must remain at the facility for the duration of the rental.
 - All guests are to use the main door when entering or exiting the building.
4. Facility Usage
 - Rentals are for the following rooms only: rented area and restrooms. At no point should guests be found in unrented areas of the building.
 - The kitchen is available ONLY for the set-up. Use of appliances is prohibited. Service of food and beverages must end at least ½ hour before the stated ending time of the rental. Renters have full access to ice machine located in the kitchen.
5. Security
 - For 65 or more people, events that are advertised, and/or required by the Facility Coordinator will have to have Armed Security or Houston PD officer.
6. Decorations
 - The use of glue, tacks, and nails are prohibited on all walls, ceilings, and doors.
 - Masking tape is highly recommended for wall decorations.
 - The use of candles and incense is prohibited.
 - Renter is responsible for removing all decorations at the end of the rental.
7. Alcohol
 - Alcohol is NOT permitted on the premises; including the parking lot.
 - THIS IS TAKEN VERY SERIOUSLY.
 - If alcohol is found, the rental will immediately be stopped. All guests will be asked to leave the property.
8. Illegal Substances or Activities
 - Illegal substances or activities are NOT permitted on the premises; including the parking lot.
 - THIS IS TAKEN VERY SERIOUSLY.
 - If illegal substances are found or illegal activities occur, the police will be notified, and the rental will immediately be stopped. All guests will be asked to leave the property.

9. Smoking

- Smoking is NOT permitted on the premises; including the parking lot.
- Those wishing to smoke need to step onto the sidewalk outside of the property and dispose of the trash appropriately.

10. Music and DJ's

- The FORGE is a faith-based organization. ONLY clean and edited versions of music may be played in the facility.
- DJ's must provide their own sound equipment.
- DJ's take on full responsibility for any damage to or loss of equipment.
- The FORGE will NOT be held responsible for DJ equipment.

11. Facility Maintenance

- Renter agrees to take reasonable precautions against damage to the facility.
- Renter agrees to report any known damage to a staff member immediately.

12. Clean Up

- Renter is responsible for set-up, tear down and cleanup.
- Renter agrees to wipe down tables and countertops.
- Renter agrees to clean any spills and sweep floors of the rented area.
- Renter agrees to remove all trash from the parking lot.
- Renter agrees to place trash in the appropriate containers prior to leaving the facility.
- Renter agrees to return all tables and chairs to the original arrangement
- Renter agrees to remove all items brought into the building. Items left will become the property of the FORGE.