

Usage Guidelines

Thank you for your interest in renting Studio 919. Please read the guidelines below to ensure all parties involved understand the requirements for providing for everyone's safety and keeping Studio 919 a well maintained and safe location for future use. Violation of any usage guidelines is grounds for immediate cancellation and ejection from the space.

ELIGIBILITY FOR USE

All groups requesting the use of Studio 919 are subject to the approval of The Texas Tribune. We reserve the right to decline Studio 919 rentals to any group for any reason at any time. Events held in Studio 919 are not sponsored or endorsed by The Texas Tribune.

HOURS OF OPERATION

Studio 919 is available to be rented Monday through Friday from 7 a.m. to 6 p.m. Please allow at least 30 minutes for setup and breakdown/cleanup within these hours. Note: Exceptions to this policy, for late evening/weekend use, are granted on an individual basis and are subject to overtime fees.

RESERVATIONS

Studio 919 will confirm reservations no more than 60 days prior to the event date. Reservations will be accepted from eligible organizations on a first-come, first-served basis. Usage beyond the confirmed reservation times will incur additional charges at the rate of \$100 per 30-minute interval. Note: During legislative session, Studio 919 may waive the 60 day booking deadline to facilitate full day (8+ hour) rentals only.

INSURANCE

Renter agrees to provide at least fourteen (14) days prior to the event an acceptable certificate of general liability insurance in which both Renter and Studio 919 at The Texas Tribune are named as insured with minimum policy limits of one million dollars (\$1,000,000.00) for each occurrence of injury, including death, and property damage. Coverage should coincide with the use date specified herein, shall be primary and non-contributory and include a waiver or subrogation and name Studio 919 at The Texas Tribune as an additional insured. Renter is responsible for any and all damage, breakage, loss or destruction caused to Studio 919, A/V equipment and other property, and for any personal injury at Studio 919 caused by Renter, Renters members, employees, agents, contractors, suppliers or guests, and shall reimburse Studio 919 upon demand for any such damages.

SECURITY

Studio 919 provides no security service. If an event requires security onsite during event, Renter is responsible for contracting security. Studio 919 staff will not assist with removal of Renter's guest(s). Should an issue arise, it will be the responsibility of Renter to remove the guest.

DEPOSITS

Booking deposits are required to confirm your requested date and must be submitted with signed agreement to secure booking. Booking deposit is 50% of rental fee and is applied towards the total cost of event.

PAYMENT

Payments should be made to Studio 919 at The Texas Tribune. Checks and major credit cards are accepted. Checks can be dropped off or mailed to:

Studio 919 at The Texas Tribune
Attn: Charley Rejsek
919 Congress Avenue
Sixth Floor
Austin, TX 78701

GENERAL POLICIES

A representative of Studio 919 must be present at all events held in Studio 919 at The Texas Tribune. All organizations renting Studio 919 must abide by the policies and procedures outlined in this document. Studio 919 will not be responsible for lost or stolen articles or for any liability arising from the rental of Studio 919. Found articles will be kept for 30 days. There is no public printer, copier or computer workstations available for use by Renters. A guest wifi network is available to be used by Renter and guests.

CANCELLATIONS & NO-SHOWS

If a late cancellation (within 7 days before scheduled event date) occurs, half of booking deposit will be refunded, with the other half being forfeited. If a no-show occurs, 100% of booking deposit is forfeited.

PARKING

Parking arrangements are the responsibility of the Renter. Studio 919 does not provide parking nor validate parking. Street parking and nearby garage parking is available. Please see preferred vendor list for preferred valet vendors.

SMOKING

Studio 919 is a smoke free facility, which includes electronic cigarettes (e-cigs). Smoking is allowed outside the facility, in accordance with the City of Austin Smoking in Public Places Ordinance, which prohibits smoking within 15 feet of any entrance.

CATERING

Renter may use a caterer from our list of preferred vendors. Studio 919 does not provide coffee, soda, cups, condiments, dishes, glassware, silverware, napkins, etc. These items must be provided by the host organization or caterer. There is a water fountain available to Renter and guests. If Renter chooses a vendor outside of preferred vendor list, a the vendor must schedule a site visit with the Event Coordinator at least 10 days before scheduled event. If you have food donated for your event that is from a vendor not listed on preferred vendor list, vendor must still schedule a site visit with Event Coordinator at least 10 days before scheduled event should they be delivering the food to Studio 919 for Renter.

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated time frame given by Studio 919. If there is an event prior to yours, a timed delivery will be required. Studio 919 staff is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the Renter or Renter's representative.

ALCOHOL

All alcohol must be served by a TABC Certified Bartender. Alcohol may not be made available for purchase at any time by guests. See preferred alcohol service vendors.

AV EQUIPMENT

Audio visual equipment requests should be requested/determined at the same time as booking request.

ANIMALS

We do not allow animals on site during an event, with the exception of service animals.

CONCEALED WEAPONS

Studio 919 allows firearms on the premises with a valid handgun license.

SIGNS AND DISPLAYS

Signs, messages or other materials may be posted, displayed, and distributed in Studio 919 within assigned locations and with prior written approval of the Event Coordinator. Such materials may not be fastened to any part of Studio 919.

DECORATIONS

Push pins, pins, tacks, staples, nails and tape of any kind may not be used on the walls or hanging acoustical ceiling tiles.

PROHIBITED SUBSTANCES

No incense, candles or strong odor-producing items are allowed in Studio 919.

REVIEW OF CONTRACTS

All contracts related to the presentation of a program, including contracts between users and speakers, performers, subcontractors, managers and others, must be made available to the Studio 919 Event Coordinator.

INCLEMENT WEATHER

Studio 919 reserves the right to cancel bookings or revise business hours in case of inclement weather conditions, including ice, snow, freezing rain, and flood. In general, we will follow the decision of the Austin Independent School District. If inclement weather causes you to cancel, please contact Event Coordinator immediately upon making that decision.

TRASH

Renter is responsible for ensuring all food and beverages are removed from Studio 919 after event ends. All trash must be placed in designated receptacles. Cleaning fee is built into standard rental fee.

TEXAS TRIBUNE/STUDIO 919 LOGO USAGE

Renters cannot use any version of The Texas Tribune or Studio 919 logo, or imply participation or endorsement of content, without express written consent from the Event Coordinator. Venue information will be cited in text as follows:

Studio 919 at The Texas Tribune
919 Congress Avenue
Sixth Floor
Austin, TX 78701

USE OF PROPERTY

Rental of Studio 919 includes the use of the entire event room, restrooms, and water fountain. A small kitchen area with sink only is available to Renter/caterer but not open to Renter's guests.