



Scobee Education Center

ALAMO COLLEGES DISTRICT
San Antonio College

Scobee Education Center Facility Rental

Thank you for your interest in hosting your event at the Scobee Education Center, where we've got special events down to a SCIENCE! The Scobee Education Center is a unique and ideal place to hold many types of events. Our convenient downtown location and proximity to the Riverwalk, makes us a great alternative to the standard meeting space. When you add our "larger than life" options for entertainment, the Scobee Education Center becomes a great meeting space with an "out of this world" atmosphere for social events as well.

Our facilities may be used for a myriad of different events. Some of these include:

- Business presentations
- Conferences
- Appreciation events
- Private and public social gatherings
- Guest speakers
- Networking events
- Business receptions
- Weddings "under the stars"
- Private screenings of the Planetarium shows
- And so much more...

Each event is distinct and designed to your individual specifications. We pride ourselves on providing first-class hospitality, and we are committed to making your event as successful as possible. Plus, your unforgettable event helps support our mission of providing exceptional science education opportunities in our community.

Please find enclosed an overview of the SEC's facility use program, including venue information and regulations for using our space. If you would like to see our facilities for yourself, please contact me to schedule an appointment to tour and further discuss how the Scobee Education Center can meet the unique needs of your event. Site visits can be scheduled by phone (210-486-0956). Please make an appointment to ensure that the space you are interested in is open for viewing.

Again, thank you for considering the Scobee Education Center as a possible location for your upcoming event. We look forward to the opportunity of working with you.

Sincerely,

Coordinator of Program Development





VENUES



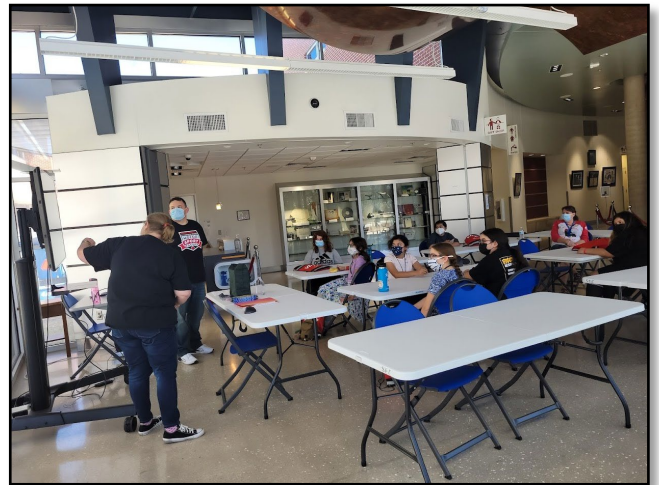
Ewing Halsell

This is our largest space multi-use space at 1,730-square-feet that boasts an open floor plan to accommodate your larger event needs. The Ewing Halsell Hall is the largest space in our building, accommodating up to 80 guests for catered meals or 120 in an auditorium seating format. Since the Ewing Halsell Hall is in the heart of the building, you may be required to add on other spaces, to accommodate additional guests and activities. Amenities include tables, chairs, and wireless internet access.

Mays Family Foundation North Lobby

The Mays North Lobby is coupled with the Scobee Gift Shop area and historic exhibits from the region’s aerospace past.

Surrounded by floor to ceiling windows on two sides and the Northern Hemisphere Sky Map, this space is perfect for smaller gatherings or events that take advantage of the garden and terrace areas as a part of their event.



Scobee Planetarium

The Scobee Planetarium is the cornerstone of the Scobee Education Center with its original full dome construction in 1961.

Utilizing a Digistar 7 planetarium system and recently upgraded audio system, guests can “reach for the stars”, listen to a scientific lecture by one of our area STEM professionals, or virtually visit with a scientist from another part of the globe.

This theater has 101 seats and a single wheelchair opening.



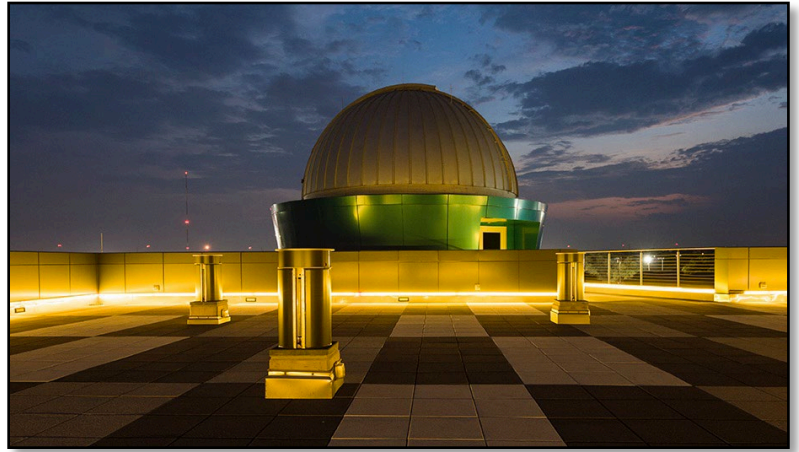


Powell Star Deck

The Powell Star Deck is a roof top venue that serves as a guest staging area for the Scalan Observatory when the telescope is open on Friday evenings.

With a panoramic view of the San Antonio College campus and surrounding western neighborhoods, this is an outdoor rooftop terrace and events would need to consider the elements in their planning.

There is a 50-person capacity for this space that can be increased marginally with the addition of a fire watch officer.



Myra Stafford Pryor Charitable Trust and Frost Bank Discovery Lab

The Pryor/Frost Discovery Lab is our primary classroom space for virtual and in-person programs. It boasts a large 90-inch Television and audio system for network and presentation materials.

CLC Briefing Room

The Challenger Briefing room is the gateway to the Challenger missions to the international space station, exploring the moon, Mars, and passing comets. This is a multipurpose space that can host a STEM presentation or serve as the primary location for smaller birthday parties that come to the Friday Night Planetarium programs.





SEATING CAPACITIES

(with caterer providing seating and tables)

***Scheduling is dependent on availability.**

Area	Seated Capacity 66" - 6/table	Theatre Style Seating	Standing Reception	Food Catering in the Area	Audio/Visual Capabilities
Ewing Halsell Hall	80	120	250	yes	✓
Mays Family Foundation North Lobby	35	45	60	yes	✓
Scobee Planetarium	<i>N/A</i>	101	<i>N/A</i>	no	✓
CLC Briefing Room	20	36	50	yes	✓
Pryor Charitable Trust and Frost Bank Discovery Lab	<i>20</i>	35	<i>N/A</i>	yes	✓
Boeing Company Gallery <i>(Concourse-2nd floor)</i>	35	<i>N/A</i>	50	yes	
Powell Star Deck <i>(Outdoor Area-rooftop)</i>	40	50	50	yes	





VENUE PRICING

***Rental is dependent on availability. Renting the facility is a 4-hour minimum.**

Weekday	Regular
Ewing Halsell Hall	TBD
Mays Family Foundation North Lobby	TBD
Scobee Planetarium	TBD
CLC Briefing Room	TBD
Pryor Charitable Trust and Frost Bank Discovery Lab	TBD
Boeing Company Gallery (<i>Concourse-2nd floor</i>)	TBD
Powell Star Deck (<i>Outdoor Area</i>)	TBD

Weeknights	Regular
Ewing Halsell Hall	\$425/hr.
Mays Family Foundation North Lobby	\$125/hr.
Scobee Planetarium + facility rental (\$425/hr.)	\$125/hr.
CLC Briefing Room	\$100/hr.
Center Terrace and Holt Foundation Challenger Memorial Garden (<i>Outdoor Area</i>)	\$100/hr.
Pryor Charitable Trust and Frost Bank Discovery Lab	\$100/hr.
CLC Mission Control (meetings only)	\$175/hr.
Powell Star Deck (<i>Outdoor Area</i>)	\$175/hr.

Weekends	Regular
Ewing Halsell Hall	\$500/hr.
Mays Family Foundation North Lobby	\$200/hr.
Scobee Planetarium + facility rental (\$500/hr.)	\$125/hr.
CLC Briefing Room	\$125/hr.
Pryor Charitable Trust and Frost Bank Discovery Lab	\$125/hr.
CLC Mission Control (meetings only)	\$225/hr.
Powell Star Deck (<i>Outdoor Area</i>)	\$225/hr.

PERSONNEL	
Staff member	\$40/hr.
IT Technician	\$65/hr.
EQUIPMENT	
Microphones	\$15 per day per item
TV Screen	\$5/hr.
Projector (<i>only in briefing room</i>)	\$65/hr.
6' tables	\$7 per day per item





***All prices subject to change. Discretion is given to Scobee Education Center staff. User may also be charged for set-up and break-down of the event.**

FACILITY USE RULES AND REGULATIONS

Facility Use/Changes/Cancellations. Permission is granted upon the review of the Facility Use Agreement by the Director, payment of the appropriate fee(s) and receipt of the signed agreement to abide by the rules established for each venue. The Facility Use Agreement will be provided and need to be signed at least one month before the event. Alamo Colleges insurance liability requirements need to be met. Use of the facility is limited for the specific activity for which it was reserved. Any changes which may affect the stated use must be presented in writing to the Coordinator of Program Development at least one week in advance of the activity. If changes involve additional fees, those fees must be paid at the time of the request for change. If rentals are beyond the four-hour rental requirement, there will be a charge at a rate of 25% of the original rental price. Rentals are not currently available on Sundays and most Saturdays. **Renting the facility is a 4-hour minimum.**

Additional Fees:

- ***Security \$55/hour – 4- hour minimum**

Security required 30 min prior and following an event.

- ***Housekeeping \$45/hour – 4 - hour minimum**

**Both of these services are required, in addition to rental fees, for events that involve alcohol or minor children.*

Payment. A 20% deposit is required to secure your facility use. Payment in full is due on the day of the event prior to the start of the event. Accepted forms of payment are cash, credit card, check or money order.

Set-up. Facility usage includes limited set-up services for chairs and tables to designated areas. Chair and table rentals must be contracted with through outside providers/caterers. Check with staff prior to moving any equipment. Evening four-hour rental prices begin at 6:00 p.m. and must end before Midnight. Time extensions may be permitted with prior approval and the availability of Alamo Colleges Police coverage. Two hours prior to the event are provided for set-up. Additional time to set-up and tear-down is to be charged at \$75 per hour.

Clean Up. Thirty minutes following the event for take down at no additional cost. User will remove all trash and signs and return the facility to the condition which existed prior to the activity in a timely manner. Failure to do so





will cause the assessment of additional fees for clean-up and/or the prohibition from further use of SEC facilities. The usage fee includes basic custodial service such as the emptying of trash cans.

Amenities. All facility usage includes the use of tables and chairs, depending on availability. Also included is the use of audio/visual equipment already on site (i.e., projector and monitor), depending on availability. Please note that SEC does NOT have dishes, cutlery, linens, etc. available for use.

Event Registration Area. All facility use includes one complimentary six-foot table and two chairs inside the front doors in the Valero Entry as a registration/check-in area, if requested. If you would like to utilize a larger portion of the Ewing Halsell Hall for a registration area as part of a larger event (ex. a conference utilizing multiple SEC venues) and require more than one six-foot table and two chairs, a discounted daily rate on the Ewing Halsell Hall may apply (Regular: \$800, Non-Profit: \$600). The daily rate includes up to four six-foot tables and eight chairs, set up in a location designated by the SEC. All facility-use rules and regulations apply. If your registration area requires additional setup, A/V, etc., standard Ewing Halsell Hall hourly rates apply in place of the discounted daily rate.

Catering. Catering companies are expected to be self-contained in their ability to set up and break down their events. Caterers are expected to remove the trash generated from their events and clean any spills prior to leaving. If alcohol service is approved by the Alamo Colleges, the caterer/servers must be TABC certified. *Alcohol may not be provided prior to 5:00 p.m. by Alamo Colleges policy.*

Caterers Recommended, but not required:

- ❖ 375° - <https://threeseventyfive.com/home>
- ❖ Absolutely Delicious - <http://www.absolutelydelicious.com>
- ❖ True Flavors - <http://trueflavors.com>
- ❖ Heavenly Gourmet - <http://www.heavenlyg.com/>
- ❖ Black Tie Catering - <http://www.btacatering.com/>

Alcohol Policy. No alcohol is permitted before 5:00 pm weekdays and must have prior approval by the SAC President and Alamo Colleges Chancellor's office at least one month before the event. Alcohol must be served by an insured and Texas Alcoholic Beverage Commission certified bartender. Proof of license must be presented to Coordinator no less than ten (10) days prior to event.

