

THE STATE OF TEXAS   §

COUNTY OF HARRIS   §

The Commissioners Court of Harris County, Texas, Met in a regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on \_\_\_\_\_,

with the following members present:

Judge Hidalgo	County Judge
Rodney Ellis	Commissioner, Precinct No. 1
Adrian Garcia	Commissioner, Precinct No. 2
Tom S. Ramsey, P.E.	Commissioner, Precinct No. 3
R. Jack Cagle	Commissioner, Precinct No. 4

and the following members absent: \_\_\_\_\_,

constituting a quorum, when among other business, the following was transacted:

**ORDER AUTHORIZING HARRIS COUNTY PUBLIC HEALTH to host the Harris County Public Health (HCPH) Office of Communication, Education, and Engagement (OCEE) Black Maternal and Child Health Summit.**

Commissioner \_\_\_\_\_ introduced an order and moved that Commissioners Court adopt the order. Commissioner \_\_\_\_\_ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Cagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The meeting chair announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

**IT IS ORDERED** that the County Judge is authorized to host the Harris County Public Health (HCPH) Office of Communication, Education, and Engagement (OCEE) Black Maternal and Child Health Summit in the total amount of \$50,000.00. The event is scheduled for October 21-22, 2022 and will take place at University of Houston.

The documents are attached hereto and incorporated herein and incorporated as if set out in full word for word. Harris County is authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.

## Confirmation - Invoice

### Customer

Adrien Turner  
SC Special Event Customers  
USA

### Reservation: 117177

Event Name: Aftershock Film Screening  
Status: Pending - Customer  
Phone: 832-488-0412  
Event Type: Movie

### Bookings / Details

Quantity Price Amount

Our policies are available online at <https://www.uh.edu/studentcenters/reservations/policies-procedures/>

1. This is a billing statement regarding reservations for the Student Centers (SC). The payment due date is listed below. Please read the confirmation carefully to ensure everything is correct.

2. Payment can be made at any time before the due date. If payment is late, there could be additional charges. Payment is accepted by company/organizational check, money order or credit cards. Checks and money orders should be made payable to "University of Houston". Credit card payments may be made online at <https://www.uh.edu/studentcenters/reservations/payment-form/>. UH Departments must pay via SC Voucher. We do not accept any cash.

3. Changes or cancellations to the reservation can be submitted by email to [cars@uh.edu](mailto:cars@uh.edu). Changes are not confirmed until an updated confirmation-invoice has been received. An organization must meet the cancellation policy deadline in order to avoid charges.

4. All groups/departments/individuals are responsible for paying any debts owed to the University. Reservations will not be accepted by anyone with past due accounts with SC Conference and Reservation Services or other areas of the University.

After the payment has been received, a final confirmation letter will be emailed. Reservations have a "Scheduled" status until paid in full.

### Movies and Public Viewings

Any student or faculty organization, joint sponsored entity, non-UH organization, individual or department wanting to screen a movie must obtain screening rights and written permission before reserving a room. It is against Copyright Law to screen a movie, video in a public or semi-public venue without permission. This includes personally owned and commercially rented films. UH is committed to supporting and enforcing the U.S. Copyright Law. The SC CARS office will need a copy of your written permission for our files.

To obtain license for public viewing you must obtain rights from one of six sources.

Criterion  
800.890.9494  
[www.criterionpicusa.com](http://www.criterionpicusa.com)

Swank Motion Pictures, Inc  
(800) 876-5577  
[www.swank.com](http://www.swank.com)

Motion Picture Licensing Corporation MPLC  
(800) 462-8855  
[www.mplc.com](http://www.mplc.com)

Contact a distributor directly.

For Public Domain Videos

**Bookings / Details**

Quantity Price Amount

[www.reelmediainternational.com](http://www.reelmediainternational.com)  
[www.openflix.com](http://www.openflix.com)  
[www.buyoutfootage.com](http://www.buyoutfootage.com)

Deposit Due (Due Date: 8/18/2022)

*Deposit is due two weeks after initial event has been sent to a customer.*

Need Movie Rights (Due Date: 10/7/2022)

Payment Due (Due Date: 10/18/2022)

*Payment can be made at any time before the due date. If payment is late, there could be additional charges. We accept company or organizational check, money order or credit card payments. Please make checks and money orders payable to the "University of Houston". If you desire to make your payment via credit card, please access our online form through our website at <https://www.uh.edu/studentcenters/reservations/payment-form/index.php>. We do not accept cash as form of payment.*

**Friday, October 21, 2022****6:00 PM - 9:00 PM Aftershock Film Screening (Pending - Customer) SC South Theater**

As Is for 150

Room Charge: (3 hours @ \$256.50/hr)	1	\$769.50	\$769.50
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SC Food &amp; Beverage Options:

Off-Campus Catering Company

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*All catering from off-campus sources (caterers, restaurants, etc.) must provide a Certificate of Liability Insurance naming the University of Houston as an Additional Insured Party. For detailed information, contact the Conference And Reservation Services at 832-842-6167.*

*Only Coca Cola product may be distributed on the University of Houston campus. See the SCs website under policies and procedures for a list of Coke product. [http://www.uh.edu/uc/event\\_services/index.php](http://www.uh.edu/uc/event_services/index.php)*

*Events in the Student Centers that serve food and that are open to the public must obtain a Food Dealer's Permit. When your group has received a confirmed location and date for the event, you or your caterer will need to go the Department of Public Safety/Fire Marshal's Office to obtain a Temporary Food Dealers' Permit (and/or Burn Permit, if applicable).*

*You will need to obtain the permit a minimum of five (5) business days prior to the event. Fax or bring a copy of the Food/Burn Permit to our office that you have obtained for your event. Events that do not have the required permits will not be allowed to serve food. There address is*

UNIVERSITY OF HOUSTON  
 ENVIRONMENTAL HEALTH and LIFE SAFETY  
 4513 CULLEN BLVD  
 HOUSTON TX 77204-1005  
 713-743-8044

SC AV Equipment:

Theater Video Projection System	1	\$300.00	\$300.00
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*This system includes one computer and one wireless clicker. If you wish to use your personal computer and your computer does not have HDMI or VGA, you will need to provide an adaptor.*

SC Personnel:

5:00 PM - 10:00 PM Setup &amp; Attend

Audio-Visual Operator (Event Spaces & theater)(5 hours @ \$20.00/hr)	4	\$100.00	\$400.00
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Subtotal	\$1,469.50
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Grand Total	\$1,469.50
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Parking Information: <http://www.uh.edu/af-university-services/parking/>

The Welcome Center Garage is the closest available parking, The rates are hourly and change based on day of the week and time of day.

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SC FOOD and BEVERAGE POLICY: Groups holding meetings or events that will include food and beverages within the Student Centers can choose from the following options: (1) UH Dining Services Catering. This option must be used if alcohol will be at the event. (2). Provide own food and beverages (pre-packaged /store-purchased food/drinks or home-cooked food). (3). Contract services through an Off-Campus Caterer (Insurance Certificate needed, with UH as Insured Party). NOTE---- the Coca Cola Exclusive Contract is still in effect for the UH campus, which means all

**Bookings / Details****Quantity****Price****Amount**

drinks/beverages must be approved Coke Products (including juice & water). Please ask if you have questions or visit our website for more information: [www.uh.edu/studentcenters](http://www.uh.edu/studentcenters)

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\* RESERVATION CONFIRMATIONS and other permits/forms are required to be on-site throughout the event. Failure to produce the forms /permits can result in suspension of the event. Photo identification is required of all individual patrons utilizing the facilities. Everyone must be able to present ID upon request of a UH staff member.

\* SPONSORSHIP: if a group is receiving a sponsorship for an event at UH, then the organization is still responsible for making sure that all fees and charges are paid by the due date.

\* ASSIGNED ROOM/ SPACE: all groups/people must utilize their specific assigned location(s) listed on the reservation confirmation letter. No one is permitted to relocate to a different location without prior approval. Representatives at vendor/information tables must remain next to, in back of, or right in front of the tables.

\* TAPING ITEMS to Walls, Doors, etc.: we do not allow items (paper, posters, banners, decorations) to be taped, tacked, nailed, glued, etc. to walls, doors, ceilings, paintings, floors, windows or interior surfaces. This could result in damage, remove paint, and/or create a safety hazard. If there is a need to display items, please come by CARS and request room dividers or sign stands for this purpose.

\* TEMPORARY OUTDOOR SIGNS on campus grounds requires advance written approval. Please contact our office for additional information.

\* CHALKING/GRAFFITI is not allowed on any surface within or around the Student Centers buildings.

\* TRASH should be placed in the trash can. If the trash can is not large enough for all items please contact CARS or the CRM to have trash removed.

\* The use of a fog/smoke machine is not allowed without prior approval. Additional charges will apply for using a machine. If the fire alarm is triggered by fog/smoke machine, a \$300 fee may be applied to the reservation.

\* We do not provide equipment or staff for areas outside of the managed Student Centers spaces.

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\* CANCELLATION POLICY:

Off Campus Groups - Cancellations must be received in writing at least thirty (30) days prior to the event. If the cancellation is made less than thirty (30) days before the scheduled event, the organization and/or individual will forfeit all advance payments and other service charges. The organization and/or individual is still responsible for paying all fees due if cancelled less than thirty (30) days before the event. Events may be re-scheduled only once after the cancellation period has been reached. If the re-scheduled event is canceled, the refund will be forfeited.

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The University of Houston is designated as a tobacco and vapor free campus. The use of all tobacco products is prohibited in university buildings and on university grounds, including parking areas, sidewalks, walkways, university-affiliated parking facilities and university-owned buildings, except in temporary designated tobacco-use areas. Policy - <<http://www.uh.edu/policies/tobaccofree/>>

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Beginning August 1, 2016, the campus carry law allows persons with a state mandated concealed handgun license (CHL) to carry a concealed handgun in certain areas on campus, including the Student Centers. The University's campus carry policy can be found here: <http://www.uh.edu/af/universityservices/policies/mapp/07/070105.pdf>

All Student Centers policies and procedures are available at <http://www.uh.edu/studentcenters/reservations/policies-procedures/>.

## Confirmation - Invoice

<b>Customer</b>	<b>Reservation:</b>	<b>117335</b>
Adrien Turner	Event Name:	Black Maternal Health Summit
SC Special Event Customers	Status:	Pending - Customer
USA	Phone:	832-488-0412
	Event Type:	Meeting

Bookings / Details	Quantity	Price	Amount
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Deposit Due (Due Date: 8/29/2022)

Deposit is due two weeks after initial event has been sent to a customer.

Payment Due (Due Date: 10/19/2022)

Payment can be made at any time before the due date. If payment is late, there could be additional charges. We accept company or organizational check, money order or credit card payments. Please make checks and money orders payable to the "University of Houston". If you desire to make your payment via credit card, please access our online form through our website at <https://www.uh.edu/studentcenters/reservations/payment-form/index.php>. We do not accept cash as form of payment.

### Saturday, October 22, 2022

9:00 AM - 3:00 PM Black Maternal Health Summit (Pending - Customer) SC South Multipurpose (All)

Banquet Rounds for 144

Room Charge: (6 hours @ \$172.00/hr)	1	\$1,032.00	\$1,032.00
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SC Food & Beverage Options:

Off-Campus Catering Company	1
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## Bookings / Details

Quantity Price Amount

your group has received a confirmed location and date for the event, you or your caterer will need to go the Department of Public Safety/Fire Marshal's Office to obtain a Temporary Food Dealers' Permit (and/or Burn Permit, if applicable).

You will need to obtain the permit a minimum of five (5) business days prior to the event. Fax or bring a copy of the Food/Burn Permit to our office that you have obtained for your event. Events that do not have the required permits will not be allowed to serve food. There address is

UNIVERSITY OF HOUSTON  
ENVIRONMENTAL HEALTH and LIFE SAFETY  
4513 CULLEN BLVD  
HOUSTON TX 77204-1005  
713-743-8044

## SC Equipment:

Podium - Standing	1		
Catering Table(s) 6 ft standard	4		
5 ft. Round Banquet Table(s)	18		
Chair(s)	144		

## SC AV Equipment:

MES Sound System	1	\$100.00	\$100.00
2 wireless microphone for both halves or 1 wireless microphone for one half the ballroom 1 wired microphone is available upon request.			
MES (All) Video Projection System	1	\$300.00	\$300.00
This system does not include a computer. We provide HDMI connections. If your computer does not have HDMI, you will need to provide an adaptor.			
Laptop Computer	1	\$100.00	\$100.00
Password for generic log in is located on the computer. All stored files on laptops are erased after events. Laptops are locked down to head table or podium; please contact CARS office to have laptops relocated during an event.			

10:00 AM - 2:00 PM Community Day (Pending - Customer) Parking Lot 12A

As Is for 500

Subtotal	\$1,532.00
Grand Total	\$1,532.00

Parking Information: <http://www.uh.edu/af-university-services/parking/>

The Welcome Center Garage is the closest available parking, The rates are hourly and change based on day of the week and time of day.

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