

NASA Exchange-JSC

Clubs Program Manual



Table of Contents

1.0 General Information	Page 3
2.0 Foundational Club Principles	Page 3
3.0 Approval Process	Page 4
4.0 Members	Page 4
5.0 Benefits	Pages 5
6.0 Events	Page 5
7.0 Access to JSC	Page 6
8.0 Sponsorships and Fundraising	Page 6
9.0 Status Revocation	Page 6
10.0 Residual Assets/Property	Page 7
11.0 National Association Affiliation	Page 7
12.0 Amendments to the Program Manual	Page 7
 Appendices	
Appendix A: Letter of Application	Pages 8-9
Appendix B: Year to Year Agreement	Page 10
Appendix C: Recognized Club Check List	Page 11
Appendix D: Creating a Constitution	Pages 12-15
Appendix E: Sample Constitution	Pages 16-19
Appendix F: Roster Form	Page 20
Appendix G: Waiver/Photo Release	Page 21
Appendix H: Information for Website	Page 22
Appendix I: Event Request	Page 23
Appendix J: Facility Use Agreement	Pages 24-28
Appendix K: Starport Code of Conduct	Pages 29-30

1.0 General Information

The NASA Exchange-JSC (“Starport”) provides services and facilities to promote the social, welfare, and recreational interests of Johnson Space Center (“JSC”) employees, contractors, their families, and guests. Starport encourages and supports the organization of independent group activities and functions at JSC to support its mission. Starport Recognized Clubs (“Recognized Clubs”) have the status of an independent organization as defined in NPD 9050.6, are not endorsed or sponsored by Starport, and are not an instrument of the Federal government¹.

This Clubs Program Manual (“Program Manual”) outlines the process and requirements for an independent JSC-associated group to obtain Starport Recognized Club status², which is the acknowledgment of a group’s existence and grants the group access to the benefits described in this Program Manual. Recognized Clubs are required to adhere to the obligations and responsibilities described herein. Status as a Recognized Club shall not be construed as Federal sponsorship, sanction, or endorsement of the organization, its viewpoints, or its activities. Recognized Club status does not entitle the group to any financial support from the Federal government.

Recognized Clubs are prohibited from using the seals, logos, or insignia of NASA on organizational letterhead, correspondence, titles, or in association with organization programs, locations, or activities.

2.0 Foundational Club Principles

Recognized Clubs are intended to promote the social, welfare, and recreational interests of JSC employees, contractors, their families, and guests. Recognized Clubs shall meet the following expectations:

1. Meet all processes and requirements outlined in this Program Manual.
2. Shall not (explicitly, functionally, or by naming convention) distinguish itself by protected characteristics such as race, color, religion, sex, national origin, age, disability, genetic information, or pregnancy, childbirth, or related medical condition.
3. Attendance at Recognized Club activities and events must be open to the JSC community at large.
4. Membership in a Recognized Club shall not be denied on the basis of the protected characteristics listed in #2 above.
5. Abide by JSC Expected Behaviors, including:
 - Be respectful—Demonstrate consideration and appreciation towards all
 - Be trustworthy—Act with integrity and honor
 - Be accountable—Be answerable and responsible for your actions

¹ Approval as a Recognized Club does not establish an independent organization as an instrumentality. See NPD 9050.6K(1)(b)(2)-(3)

² In accordance with NPD 9050.6K(1)(b)(4)

- Be open minded—Be receptive and flexible when new ideas are presented

3.0 Approval Process

Starport does not directly organize clubs. Starport recognizes clubs after consideration of the required documentation.

Each Recognized Club is required to have, in written form, a constitution and/or bylaws describing the primary characteristics of the club and including club functions, and club officers. This document may be in a single document or separated into two documents: a constitution and bylaws. Typically, a constitution contains articles that will change very infrequently, and modifications will require a vote by a significant percentage (typically 2/3) of the membership. Bylaws usually contain items such as operating rules with a greater level of detail than a constitution and can be changed more easily.

To apply for recognition, prospective members shall submit its constitution and other items of formation to the Club Coordinator for consideration. The proposed club shall submit:

1. Letter of Application (Appendix A)
2. Year-to-Year Agreement (Appendix B)
3. Constitution or Bylaws (Appendix D or Appendix E)
4. Roster Form (Appendix F)
5. Waiver/Photo Release Form from each member (Appendix G)
6. Facility Use Agreement (Appendix J) (as needed)
7. Contact and club information to be posted on the NASA-Exchange JSC's (Starport) website (Appendix H)

Recognized Club names should reflect a spirit of inclusivity and a willingness to welcome broad membership. The Starport Operations Manager will coordinate with applicants on changes necessary to meet this policy.

All final Recognized Club application decisions will be made by the Starport Operations Manager. The primary contact listed on the club application will be notified of the approval status. If an application does not meet the stated guidelines, the applicant will be provided an opportunity to revise and resubmit the necessary materials. All submitted documents, including original and revised versions, will be kept on file by Starport for record-keeping and accountability purposes.

4.0 Members

Recognized Clubs are encouraged to foster an inclusive and welcoming environment. Membership shall be open to the community at large and shall not be restricted based on any protected characteristics, such as race, color, religion, sex, national origin, age, disability, genetic information, or pregnancy, childbirth or related medical condition.

Recognized Clubs must include a minimum of two (2) ranking officials (president and vice-president) who are current JSC employees and should strive to maintain a minimum of 10 members consisting mostly of JSC civil servants, contractors, and retirees. No more than 50% of the total membership may consist of community members, friends, and family. All members must be 18 years of age or older.

Recognized Clubs may independently determine whether to charge membership dues.

5.0 Benefits

While JSC employees and contractors may form groups and host activities independent of Starport, Recognized Club status provides them with certain benefits, as well as other assistance. The Starport Club Coordinator acts as a liaison for Recognized Clubs to answer general questions, ensure Recognized Club information is up to date on the website, and coordinate with the Recognized Clubs, as necessary.

Upon approval, Recognized Clubs will receive the following benefits from Starport:

1. 12 free meeting space instances per calendar year during off-peak hours (upon availability, scheduled with the Guest Relations Coordinator). Free meeting spaces exclude the Destiny Ballroom and Lone Star Room.
2. Recognized Club name and contact information listed on the Starport website.
3. Two (2) free hours of field rental time per month. Use of the fields for practice will be upon availability.
4. Host sporting tournaments and events at the Gilruth Center and the adjacent fields.

The benefits outlined herein are not entitlements and are based on the projected availability of Starport goods, services, facilities, and equipment. Should projected availability change, Recognized Clubs shall be given reasonable notice of that change. Starport's use of the goods, services, facilities, or equipment shall have priority over the use planned by any Recognized Club. Should a conflict arise, Starport, in its sole discretion, shall determine priority use and availability. Likewise, should a conflict arise as between two or more Recognized Clubs, Starport, in its sole discretion, shall determine the priority as between those Recognized Clubs. This Program Manual does not obligate Starport to seek alternative property or services for use by a Recognized Club.

6.0 Events

Participation in Recognized Club activities and events shall be open to the community at large and not limited, either explicitly or functionally, by any protected characteristics, such as race, color, religion, sex, national origin, age, disability, genetic information, or pregnancy, childbirth or related medical condition.

Minors may be allowed to attend Recognized Club activities and events with a member, but a parent or guardian must sign the waiver/photo release form (Appendix G) on their behalf. Upon approval of an event request, any participant under the age of 18 may be required to be accompanied by an adult. This will be determined on a case-by-case basis by the Club Coordinator upon consideration of the event request.

Recognized Clubs will submit requests for lining, lighting, and equipment provided and will be charged for those requirements. Prior to approval, Starport may negotiate to receive a portion of the proceeds.

Recognized Clubs will be held accountable for the actions of their members and the behavior at their events.

7.0 Access to JSC

It is generally expected that Recognized Club activities and events will be conducted at the Gilruth Center and its adjacent property, not on Federally controlled property within the JSC gates. However, Recognized Club guests seeking to gain access to Federally controlled areas of JSC must obtain a temporary badge. This badge must be requested by a JSC employee and approved by JSC Security in accordance with JSC badging requirements. Badging procedures periodically change, so Recognized Club officers should frequently review current security procedures.

8.0 Sponsorships and Fundraising

Recognized Clubs may not hold fundraising events on Federal property, including on Federally controlled property within the JSC gates or the Gilruth Center. The collection of non-monetary gifts, also known as gifts-in-kind, may be permitted. Recognized Clubs may submit a request to the Club Coordinator for approval, including the type(s) of gifts-in-kind that will be collected, the beneficiaries of the collection, and the duration of the fundraiser (beginning and ending dates), the types of collection containers to be used, and the desired locations of collection containers. Recognized Clubs seeking sponsorships and partnerships shall contact the Club Coordinator for prior approval.

9.0 Status Revocation

Starport reserves the right to revoke a Recognized Club's status due to non-compliance with this Program Manual. Other bases for revocation of a Recognized Club's status include failure to adhere to the Starport Code of Conduct, failure to adhere to JSC expected behaviors, or repeated failure to respond to official correspondence from Starport. After an extended period of no communication from a Recognized Club, Starport will transfer the Recognized Club to an inactive status with written notification provided to the Recognized Club's officers of record. If a Recognized Club remains in an inactive status for one (1) year, Starport may revoke the Recognized Club's status.

Written notification of the revocation will be provided to the Recognized Club officers of record. The officers may submit an appeal to the Club Coordinator. Appeals will be reviewed by the Club Coordinator in consultation with the Starport Operations Manager for final ruling.

A Recognized Club may vote to terminate its status in accordance with its own constitution and by-laws. The Club Coordinator shall be notified in writing of said termination. Clubs whose status has been revoked may reapply for Recognized Club status per the process in Section 3.0 of this Program Manual.

10.0 Residual Assets/Property

Recognized Clubs should not acquire capital possessions or structures that are placed or constructed on NASA or Starport property. If capital possessions or structures are placed or constructed on NASA or Starport property, they will become the permanent property of NASA or Starport without reimbursement. Capital possessions and structures may be removed or altered at the discretion of

Starport for any reason. Removal or alteration of said property will be at the expense of the Recognized Club.

11.0 National Association Affiliation

Recognized Clubs are encouraged, but not required to participate and become associated with a national affiliation (example: USA Ultimate), but at the cost of its members.

12.0 Amendments to the Program Manual

This Program Manual may be periodically updated or amended at the discretion of Starport. Recognized Clubs are expected to maintain an awareness of all changes to this Program Manual and are, therefore, encouraged to consult the Starport website or contact the Club Coordinator for access to the most recent version of the Program Manual.

Appendix A

Letter of Application

Thank you for your interest in forming a new Starport Recognized Club.

The first step is to find out how much interest NASA's JSC community would have in your club. Then provide some basic information (type of club, purpose, etc.) so that I may be aware of your direction and can notify you if there is an existing club that aligns with your proposal. If you feel the employee interest is favorable for your club, you should begin to form a club nucleus (officers) and prepare a Constitution / Bylaws.

Recognized Clubs must include a minimum of two (2) ranking officials (president and vice-president) who are current JSC employees and should strive to maintain a minimum of 10 members consisting mostly of JSC civil servants, contractors, and retirees. No more than 50% of the total membership may consist of community members, friends, and family. All members must be 18 years of age or older. An example of a Constitution and Bylaws are included in the application as guidelines. You should tailor your Constitution / Bylaws to your own club's need.

The next step is to submit your Constitution and/or Bylaws and a list of 10 base members for review. After your club has been approved, you may be asked to provide further information about your club officers.

If you wish, a representative from your group may schedule a meeting with the Club Coordinator for a 5-10 minute presentation about your organization.

If you have any questions, please contact the Member Services Desk at 281-483-0304 or jsc-starport@mail.nasa.gov

Sincerely,

Club Coordinator
NASA Exchange-JSC

Appendix A

Heading for Letter of Application:

Date: _____

To: Club Coordinator

From: Club President

Subject: Prospective Club

Proposed Club Name: _____

Appendix B

Year-to-Year Agreement

This Agreement is valid for one (1) year beginning (month) _____, (day) _____, of 20__ (year) and ending on (month) _____, (day) _____, of 20__ (year) between Starport and _____ (name of club).

The Recognized Club hereby agrees to submit:

1. Letter of Application (Appendix A)
2. Year-to-Year Agreement (Appendix B)
3. Constitution or Bylaws (Appendix D or Appendix E)
4. Roster Form (Appendix F)
5. Waiver/Photo Release Form from each member (Appendix G)
6. Facility Use Agreement (Appendix J) (as needed)
7. Contact and club information to be posted on the NASA-Exchange JSC's (Starport) website (Appendix H)

In addition, Recognized Clubs agree to respond to annual requests for information, specifically Club officers, so that NASA Exchange-JSC has a complete and up-to-date record of all Recognized Clubs.

Upon execution of this Agreement, both Parties acknowledge that the above documentation has been submitted. The president of the named Recognized Club acknowledges they are signing on behalf of the named Recognized Club and its members and agrees to abide by all Starport guidelines, rules, policies, and procedures for the terms of this Agreement. Starport agrees to extend to the named Recognized Club the benefits identified in Section 5.0 of the Program Manual.

 Recognized Club President (printed name)

 Company Affiliation/NASA Office Signature Date

 Club Coordinator (printed name)

 Signature Date

 NASA Exchange JSC Operations Manager (printed name)

 Signature Date

Appendix C

Recognized Club Checklist

- 1 Letter of Application (Appendix A)
- 2 Year-to-Year Agreement (Appendix B)
- 3 Constitution or Bylaws (Appendix D and Appendix E)
- 4 Roster Form (Appendix F)
- 5 Waiver/Photo Release Form from each member (Appendix G)
- 6 Facility Use Agreement (Appendix J) (as needed)
8. National Association Affiliation (if applicable).
9. Contact and club information to be posted on the NASA-Exchange JSC's (Starport) website (Appendix H)

Appendix D

Creating a Constitution

What is a Constitution?

A constitution provides direction and guidance for the operation of an organization. This document establishes the principles and structure of the organization and acts as a foundation for the overall development of a group. Think of it as the "what and why" of your organization.

Why have a Constitution?

As the foundation of an organization, the constitution serves important purposes. A constitution acts to clarify the purpose and delineate the basic structure of an organization. It contributes to the stability and continuity of the group. The constitution can also help current and potential members to have a better understanding of the goals and functions of the organization.

What to include in a Constitution:

In order to optimize its effectiveness, the constitution should be written in a clear and concise manner. Keeping in mind the purposes of a constitution, it should be tailored to the needs of your organization. The minimum requirements are listed below, but the organization may choose to include additional information.

- I. **Name:** (For example: "The name of this organization shall be...")
- II. **Purpose and Goals:** ("The purpose of this organization shall be..."). The statement of purpose can be one sentence or several sentences.
- III. **Membership:** There should be a general statement about the eligibility and requirements for membership in the organization.
- IV. **Officers:** The titles, qualifications for and terms of office should be listed in this section. An organization may choose to list the election process and responsibilities of such officers in this section or in bylaws.
- V. **Finances:** This section may be helpful if the group requires dues or to authorize specific individuals to authorize expenditures.
- VI. **Amendments and Ratification:** It is necessary to delineate the rules and procedures by which amendments can be proposed and adopted. Procedures for adopting the constitution should also be included.

IMPORTANT NOTE:

To be considered valid, constitutions must meet all processes and requirements outlined in this Program Manual and must be signed by the Starport Operations Manager and the Club Coordinator. If changes are made after the organization registration process, the new document should be immediately submitted to the Club Coordinator for review and approval.

Constitution Template for [NEW ORGANIZATION NAME]

Preamble

We, the members of [NEW ORGANIZATION NAME], in order to form a more unified, mission-driven, and purpose-centered organization, do hereby establish this Constitution as the guiding instrument for our governance and operation.

Article I – Name

The name of this organization shall be [NEW ORGANIZATION NAME], hereafter referred to as "[Short Name/Abbreviation]."

Article II – Purpose

The purpose of this organization shall be to _____ and to continuously support and promote the values of Starport.

Article III – Membership

Section 1. Membership is open to _____.

Section 2. Active membership shall be conferred upon those who, in addition to meeting eligibility requirements, have _____.

Article IV – Officers

Section 1. The officers shall be elected from among active members.

Section 2. The elected officers shall include, but are not limited to:

- President
- Vice President
- Treasurer
- Secretary
- [Other roles as needed]

Article V – Elections

Section 1. All officers shall be elected on or before _____ of each year and shall serve _____-year terms.

Section 2. Officers shall be elected by majority vote of active members. In the event no candidate receives a majority, a runoff election shall be held between the top two candidates.

Section 3. A quorum of one-half of the active membership is required for any election to proceed.

Section 4. If an officer position is vacated mid-term, the President (or Vice President if the President vacates) shall appoint a replacement subject to membership approval.

Article VI – Officer Duties

Section 1.

- The **President** shall preside at all meetings, represent the organization, and appoint committee chairs as needed.
- The **Vice President** shall support the President and assume duties in their absence or resignation.
- The **Secretary** shall maintain accurate records of meetings, correspondence, and membership.
- The **Treasurer** shall manage the financial transactions and records of the organization.

Article VII – Dues & Finances

Section 1. Membership dues shall be established at the first meeting of each year.

Section 2. Payment must be made within one month of the first meeting to maintain active status.

Section 3. The organization shall finance its activities through dues and approved fundraising efforts.

Article VIII – Meetings

Section 1. Regular meetings shall be held at least once a month at a time determined by the organization.

Section 2. Special meetings may be called by the President or a majority of officers.

Section 3. A quorum for decision-making shall consist of one-half of active members.

Section 4. All members shall be treated equitably, without discrimination based on protected characteristics.

Article IX – Removal from Office

Section 1. Any officer who fails to fulfill their duties or acts in a manner that undermines the organization may be subject to removal.

Section 2. A removal request must be submitted in writing by at least three active members.

Section 3. The officer in question shall be notified and given an opportunity to respond before a vote is taken.

Section 4. A two-thirds vote of the active membership is required for removal.

Article X – Amendments

Section 1. Amendments to this Constitution may be proposed by any active member in writing.

Section 2. Proposals shall be discussed over at least two regular meetings before a vote.

Section 3. Amendments require a three-fourths (3/4) affirmative vote of the active members to be adopted.

Section 4. Final approval may be subject to any governing or advisory body, if applicable.

Article XI – Ratification

We, the undersigned members of [NEW ORGANIZATION NAME], do hereby adopt this Constitution upon a three-fourths (3/4) affirmative vote of those present at its ratification meeting.

President Signature

Vice-President Signature

The NASA Exchange – JSC recognizes that this Constitution has been filed with Starport for record-keeping purposes. Receipt of this Constitution and signature on this Constitution by Starport does not convey or imply an endorsement or support of this Club, its expressed viewpoints, or its organizational structure by Starport or the Federal government.

Club Coordinator Signature

Starport Operations Manager Signature

Appendix E

Creating Bylaws

What are Bylaws?

As an extension of the constitution, bylaws provide further detail and structure for the internal affairs of the organization. Although they are not required, it may be helpful because they can help your organization run more smoothly and modified more easily. This is the "how"—the day-to-day rules and procedures for running the organization.

Suggestions for Bylaws

Following the pattern of the constitution, the bylaws should elaborate on those items and possibly include other sections. Your organization may choose to include these or other provisions:

Membership – It may be helpful to further describe the process for selecting new members, types of membership, policies (i.e. attendance), and procedures for disciplining and/or removing members.

Dues – This section should specify whether members are required to pay dues, how often they are collected (e.g., annually or per semester), the amount or method of determining the amount, and any policies regarding late payments, waivers, or consequences for non-payment (e.g., loss of voting rights or membership status)

Officers – This section may elaborate on the duties and responsibilities of each officer, outline further expectations, and discuss the removal and filling of vacancies.

Duties – In addition to officer responsibilities, this section may outline expectations for members and/or leaders, such as participating in meetings, upholding the organization's values, adhering to its code of conduct, volunteering for events, or fulfilling assigned roles within committees or projects.

Committees – Primarily for larger organizations, this section will provide guidance on the roles and responsibilities of standing and special committees and their members.

Meetings – Specifics to include here may be information on how often and when meetings will occur, special meetings, requirements for notice, quorum, meeting format and parliamentary procedures.

Affiliations – It may be necessary to describe an affiliation with local, state or national organizations and the effects of this relationship.

Sample Bylaws of [Organization Name] Adopted on [Date]

Article I – Membership

Section 1: Eligibility

Membership is open to individuals who meet the eligibility criteria established in the Constitution and support the mission and values of [Organization Name].

Section 2: Types of Membership (if applicable)

- Active Members: Voting rights; must meet all participation and dues requirements.
- Associate Members: Non-voting; may participate in events but do not hold office.
- Honorary Members: Selected by the Board or general membership in recognition of service.

Section 3: Selection Process

New members shall be accepted through [application/sponsorship/referral] and approved by [majority vote/officer decision/etc.].

Section 4: Attendance

Members must attend at least [X]% of meetings and events annually to remain in good standing.

Section 5: Disciplinary Action and Removal

Members may be removed for conduct unbecoming of the organization or failure to meet membership requirements. Removal requires a two-thirds vote of the active membership or a decision by the Executive Committee following due process.

Article II – Dues

- Dues shall be determined annually by the Executive Committee and approved by the membership.
- Payment is due by [date]. Members not current within [X] days will be considered inactive until payment is received.
- Waivers or sliding-scale dues may be granted at the discretion of the Treasurer and President.

Article III – Officers

Section 1: Elected Officers

The elected officers of the organization shall include:

- President
- Vice President
- Secretary
- Treasurer
- [Any other roles your group requires]

Section 2: Officer Duties

- **President:** Leads meetings, represents the organization publicly, appoints committee chairs.
- **Vice President:** Assists the President and assumes duties in their absence.
- **Secretary:** Maintains all records, minutes, and communications.
- **Treasurer:** Manages finances, collects dues, and provides financial reports.

Section 3: Term of Office

Officers shall serve a term of [1 year/2 years], beginning [date], and may be re-elected.

Section 4: Officer Vacancies

Vacancies shall be filled by nomination and vote of the membership or appointment by the President with approval from the Board.

Section 5: Removal of Officers

An officer may be removed by a two-thirds vote of active members for neglect of duties, misconduct, or violation of the bylaws.

Article IV – Committees

Section 1: Standing Committees

Standing committees may include but are not limited to:

- Membership Committee
 - Events Committee
 - Finance Committee
- Each committee will have a chair appointed by the President and confirmed by the Board.

Section 2: Special Committees

The President or Board may establish special (ad hoc) committees to address specific needs or projects.

Section 3: Responsibilities

Committees shall report to the Board and act within the authority given by the Board or membership.

Article V – Meetings

Section 1: Regular Meetings

Regular meetings shall occur at least [monthly/quarterly], on [day/time], unless otherwise announced.

Section 2: Special Meetings

May be called by the President, the Board, or upon petition of [X]% of the membership with at least [48 hours] notice.

Section 3: Quorum

A quorum shall consist of [one-half/two-thirds] of the active members for decisions requiring a vote.

Section 4: Parliamentary Procedure

Meetings shall be conducted according to Robert’s Rules of Order, Revised, unless otherwise stated.

Article VI – Affiliations

[Organization Name] may affiliate with [list national, regional, or institutional bodies], provided such affiliation aligns with the purpose of the organization and is approved by a majority of the active members.

Affiliated status does not grant control or override the autonomy of [Organization Name] unless agreed upon in writing.

Article VII – Amendments to Bylaws

These bylaws may be amended by a two-thirds vote of active members, provided notice of the proposed change was given at least [two weeks] in advance.

President Signature

Vice-President Signature

The NASA Exchange – JSC recognizes that these Bylaws have been filed with Starport for record-keeping purposes. Receipt of this Constitution and signature on this Constitution by Starport does not convey or imply an endorsement or support of this Club, its expressed viewpoints, or its organizational structure by Starport or the Federal government.

Club Coordinator Signature

Starport Operations Manager Signature

Appendix F

Roster Form

Recognized Club Name:

[illegible]

Appendix G

Waiver/ Photo Release

First Name _____ Last Name _____

1. In consideration of being permitted to participate in [Recognized Club Name] activities, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue Starport, its officers, employees, volunteers, participants, and all other persons or entities acting on their behalf.
2.
 - a. I acknowledge that there is a potential risk for injury involved in my participation. These injuries entail both known and unanticipated risks, including but not limited to inherent risks of participating in a variety of games and relays.
 - b. I expressly agree and promise to accept and assume all of the risks existing associated with my participation in these activities. My participation is purely voluntary, and I elect to participate despite the risks.
 - c. I agree to abide by Starport rules and guidelines. I also agree to reimburse Starport for all costs incurred related to my failure to abide by these rules and guidelines.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Starport from any and all claims, demands, causes of action, suits, procedures, and damages or liabilities, including attorney's fees which are in any way connected with my participation in this activity, and to reimburse them for any such expenses incurred.
4. Starport reserves the right to photograph classes, events, programs, and participants at any facility, property, or at any other event sponsored by the Recognized Club. Use of photographs may be used by Starport for promotional purposes and may be used in publications and media communications in any format without any obligation to provide compensation to those photographed. Attendance at Starport programs and events constitutes consent to be photographed for use in print and/or electronic publicity for Starport. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

Printed Name _____ Date: _____

Signature _____

(If participant is under 18 years of age)

Parent/Guardian Printed Name _____ Date: _____

Signature _____

Appendix H

Information for Website

Recognized Clubs are required to maintain a presence on the Starport website.

To meet this requirement, Recognized Clubs must submit the following information to the Club Coordinator:

1. Club Name
2. President name and contact information
3. Pictures (if available)
4. Schedule of upcoming events
5. Logo (if available)

Recognized Clubs may also send the Club Coordinator notices of upcoming Recognized Club events, meetings, etc. for Starport's social media outlets including Facebook and Instagram.

Recognized Clubs also have the option of creating their own Facebook and YouTube group pages or other ways to promote their club. All marketing, publications, and website media must be in accordance with Starport rules and this Program Manual. Additionally, Recognized Club's marketing, publications, and website media should keep on-topic; be respectful of others; and strictly abstain from materials containing vulgar, obscene or indecent language or images, threatening, or offensive videos.

As noted in Section 1.0 of the Program Manual, Recognized Club's activities are prohibited from using the seals, logos, or insignia of NASA on marketing, publications or website media.

Prior to display or posting of any advertisement, the Recognized Club must add the following statement to all publications: "NEITHER THIS ORGANIZATION NOR THIS EVENT IS SPONSORED, ENDORSED OR OTHERWISE AFFILIATED WITH Starport or the Federal government."

Appendix I

Event Request

COMPLETED FORM MUST BE SUBMITTED AT LEAST 14 WORKING DAYS IN ADVANCE OF THE EVENT TO THE CLUB COORDINATOR

How to check facility availability:

1. Click here: [NASA Exchange - JSC Reservations Calendar \(View Only\)](#)
2. Sign in is not required. Hover over 'Calendars' across the grey bar at the top of the page. Click on 'Facility Reservations.'
3. Click 'Facilities' in menu above calendar.
4. Select the facility you would like to reserve. More than one facility can be selected. Click 'Apply.' (Event Type not required)
5. Use the Day/Week/Month options on top right to select your calendar view. Please note, date search limited to 15 weeks out.
6. Use the forward and back arrows on either side of the date on the left side to view availability.

How to request a facility reservation:

7. Click 'Starport' in top left corner.
8. Click 'Facility Reservations' in menu at top. Click 'Reservation Request Form.'
9. Click '2024 NASA Exchange - JSC Reservation Request Form.' Complete the form in its entirety and click Submit.

Quick links option

How to check facility availability:

Click here: [NASA Exchange - JSC Reservations Calendar \(View Only\)](#)

How to request a facility reservation: (All Reservations must complete a Reservations Request Form for consideration*)**

Click here: [NASA Exchange - JSC Reservation Request](#). Complete the form in its entirety and click "Submit"

This form can also be found on our website at <https://www.nasa.gov/starport/reservation-request-form/>

If you would like set up an appointment to view a space

Please email jsc-starport-reservations@mail.nasa.gov. Please note, that reservation request forms must be completed prior to appointment times.

Appendix J:

Rental Terms and Conditions

Rental Fees

- **0% Fee Category**

Pricing is set based on NASA affiliation. Official NASA mission-related meetings are not assessed a rental fee and are defined as:

- A NASA mission-related event sponsored by a JSC organization or NASA Exchange - JSC Partner company which directly relates to NASA's mission (e.g., business meetings, employee training, organizational retreats, recognition events, holiday celebrations, award luncheons, NASA sponsored educational events, and/or all hands meetings).
- Officially recognized NASA Exchange - JSC Clubs* (12 instances per year)
- NASA Alumni League* (up to one board meeting and one member meeting per month, plus four socials per year in the Destiny Ballroom)
- Retirement Parties for Civil Servants or NASA Exchange - JSC Partner employees

* NAL, and NASA Clubs, please note, meeting space is provided as availability allows and, except where noted, will not include the Destiny Ballroom. Exceptions will be determined on a case-by-case basis by the Exchange Operations Manager and/or an Exchange delegee.

- **50% Fee Category**

- Central Space Design Competition
- Houston Aerospace Scholars
- Space Family Education, Inc. (graduation event with prior approval from the Exchange Operations Manager)
- Memorials for current or former Civil Servant or NASA Exchange - JSC Partner employees
- Other NASA business events that are approved by the Center Director may be considered by the NASA Exchange - JSC Operations Manager

- **100% Fee Category**

- Other federal agencies
- Professional organizations
- Unofficial employee sponsored or personal events
- Unofficial external/public events conducted during excess capacity hours

Please note the Gilruth Center is a multi-use facility. The NASA-Exchange JSC will accommodate requests to the best of its ability; however, the NASA-Exchange JSC reserves the right to modify original reservation requests to mitigate any scheduling conflicts. The Guest Relations Lead will consult with the renter if modifications are required.

Payments

- **Deposits**

15% of the total reservation fee must be paid within two business days once confirmation of reservation has been issued. A permit will be emailed for proof of rental confirmation. Reservations subject to cancellation if deposit is not received.

- **Balances**

All remaining rental fees are due 14 calendar days prior to the event date.

- **Allotted time overage fees**

Events extending beyond their scheduled completion time shall be subject to additional charges.

Cancellation Policy

All cancellations must be submitted to jsc-starport-reservations@mail.nasa.gov.

If the booking is canceled by the rental party:

- 14 calendar days or more prior to reservation date – the NASA Exchange-JSC will issue a full refund minus processing fees.
- 7 to 13 calendar days prior to reservation date – the NASA Exchange-JSC will issue 50% refund of the full rental cost minus the deposit.
- 7 days or less prior to reservation date - will not issue any refunds.

A full refund will be issued if the NASA Exchange-JSC cancels your reservation due to official NASA-related programs or events. Cancellation will only occur if no other reasonable alternative are identified, as determined by NASA Exchange-JSC management.

If your contract is not fulfilled due to NASA Exchange-JSC or disaster (both natural or otherwise), Acts of God, or military deployment, all payments will be refunded or reapplied.

Outdoor and Pavilion Use

Inclement weather may force the cancellation of outdoor events and/or pavilion use. Precautions of temporary shelters, the curtailment of certain activities or other rain alternatives should be considered during the planning process. NASA Exchange-JSC Management cannot guarantee an inside room should inclement weather arrive. If you would like to reserve a back-up space/room, an additional fee will be required. NASA Exchange-JSC 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.

Catering and Food Services

In order to provide flexibility and variety, NASA Exchange-JSC will provide interested renters with a list of approved caterers. Approved caterers used are responsible for providing all necessary napkins, plates, utensils, servers, tablecloths, etc. NASA Exchange-JSC Management reserves the right to assess a clean-up charge should any room not be cleaned to our standards.

Any licensed caterer that provides proof of insurance and signs an agreement to abide by the operating conditions set by the NASA Exchange-JSC can be added to this list as long as all paperwork is signed by both parties and submitted 30 days before the first scheduled catering event.

Serving of Alcohol ACTION: Compare to Activenet

- Minors will not be served under any circumstances. In accordance with TABC law, we reserve the right to ask anyone to show their photo ID issued by a government agency before being served alcohol. For any event (inside or outside) held at the Gilruth Center and its adjacent property where alcohol is consumed, the TABC-certified staff member assumes the responsibility of ensuring that no minors or intoxicated person(s) are served, and that no alcoholic product leaves the property.

- Only beer and wine are permitted on NASA property. Hard alcohol and additional liquor are prohibited.
- For events and groups less than 50 individuals, a TABC licensed server is not required but encouraged.
- For events and groups greater than 50 individuals, a TABC licensed server is required. If a TABC licensed server is required, NASA Exchange-JSC may be able to provide one at the posted charge. However, if NASA Exchange-JSC is unable to secure a server, the guest will be required to provide a server. The TABC server that is planned to be used by the guest **MUST** provide a copy of their TABC certification at least 3 days prior to the guest's reservation.
- The rental party will be responsible for designating a host who will be in attendance and accepts full responsibility for the group to meet the following requirements:
 - Beer and wine will only be consumed in the area designated for the event.
 - Glass containers are not permitted on the sports fields.
 - Beer and wine service will be discontinued at least 30 minutes before the scheduled conclusion of the event.
 - Intoxicated persons shall not be served or be allowed to remain on the premises.
 - Consumption will be responsible and moderate. In the event someone does over-consume, the host will arrange transportation to take the individual home.
 - Amount of beer and wine shall be commensurate with the number of attendees. Food and non-alcoholic beverages must also be provided.
 - In the event a host becomes unable to control the behavior or safety of the group, the host will call JSC Security 281-483-3333 for assistance.
 - NASA Exchange-JSC Management is responsible for enforcing this policy and is authorized to review each request on a case-by-case basis taking into account factors such as concurrently scheduled events, history of the group, and TABC established restrictions.

Vendors

The rental party must provide the NASA Exchange-JSC a written list of all vendors for scheduled events. This includes anyone who may be delivering, setting up, or tearing down any items or equipment for your event (e.g. - DJs, bands, moon walks, face painters, petting zoo, etc.). The vendor list, with phone numbers and vendor contact names, is due at least 7 business days prior to the scheduled event. Rental Parties utilizing outside vendors are required to provide the vendor's Certificate of Liability Insurance and a signed Hold Harmless Agreement at least 7 business days prior the scheduled event. Without these documents, the vendor will not be authorized access to the NASA Exchange-JSC property. NASA Exchange-JSC Management may ban any vendor from the facility, at its own discretion.

Decor and Signage

Plans for all decorations, including floral arrangements and table centerpieces, must be submitted and approved in advance. Open flame candles are **NOT** permitted. Decorations must not necessitate the moving of any fixed or large assets in the facility. Hanging large signs or decorations in the inside or the outside of the facility is not permitted without prior approval. Hanging of signs on furniture and walls is **NOT** permitted.

If signs are approved, they must be displayed on easels or adhered to doors, walls or furniture with blue painter's tape only. The use of double back tape, staples, nails, or any other adherence material is strictly prohibited.

Entertainment

Management reserves the right to review and approve all entertainment for any scheduled event.

Deliveries

All deliveries must be coordinated through the NASA Exchange-JSC. All delivery vendors must check in with the NASA Exchange-JSC front desk staff prior to unloading. NASA Exchange-JSC staff have full authority to make corrective changes and oversee the supervision of deliveries, setup, production, catering, tear down and clean-up of an event. All catering, floral arrangements, decorations and other materials brought in by the client, or any vendor of the client, may not be stored or set-up in any unreserved area of the NASA Exchange-JSC.

Clean-Up

All break-down and cleanup must occur immediately following the scheduled event. All rental and decorating items must be removed immediately after the event unless special arrangements are approved in advance by the Guest Relations Lead. The NASA Exchange-JSC does not assume any responsibility for items left by the rental party or their vendors.

Management reserves the right to assess a clean-up fee for any event if the rental area is not left in the original condition.

Minors

Minors under the age of 16 must be under the immediate supervision of an adult at all times. There must be an appropriate number of chaperons for the number of minors who are using the facility. NASA Exchange-JSC staff members cannot monitor minors during an event. NASA Exchange-JSC staff are not responsible for any childcare supervision.

Smoking

The interior of the NASA Exchange-JSC facility is designated as non-smoking. Smoking is not permitted within 25 feet of doorways, entries, operable windows, and outdoor air intake ducts.

Safety and Appropriate Use

- No animals are allowed on NASA property, except those trained to assist disabled individuals (exception includes events where a petting zoo is part of the activities and is subject to the Vendor requirements below).
- No group or individual may use the facility for events that are a threat to the safety of the clients or property.
- NASA Exchange-JSC Management reserves the right to determine whether specific usage of the NASA Exchange-JSC property is appropriate.
- The following types of events/reservations are **NOT permitted**:
 - Events sponsored or conducted by any organization, individual, or activity practicing or advocating discrimination based on race, religion, creed, color, sex, sexual orientation, age, or national origin.
 - Events having a partisan political, sectarian, or similar nature of purpose.
 - Events for the purpose of advocating or influencing action on legislation.
 - Events conducted for any type of commercial profit or individual profit (for example - direct or indirect sale of products or services, charging of admission fees, or the making of an indirect assessment for admission, or the taking of a collection) must be approved in advance by the NASA Exchange-JSC.

Hold Harmless

As consideration for permission to use such facility, User, to include but not limited to User's agents, assignees, invitees, guests, members, and employees, agrees to indemnify, protect, defend and hold harmless the United States, its agents and instrumentalities (including the NASA Exchange-JSC), and representatives, officers, and employees thereof, from any and all claims, demands, actions, debts, liabilities, judgments, or costs arising out of, claimed on account of, or in any manner predicated upon, the loss of, or direct, indirect, or consequential damage to property, any loss of personal property, or injury to or death of any person(s), arising from or related to activities pursued or use of facility under this agreement or in any manner caused or contributed to by any action or omission of the NASA Exchange-JSC, its contractors, agents, representatives, or employees, whether such damage is the result of negligence or otherwise.

Appendix K

Starport Code of Conduct

The Gilruth Center adheres to the Code of Conduct that has been set forth by NASA – JSC. The Gilruth Center is a multi-use recreation and conference facility representing Starport in which a wide variety of services, programs, and events are conducted to enhance the morale and welfare of all JSC civil service and contractor employees, their dependents, retirees, authorized visitors, and the local community as invited.

In addition, the following Code of Conduct sets forth expectations for all participants and visitors who use the facility for any purpose.

Participants and visitors must adhere to the following:

- Act with courtesy and professionalism at all times.
- Comply with requests and direction from Starport staff, officials, instructors, and facilitators who are acting in the performance of their duties.
- Comply with any rules and guidance set forth for the particular program, event or class.
- Wear proper fitness attire; shirts and shoes are required at all times outside the locker rooms (unless specified by Starport Management).
- Cleats are not allowed to be worn while in the Gilruth Center indoor facilities.

Participants and visitors must refrain from:

- Aggressive behavior in any form, including physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
- Rude or argumentative behavior with staff, officials, and instructors or other participants or visitors.
- Disrupting or obstructing any program, event, or class.
- Lewd, obscene, or indecent conduct or expression, including profanity, or offensive remarks.
- Any action, which constitutes a threat or an attempt to inflict, or the actual infliction of, or injury to other participants and/or staff.
- Willful damage or destruction to the facility or property.
- Forgery or sharing membership cards for access to the facility or access to programs, services, or classes.
- Unauthorized entry to areas such as staff offices or staff workspaces, maintenance, equipment, or storage rooms.
- Unauthorized use of facility computers or unauthorized adjusting of audiovisual equipment.
- Photography and videotaping of participants or visitors without prior approval of participants being photographed or taped and without prior approval from an authorized staff member.
- Unauthorized commercial activity – no person is allowed to post, advertise, instruct in private lessons or solicit individuals in the facility for personal services or for personal businesses that is not directly affiliated and approved through Starport.

All participants and visitors are required to report any violation of this Code of Conduct to a Starport staff member immediately. As needed, JSC Security may be called to enforce this Code of Conduct.
Enforcement

The Code of Conduct will be enforced by the staff, officials, instructors, and facilitators whose authority shall prevail in the immediate situation.

If a violation occurs with a civil service employee, the immediate supervisor of the employee will be notified. If a violation occurs with a contractor employee, the contractor's human resources office will be notified.

The following actions may be taken for violations of the Code of Conduct:

- Violations of the Code of Conduct that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions, including, but not limited to:
 - Verbal warning
 - A suspension of certain and/or all privileges for a specified period of time
 - A permanent suspension
- Violations of the Code of Conduct that are deemed to constitute an immediate or implied threat to the safety of others, or their property and/or the safety of the facility or facility property may result in the following actions, including, but not limited to:
 - A one-to-six-month suspension
 - A six-to-twelve-month suspension
 - A permanent suspension

The Exchange Operations Manager and the JSC Exchange Council Chair ultimately determine the outcome for failure to comply with the Code of Conduct.

No refunds will be given for loss of privileges due to a final determination that a violation of the Code of Conduct occurred.

Any acts that are considered violations of the NASA or JSC Workplace Violence Policy shall be referred to JSC Center management for appropriate action.