

# **Bangladesh-American Center**

13415 Renn Road, Houston, TX 77083

*www.bachouston.org*

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## **Policy for placing advertising materials within the BAC premise**

All advertisement posted in BAC premise must have prior approval from the Operations Director.

Bangladesh Association related flyers, posters or announcements will not require any approval, however, the Operations Director may be consulted to find the best suitable place.

Once and if a public bulletin board is placed, then guests may post their advertisement on their own.

Depending on the duration and type of display BAC reserves the right to charge the advertiser for the advertisement.

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## **Policy for parking vehicle in and around the BAC premise**

Currently Bangladesh-American Center premise is under construction. Therefore caution must be made while parking your vehicles in and around the premise. Following are some helpful tips for parking your vehicle.

- If you are parking on the roadside, align you vehicle on the way of the traffic, otherwise you may get a ticket.
- Keep a reasonable distance from the road while parking on the roadside
- If you parking your vehicle inside the premise, do not block the driveway
- Park your vehicle on the graveled area only, otherwise your tire may punctured
- Watch your steps when getting out of the vehicles
- Align your vehicle so that maximum number of vehicles can park

BAC will not be responsible for any damage to your vehicles or any belongs inside your vehicle when parked on the roadside or within the BAC premise.

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## **Policy for dumping anything in and around the BAC premise**

No dumping is allowed.

- If you want to donate any materials to BAC, please review the Material Donation List posted in BAC office. If the item you want to donate is not listed, please consult with any of the facilities committee members or the Operations Director.
- Any unauthorized dumping or storing of any materials in BAC premise may be thrown away without notice.

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## **Policy for proper utilization of power in the BAC office**

Please follow the rules states below:

- Turn on only the lights you need to use
- Make sure the thermostat in the AC is not below 75 degree or not higher than 80 degree
- Turn all lights and AC off before exiting the building.
- Do not keep any electrical units such as tea-maker, coffeemaker without auto shut off plugged-in over night. It is a fire hazard.
- If you need to use any electrical units outside the BAC office, please consult the Operations Director.

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## **Policy for food Items inside the BAC office**

No perishable food items are allowed inside the BAC office.

All edible items such as creamer, sugar etc, must be kept in clearly labeled airtight packet. When and if a refrigerator is available, perishable food may be allowed to keep inside for no more than 7 days.