

## Dallas County Medical Society Alliance Foundation

5500 Swiss Avenue

Dallas, Texas 75214

### *Welcome to the Aldredge House*

This designated Texas Historical Landmark is one of three architecturally significant homes in one of Dallas' most treasured neighborhoods, the Swiss Avenue Historic District. It is one of the few remaining properties where the historic integrity has not been compromised. The Aldredge House has served as DCMSAF headquarters since 1974 and is a gift that we share with the public as an historic house museum and meeting space. Special rules and policies ensure the preservation of the interior and exterior of the House and allows us to be a good neighbor in this historical and residential neighborhood.

- Hours of operation are 9:00 am – 10 pm. Events must end no later than 9:00 pm.
- Set up and tear down of equipment and associated functions must occur during the hours of operation.
- No deliveries or pick-ups before 9:00 am.
- Deliveries and pick-ups must load and unload from the parking places in the alley behind the House for easy access from the rear of the property. A van or similarly small delivery vehicle may deliver or pick up in the circle driveway.
- Approval of the Aldredge House Committee is required for the use of the House.
- The Friends of Aldredge House and the Swiss Avenue Historic District Association may hold regularly scheduled meetings at the House
- Security is required for evening events with 41 or more people. Security is scheduled by Aldredge House Liaison.
- A security deposit and Facility Use Agreement may be required on a case-by-case basis.
- These names may be used in event press releases: Aldredge House and Dallas County Medical Society Alliance Foundation.
- Rules and Regulations are provided to all Hosts who secure the use of the House.
- DCMSAF representatives will attend events.
- No tents requiring a City of Dallas permit are allowed.
- No temporary structures are allowed.
- No amplification or live music is allowed outside.

On street parking in close proximity to the House is extremely limited and it is our policy to ensure, to the fullest extent possible, that it is available for neighborhood residents. Ride sharing is encouraged.

- Events with 41 or more guests are required to have valet parking. Valet service is scheduled by Aldredge House Liaison.
- Events with 40 guests or fewer guests are permitted self-parking only the designated areas as shown on diagram.

Those arriving early for unloading may do so, but then must move their vehicles to appropriate parking areas as directed, or allow the valet parkers to do so.