









# Asian American Resource Center Facility Rental User Guide

8401 Cameron Road, Austin Texas 78754  
512-974-1700

<http://www.austintexas.gov/page/asian-american-resource-center-rentals-and-reservations>



Rental Space	Square Feet	Features/Capacity* <small>Capacities vary depending on setup requirements such as space for audio-visual equipment, food service tables, head tables, stages, and other equipment.</small>
<p><b>Ballroom</b></p> 	4800	<p>The ballroom features an open floorplan with expansive windows overlooking the “Great Lawn.” The ballroom is equipped with professional stage lighting, professional sound system, drop down projector screen, and a modular stage. View the <a href="#">Equipment List</a> for all available facility equipment.</p> <p>Weekend rentals of the ballroom include use of the foyer.</p> <p><b>Capacity: 300 – 340 seated</b></p>
<p><b>Foyer</b></p> 	1225	<p>This versatile space can accommodate medium sized groups and is great for mixers or intimate receptions. Cocktail tables are available and combined with the ballroom; the space is perfect for registration, a VIP area or overflow space. The foyer can be rented Monday – Thursday and includes complimentary access to the tranquil courtyard. Weekend use of the foyer is included with rental of the ballroom.</p> <p><b>Capacity: 50 reception</b></p>
<p><b>Commercial Kitchen</b></p> 		<p>The commercial kitchen is available to rent with a ballroom rental to accommodate event catering.</p> <p>A certificate of insurance and a temporary food event permit from Austin Public Health are required.</p> <p>The kitchen includes commercial grade equipment including a large icemaker, double refrigerator, freezer, warming ovens, dishwasher, a microwave and a stainless steel work table.</p>

<p><b>The Great Lawn</b></p> 	<p>Varies</p>	<p>Outdoor event space is available on the east side of the facility. The Great Lawn features an open grassy area, heritage oaks, and a stone pathway. No outdoor lighting or electricity beyond building balcony.</p> <p><b><i>Generous Capacity and versatility</i></b></p>
<p><b>Conference Room</b></p> 	<p>406</p>	<p>A professional meeting room with a smart board, videoconferencing capabilities and a conferencing phone.</p> <p><b><i>Capacity: 20-22</i></b></p>
<p><b>Small Meeting Room (Classrooms)</b></p> 	<p>308-312</p>	<p>Rent one or more of these flexible spaces for meetings, classes, or community activities. The four 300 square feet classrooms include tables and chairs that can be arranged to suit your needs and have a ceiling mounted projector and pull-down screen and dry-erase board. The classrooms can seat approximately 16-20 people.</p> <p><b><i>Capacity: 14 - 20</i></b></p>
<p>The center has a variety of equipment and amenities available to assist with a successful event including a variety of equipment and a staff committed to the success of your event. Clients are welcome to bring in additional rentals, decorations, catering and other items. A list of local vendors is available by request.</p>		



**FACILITY RENTAL FEES (Effective 10.1.2022)**  
**FY 2023 City of Austin Parks and Recreation Fee Schedule**

**Asian American Resource Center\* Application of Fees**

**Hourly Rates and Fees are rounded up to the hour, no proration.**

**Staff and Utility Fees:** Staff and utilities are charged for rentals outside of AARC business hours and all weekend rentals (or during business hours when deemed necessary based on staffing needs for event size, support, safety and other considerations).

**Cancellation Policy:**

- 1.) If the City cancels, all deposits and fees paid are returned to renter.
- 2.) If the renter cancels 21 days or more before the rental start date, all deposits and fees paid are returned to renter.
- 3.) If the renter cancels less than 21 days before the rental start date, 50% of the rental fee and 100% of the deposit will be refunded after applying to any rental fees due.
- 4.) If the renter does not show up for the rental, no refund is given.

Rental Spaces	Rental Fee	Notes
<b>Ballroom - Deposit Required</b>	\$155 per hour	When ballroom is rented at least 4 hours, a maximum of 2 additional hours will be provided free. 2 free hours will still be charged staff and utilities if applicable.
<b>Great Lawn - Deposit Required</b>	\$75 per hour	When great lawn is rented at least 4 hours, a maximum of 2 additional hours will be provided free. 2 free hours will still be charged staff and utilities if applicable.
<b>Foyer - Deposit Required when rented on weekdays</b> <b>Classroom 8</b>	\$50 per hour	Foyer available for rent separately Monday - Thursday evenings. Friday - Sunday the use of the foyer is included only with rental of the ballroom. Classroom 8 can only be rented outside of business hours.
<b>Classrooms 3,4,5,6</b>	\$15 per hour	Per classroom
<b>Conference Room and Classroom 1</b>	\$30 per hour	Classroom 1 can only be rented outside of business hours.
<b>Kitchen - Deposit Required</b>	\$50 per day	Kitchen only available for rent with ballroom rental. A certificate of insurance and Austin Public Health temporary food event permit are required.
<b>Dressing Room use (w/ballroom rental)</b>	\$25 per day	One available classroom will be provided as a dressing room only outside of AARC business hours; during business hours or if more than one dressing room is needed, the conference room or a classroom must be rented at regular room rates.
<b>Security/Use Fee Deposits</b>		Deposits refundable post event pending no other fees incurred during event.
No Alcohol	\$200 per day	
With Alcohol Served	\$400 per day	
Kitchen Damage and Cleanup Deposit	\$100 per day	
Additional Fees	Fee	Notes
<b>Staff</b>	\$20 per hour (per staff and 2 staff minimum required for most events)	Staff and utilities are charged for rentals outside of AARC business hours and all weekend rentals (or during business hours when deemed necessary based on staffing needs for event size, support, safety and other considerations)
<b>Utilities</b>	\$15 per hour	Utilities charged for all rentals outside of AARC business hours (or during business hours when deemed necessary based on high consumption of electrical needs for lighting, sound, and event equipment)
<b>Setup/Teardown Labor Fee</b>	\$20 per hour (per staff)	Setup and Teardown fee is charged per staff x the number of hours required to setup and takedown equipment and furniture for rental.
<b>Event Overtime Fee</b>	Per hour rental fee + Per hour staff and utilities	Overtime penalty fee for how long the event occurs outside the contracted time frame.
<b>Damage Fees</b>	Varies	If non-routine cleaning is required or damage occurs during the event, damage and cleanup expenses will be assessed and charged to the client.
Equipment and Amenities	Fee	Notes
<b>Complimentary Ballroom A/V Package</b>	\$0 per day	Includes: ballroom projector, podium, and up to 3 microphones (wired and/ or wireless)
<b>Mixer and Powered Speaker Package</b>	\$35 per day	Includes: all items in complimentary package plus mixer and 2 powered speakers. Labor additional charge.
<b>Additional Furniture, Equipment and Lighting</b>	\$ per piece	<a href="#">Click Here to View Available Equipment List</a>
<b>Copies</b>	\$.10 (Black & White) \$.25 (Color)	Copies available during rentals for emergency situations only.

## What types of events can the facility be rented for?

The Asian American Resource Center (AARC) is available for a wide variety of indoor and outdoor rentals including community events, non-profit events, business events, meetings, lectures, classes, banquets, and more. Due to AARC programs and community events at a high demand, the ballroom may not be rented for ongoing recurring or repeat events during a calendar year; meeting rooms are available for this purpose. The AARC does not rent space for life, family or personal events such as wedding functions, memorials, birthdays, quinceañeras, family reunions and social gatherings. This allows for more space availability for community organized events.

City practices do not allow for external agencies to hold news/press/media conferences at City facilities. Please inquire with the event coordinator for more information.

Please note that rental activities may not interfere with the normal public operation of the facility and are subject to the policies and guidelines listed below, as well as those outlined in the AARC Reservation Agreement.

## Policy on Availability

The AARC is dedicated to providing public events and programming throughout the year, therefore the facility may not be available for rent on requested dates. Rental space becomes available after the annual scheduling of City sponsored events and partnerships

The AARC is a public and multi-use facility; therefore, no Renter shall have exclusive rights to the facility.

## Rental Hours

The facility is available for event rentals seven days a week between the hours of 7am -11pm, with the exception of City of Austin Holidays when the facility will be closed. Rental periods include all setup and clean-up time and cleanup may not extend past 12pm midnight.

Any use of the space(s) beyond the rental time in the reservation agreement will be billed to the Renter at the hourly rate plus staff and utilities for each rented space.

## Facility Rental Process

1. Facility reservations are first-come, first-served and may be made up to a year in advance (subject to availability, staffing, capacity). Potential Renter should complete the Facility Rental Application to begin the process.
2. The Facility will notify Renter of availability and ability to accommodate the request and email a fee assessment.
3. Upon approval of the fee assessment by the renter, the Facility Waiver/Contract will be emailed for signature and payment of applicable reservation deposits or fees. Payment balances are due 21 days before the event.
4. If a signed contract and deposit are not on file by the 14<sup>th</sup> day after the rental application was submitted, the date hold will be removed.
5. A pre-event walk through may be required two weeks prior to the event to include Renter, Event Coordinator, and vendor representatives (caterer, sound technician, etc.). Permits are due at this time.
6. After the event, refunds due will be processed and a facility survey provided for feedback.

## Holiday Rentals/Facility Closures

All Parks and Recreation Department facilities will be closed and are unavailable for rental on the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Juneteenth	Christmas Eve
Independence Day	Christmas Day

## What are the rental fees for spaces at the facility?

All fees are assessed in accordance with the current City of Austin Parks and Recreation Department (PAR) Fee Schedule. View the AARC Rental Fees [here](#).

## Reservation Holds

Reservation date holds are held up to 14 calendar days from the date the rental application is submitted and are not considered confirmed until payment of the deposit and the signed reservation agreement are on file. If another party is interested in a tentative date, the current holder will have until the 14 day hold is expired or 3 full business days from contact to submit the deposit and signed agreement (the earlier of the two dates will prevail); otherwise, the tentative hold will be released on the fourth business day.

## New Reservations and Changes to Existing Reservations

Requests for new reservations and rental time changes to existing reservations must be received two weeks before the event. With less than two weeks' notice, a reservation and/or change cannot be guaranteed.

## Billing and Payment

Full payment for rental fees is due 21 days prior to the event. Rental fees for events booked less than 30 days prior to the event date are due with the deposit and reservation agreement. Payments may be made with cash, credit card, money order, or check payable to the Asian American Resource Center. Cash and credit card payments must be made in person. MasterCard, Visa, Discover and American Express are accepted. There is a \$35 cash fee on all returned checks.

## Deposits/Date Confirmation

Upon approval of the Facility Rental Application and selected event, the reservation deposit must be paid and the Facility Reservation Agreement signed. The reservation deposit converts to a damage and cleanup deposit.

## Cancellations

Cancellation 21 days or more prior to rental date will be refunded 100% of all paid rental, staff and utilities and deposit fees. Cancellation less than 21 days prior to the event date will be charged 50% of the rental fee and only deposit and staff and utilities fees will be refunded after applying to any rental fees. All cancellations must be in writing.

## Deposit Refunds



Deposits will be returned upon final inspection of the spaces used. If areas used are restored to original condition, clean and without damage, and the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. Deposits paid by check or cash will be mailed from the City of Austin to the Renter who signed the reservation agreement within 30-45 days following the rental date. Deposits made by credit card will be refunded within 10 business days following the rental date.

### **Are there any spaces available at no-charge?**

The AARC has two community rooms which are offered free of charge, on a first-come, first-serve basis. Each of the two community rooms has specific guidelines for use of the rooms. These rooms are for programs that are during regular business hours, open to the public and do not charge a fee. View the community room guidelines and request form [here](#).

### **Fee Waivers**

Citizens may directly request fee waivers from City Council. The City Council may elect to waive all or a portion of the rental fees. The AARC does not have authority to provide any discounts or changes to the PARD Fee Schedule.

### **Personal Conduct**

At all times the Renter and all associated with the rental organizations are required to conduct themselves in a way that respects everyone's personal space and dignity and is mindful of the numerous other members of the public using the AARC. The following types of behavior will not be tolerated:

- Verbal/Physical aggression toward anyone, including employees.
- Behavior or productions that promote or glorify hatred, violence, racial, sexual or religious intolerance.
- Blatant non-compliance of directives given by any COA employee in the interest of public safety.

### **Responsible Party**

The company/organization or person booking the facility is considered the event organizer and responsible person financially and contractually for the event. Violation or disregard for facility rules and policies may result in the following: ineligibility to make future reservations, removal, fine, arrest, legal action, cancellation of reservation and/or forfeiture of all fees and deposits. The responsible party/contract holder must be on site at all times during a rental.

### **Subleasing**

At no time shall a renter sublease or assign its reservation to another individual, group or organization. Facility renters are not allowed to change rooms with other facility users or renters.

### **Minors**

Minors under the age of 18 must remain under the direct supervision of adults or a person age 18 and over at all times. Minors may not be left unsupervised in the facility while parents or guardians attend meetings/events.

### **Insurance Requirements**

Insurance naming the City of Austin as additional insured is required for all public\* events, rental/use of the commercial kitchen and those that involve running, biking or walking, athletic competitions, events where alcohol is consumed and when third party vendors will conduct work on site or when required by the facility.



Additional insurance may be required of permit requestors (liquor, moonwalks/rock walls/other approval amenities) or as required by the Facility Reservation Agreement. \*Public events in the classrooms and conference rooms do not require a certificate of insurance.

## Permits

Some rental activities require a permit to operate, including but not limited to such things as serving and selling alcohol, health catering and food concessions for public events, moonwalks and rock-climbing walls and amplified sound. Additional permits may be required for tents, outdoor stages and other items specific to large gatherings. Obtaining the permits is the sole responsibility of the Renter and is at the Renter's expense. All rentals requiring permits are due on file 10 business days in advance of rental. Please allow ample time to apply for and receive permits prior to the event date.

Click [here](#) to view permit information on the PARD Special Events website.

## Sale and Service of Alcohol

A request to sell or serve alcohol to the public at the facility will an Austin Center for Events citywide event application, general and liquor liability insurance, a licensed peace officer, Austin Public health permit for the bar, and the condition that the Renter understands and accepts the PARD policies. Events that sell alcohol also require a TABC permit and State of Texas Sales/Tax ID. All TABC laws must be followed while on site and no person under the age of 21 can be served alcohol under any circumstance.

View the permit information on the PARD Special Events website [here](#).

## Temporary Food Event Permit

Renter must obtain a temporary food event permit for any open food or beverage served or sold to the public or rental of the kitchen. A caterer must have a temporary food event permit for the day of the event even if they have a permit for their food establishment.

View the Permit to Operate application from Austin Public Health [here](#).

## Kitchen Facilities and Catering

The facility has a commercial kitchen available for use with a paid ballroom rental. Kitchen rental use requires a kitchen rental fee, certificate of insurance, and a temporary food permit regardless of whether event is public or private. If the above requirements are not met, under no circumstance will use of the kitchen be allowed. Renter must comply with commercial kitchen policies and regulations.

## Vendors

The center does not have exclusive service providers such as caterers or decorators, however a list of providers that have serviced events at the center can be provided upon request. All third party providers/vendors must be licensed, qualified and insured as applicable.

## ATM Services

The facility does not have onsite ATM's. Vendors are encouraged to accept all methods of payment such as cash and credit cards. The facility has free public wireless internet available on site.

## Equipment (Audio Visual, Lighting and Furniture)





The facility has a variety of equipment available, some which is included in the rental and some at an additional charge. All equipment is available in limited quantities and any additional items beyond what the facility can provide may be rented from an outside rental company at the Renter's expense.

AARC staff does not provide AV technician services. Renter responsible to manage and operate AV and lighting needs for their event.

The facility does not provide any decorator services such as table linens or decorations.

Not all furniture or equipment can be moved or removed in event spaces.

View the ballroom equipment [here](#).

## **Wi-Fi**

The AARC offers free, public wireless internet for center visitors and renters and attendees. Wireless Internet service is vulnerable to interference from other wireless devices and due to high volumes of usage. Depending on the internet requirements for an event, a renter may wish to bring a wired, dedicated Internet connection to ensure sufficient internet capabilities. Network: COA-Guest (no password)

## **Storage**

The facility will not accept any freight, packages or other delivered items on behalf of the Renter. Items may not be stored before or after the contracted reservation time.

## **Loading Zone**

The 15 minute loading zone is for loading and unloading only. Vehicles may not be parked in the loading area for extended periods of time.

## **Room Use and Rental Time**

Room use is limited to reserved spaces and only during rental period listed on contract. Charges will incur for use of non-rented space and early arrivals and late departures.

## **Large Events**

Events with 1000 or more attendees are considered Special Events, triggering additional requirements and will be coordinated in cooperation with the PARD Special Events Office.

## **Outdoor Great Lawn Events**

The Great Lawn is available for rent. The lawn does not have outdoor lighting, electrical or equipment available. Generators, outdoor lighting and tables, chairs and tents must be rented from a rental company. Vehicles may not park on the lawn.

## **Check In and Check Out Procedures**

Groups renting or reserving space are required to sign in and out at the front desk. A driver's license will be held during the reservation until a walkthrough of the space has been completed and all borrowed or rented equipment has been returned.

## **Room Setup**



AARC Staff will setup the Ballroom and Foyer with AARC owned furniture and equipment. The classrooms and conference room have a standard setup and custom setups are the responsibility of the Renter.

## Room Cleanup

The Renter is responsible to return all rented space(s) and support spaces (kitchen, restrooms, etc.) to its original clean condition. The renter may opt to complete the cleaning with their team, volunteers or hire their own cleaning crew.

Damages that may have been incurred during the event should be reported. On site event staff will assist you with locating cleaning supplies, identifying the location to return tables and chairs and will inspect the facility and rented areas with the Renter at the conclusion of the event.

View the cleaning and teardown requirements [here](#).

## Trash and Recycling

The AARC provides one 4-yard dumpster and one 4-yard recycling container at the AARC. In some cases, the AARC may require a renter to rent additional on-site dumpsters for an event. Renter is also responsible for the expense for excess amounts of trash left when additional trash pickups are required.

The City of Austin and AARC support Austin's Zero Waste goal. Recycling bins are conveniently located throughout the facility. Recyclable materials include paper, flattened cardboard, empty plastic bottles, containers & aluminum cans, and glass. Food waste, plastic bags and foam cups & containers should be placed in the trash. Styrofoam products are prohibited at all times.

If you would like to promote recycling and reduce waste at your event, please discuss a recycling plan with the Event Coordinator.

## Event Staff

The Parks & Recreation Department requires staff to be on site at all times to monitor, inspect and secure the facility. During events, AARC staff will be available to open and close the facility, work closely with the primary event contact to answer questions and provide assistance, setup and troubleshoot AARC A/V equipment, ensure that the event ends as scheduled on the rental contract and that facility is clean and ready for the next scheduled use and emergency assistance. They are not available to volunteer at or staff events, serve as in room A/V technicians for rental events, assist with renter setup, cleanup and takedown and/or supervise minors.

At the conclusion of the event, the event staff will provide the renter primary contact a rental cleanup checklist form for cleanup at the end of the event and conduct a joint inspection of the space. The event staff will submit a report to the event coordinator which will include the rental inspection checklist; any documented damages, if all equipment was returned, the actual arrival and departure time and if there were any violations of the signed and approved rental contract. This report will help determine the amount of the deposit to be refunded.

## Facility Alterations/Decorations/Prohibited Items

Renters are not allowed to use any decorations, nails, signage or make any other changes that would cause any changes, alterations, or repairs to the interior or the exterior of the facility without advance approval from the AARC staff. No items may be attached or hung from exhibits, ceilings, walls, glass or building structure with tape, adhesives, wire, staples, tacks, glue and other similar items. Items may only be attached to open areas of the walls with painters tape.

Mounting putty or painters' tape are the only approved method to affix decorations to open wall space.



The following décor items are prohibited: glitter, confetti, cascarones, rose petals, rice, birdseed, fog machines, sparklers and open flames. LED candles are permitted.

### **Community Exhibit Program**

The AARC's Community Art Exhibit Program displays artworks year round that celebrate the diverse and dynamic cultural heritage, history, identity and creativity of Asian American Pacific Islanders. Exhibits may not be removed for rental events, handled and no items should be attached to exhibits at any time. Care should be exercised for community exhibits items.

### **Smoking/Tobacco**

The Asian American Resource Center (AARC) is a tobacco-free facility of the Austin Parks and Recreation Department (PARD) based on the Director's approved tobacco-free policy restricting tobacco use at any time on AARC property, including personal vehicles parked in AARC parking lots. All facility renters are required to enforce the tobacco-free campus policy to program participants and event and meeting attendees during all terms of the contract.

Per the tobacco-free policy, tobacco use is defined as use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, electronic cigarette and any non-FDA approved nicotine delivery device.

### **Animals**

With the exception of guide animals, animals are prohibited inside the facility. Leashed animals are permitted outside.

### **Parking**

The parking lot can accommodate 89 vehicles (including ADA and fuel efficient spaces) and spots are available on a first come, first-serve basis. Additional overflow parking is available next door at the City of Austin 1520 Rutherford Lane building. Overflow parking signs are available for use.

Parking is not allowed in the loading area except during load-in and load out and no parking is allowed at any time in the fire lanes, grass area, AARC reserved spaces, or adjacent parking lots written prior written authorization. Renter is responsible for the enforcement of fire lanes and "no parking" zones during their event.

For large events, the renter should coordinate a parking plan with the Event Coordinator.

### **Accessibility**

The City of Austin is proud to comply with the Americans with Disability Act. While we make every effort to ensure accessibility of our facilities, should you require additional assistance for facility usage, reasonable accommodations will be made for qualified persons with disabilities.

The AARC is responsible for the permanent building access requirements such as, but not limited to: wheelchair ramps, restroom standards, and hallways and doors. The Renter is responsible for non-permanent accessibility requirements related to the rental event, such as, but not limited to: seating accessibility, assistive listening devices, sign language interpreters, signage and other auxiliary aids.

A wheelchair ramp for the ballroom stage is available upon advance request.

### **Safety and Emergency Procedures**

The AARC is equipped with closed circuit television camera mounted in various locations inside and outside.



First Aid Kits are available at the reception desk and in the kitchen.

An AED is located by the restroom water fountain with a First Aid Kit.

In the event of an emergency, the renter or any person on site may dial 911 from a phone or notify AARC staff on site. All on site incidents and participant injuries must be reported to AARC staff for assistance and documentation. Incidents are defined as damage to property, inappropriate behavior, health or safety concerns and participant injuries are defined as requiring 1st aid, professional medical care and/or when 911 is called.

Evacuation is required any time an audible fire alarm sounds. A general fire alarm can be heard throughout the facility using sirens and strobes. No one should re-enter the building until the all clear has been communicated by the AARC staff.

Access to exit doors may not be blocked at any time.

### **Mother Friendly Room**

The AARC provides a mother friendly space/lactation room in classroom#7 or other space as available. Please contact staff for access.

### **Lost and Found**

All found items of value (will be turned into the AARC Reception Office and logged in for tracking purposes. Items of value will kept for 30 days. All other lost and found items will be held for 7 calendar days before disposal. Perishable or items which pose a health risk items will be disposed immediately.

### **Event Information/Marketing**

AARC staff will provide a calendar of events at the facility to the community. An event information sheet will be provided at the time of the reservation for any rental events which are open to the public. This information may be used in the AARC calendar of events and/or Facebook page.

Use of the AARC, Parks and Recreation Department and City of Austin logo is not allowed for rental events unless the event is a co-sponsorship or collaboration.

### **Feedback**

We value our Renter's opinion and are committed to providing a quality experience at the AARC. An online facility rental survey will be provided immediately following your event which may be returned to the Event Coordinator.

We also collect performance measure data and may request the number of attendees, number of creatives/artists participating in your event and number of out of town guests.



Day of Renter Arrival Time: \_\_\_\_\_  
 Day of Renter Departure Time: \_\_\_\_\_

Renter Organization: \_\_\_\_\_  
 Date of Rental: \_\_\_\_\_

Number of Adults: \_\_\_\_\_  
 Number of Youth: \_\_\_\_\_  
 Number of Artist Participants: \_\_\_\_\_  
 Number of Volunteers: \_\_\_\_\_

**Post Rental Cleaning Requirements and Inspection Checklist**

Renter is responsible for returning the facility to its original condition including returning all AARC furniture and equipment to its original location and cleanup of the facility rented spaces and any other area utilized by renter and participants during rental period (i.e. hallways, restrooms, etc.). If time, volunteers, or staff resources are limited, please consider contracting janitorial services for your event. A list of vendors can be provided upon request. A minimum of 1 hour or more are recommended for cleanup depending on the size and nature of the event.

**YES NO N/A Clean-up of All Rented Rooms:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ballroom/Foyer: All chairs to be stacked on chair carts and placed in ballroom nooks. Do not stack more than 30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ballroom/Foyer: All round tables, cocktail tables, 8' rectangular tables (ballroom closet) folded and returned to storage locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All furniture placed outside returned inside the building.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Classrooms and Conference Room: All tables & chairs returned to their original setup per wall diagram.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All spaces: All tables and chairs are wiped clean.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash in trashcans generated during the event removed, placed in the outside bins and replace liners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacuum all carpeted areas; including but not limited to ballroom floor, stage, meeting rooms & hallways as needed for debris *Debris and trash includes, but not limited to food, wrappers, decorative items, costume
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess carpet for any stains/damages and report to staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sweep and Mop all tiled areas; foyer, kitchen& hallways as needed for debris and spills

**YES NO N/A Outdoors (Courtyard, Lawn Area and Parking Lot):**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grounds walked and all trash picked up and disposed of in exterior trash and recycling bins.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overflow parking signs are picked up and returned to storage room.

**YES NO N/A Men's and Women's Restrooms:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check bathroom counters, floor and stalls for trash and debris and place in trashcan as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash in trashcans generated during the event removed, placed in the outside bins and replace liners. <b>**Renter not responsible for removing sanitary trashcans in restrooms, wiping toilets or mopping floors unless excessive cleaning due to renter use is required.</b>

**YES NO N/A Kitchen:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oven, burners and any other appliances are turned off AND appliances are cleaned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food was disposed of in the Scrap Collector and Scrap Collector Bin emptied and wiped cleaned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Countertops, sink and other surfaces are clean and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microwave/refrigerator/ovens/dishwasher/freezer are empty of renter items and cleaned of all food spills.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All AARC kitchen items are cleaned in the Hobart OR Wash, Rinse and Sanitize sinks, and returned to cabinets or original location.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash in trashcans generated during the event removed, placed in the outside bins and replace liners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floors are clean (swept and mopped).

**YES NO N/A Personal Items/Decorations:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All personal items, decorations, and signage are removed from rented spaces and ancillary spaces. Any tape used to secure items also removed.
--------------------------	--------------------------	--------------------------	---

**Notes/Damages:** Staff to document any reported or observed damages (description & photo) and/or use of space(s) beyond rental agreement (include space and start & end time). Use back if more space needed.

I have reviewed the above cleaning checklist with the AARC event staff prior to my event, understand the renter cleaning responsibilities and will review the cleaning requirements prior to the event date with my cleanup volunteers, crew or third party cleaning company.

Name of Renter (Print): \_\_\_\_\_ Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_ **Pre-Event Signature**

Name of Renter: \_\_\_\_\_ Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_ **Day of Event Signature**

Name of AARC Event Staff: \_\_\_\_\_ Signature of AARC Event Staff: \_\_\_\_\_ Date: \_\_\_\_\_



# RENTAL APPLICATION

PLEASE COMPLETE AND RETURN A COMPLETED FACILITY RENTAL APPLICATION BY EMAIL, MAIL, OR IN PERSON. ONCE YOUR REQUEST IS RECEIVED, STAFF WILL REVIEW THE FORM TO DETERMINE DATE AVAILABILITY AND IF THE CENTER CAN ACCOMMODATE THE EVENT. **PLEASE NOTE: THIS APPLICATION SERVES AS A REQUEST FOR RENTAL SPACE ONLY. INFORMATION PROVIDED DOES NOT SECURE A RENTAL FOR ANY SPACE.**

## CONTACT INFORMATION (OF FUTURE CONTRACT HOLDER)

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

## EVENT INFORMATION AND SCHEDULING

EVENT NAME: \_\_\_\_\_

EVENT TYPE: PERFORMANCE (THEATER,MUSIC,DANCE): \_\_\_\_\_ REHEARSAL: \_\_\_\_\_ BANQUET/RECEPTION: \_\_\_\_\_ FESTIVAL: \_\_\_\_\_

MEETING/TRAINING/WORKSHOP: \_\_\_\_\_ OTHER: \_\_\_\_\_

EVENT SPACE (SELECT ALL THAT APPLY):

BALLROOM: \_\_\_\_\_ FOYER: \_\_\_\_\_ CONFERENCE ROOM: \_\_\_\_\_ SMALL MEETING ROOMS: \_\_\_\_\_

KITCHEN: \_\_\_\_\_ DRESSING ROOM: \_\_\_\_\_ OUTDOOR SPACE LAWN: \_\_\_\_\_

HOW MANY? (UP TO 5 ROOMS AVAILABLE)

DATES AND TIME: \_\_\_\_\_ SINGLE DAY EVENT: \_\_\_\_\_ MULTI-DAY EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ EVENT START: \_\_\_\_\_ EVENT END: \_\_\_\_\_ CLEANUP END: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ EVENT START: \_\_\_\_\_ EVENT END: \_\_\_\_\_ CLEANUP END: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ EVENT START: \_\_\_\_\_ EVENT END: \_\_\_\_\_ CLEANUP END: \_\_\_\_\_

EVENT DESCRIPTION: (BRIEFLY DESCRIBE THE EVENT PURPOSE AND ACTIVITIES) \_\_\_\_\_

## EVENT DETAILS

IS THE EVENT OPEN TO THE PUBLIC? YES: \_\_\_\_\_ NO: \_\_\_\_\_ ADMISSION TYPE: FREE: \_\_\_\_\_ ENTRY FEE: \_\_\_\_\_

EVENT IS CONSIDERED OPEN TO THE PUBLIC IF IT IS MARKETED OR PROMOTED TO THE GENERAL PUBLIC AND ANYONE CAN ATTEND FOR FREE OR WITH A TICKET

AUDIENCE: ADULT: \_\_\_\_\_ YOUTH: \_\_\_\_\_ ALL AGES: \_\_\_\_\_

EXPECTED EVENT ATTENDANCE: \_\_\_\_\_ WILL THERE BE OUT OF TOWN VISITORS? YES: \_\_\_\_\_ NO: \_\_\_\_\_

VISUAL/PERFORMING ARTISTS? Yes: \_\_\_\_\_ NO: \_\_\_\_\_ NUMBER OF EVENT TEAM: (PERFORMERS, VOLUNTEERS, CREW, ETC.) \_\_\_\_\_

PLEASE CHECK ALL THAT APPLY:

SERVING FOOD/SELLING FOOD: \_\_\_\_\_ SERVING ALCOHOL: \_\_\_\_\_ TENTS/CANOPIES: \_\_\_\_\_

MOONWALK/ROCKWALL: \_\_\_\_\_ AMPLIFIED OUTDOOR SOUND: \_\_\_\_\_ CATERER: \_\_\_\_\_

