

**General Planning and Building Information – *This is meant to serve as a quick reference guide for event organizers planning rental events at the AARC. Please refer to the AARC facility guidelines and your rental contract for complete rules and guidelines.***

## **Facility Rules**

- The AARC is a tobacco-free facility – no tobacco or electronic cigarettes use is allowed anywhere on the property.
- Animals are not permitted inside the facility, except those in compliance with ADA regulations.
- Use of adhesive products and nails, tacks, pins, etc. on any surface in the facility is not allowed. Only Painter’s tape may be used to attach items to empty wall space.
- AARC Exhibits cannot be covered, removed or re-located for rental events. Exhibits should not be handled by renter or meeting attendees and nothing should be attached to exhibits at any time.
- Rice, glitter, confetti, streamers, fireworks, unsecured helium balloons, and birdseed are not allowed.
- Open flames and candles are not permitted in the facility.
- The facility will not accept any freight, packages or other delivered items on behalf of the Renter. Items may not be delivered prior to the contracted event date or load-in time.
- The facility does not store any items for Renters before, during or after an event.
- AARC Event staff will be on site to oversee all activities in the building. At no time should event staff be asked to perform any staffing services for rental event.
- The computer lab/library is a workspace and public area and may not be used for a green room, changing area, or other purposes.

## **Move In/Out and Setup/Cleanup**

- Access to the facility for move-in and move-out is allowed on the date and time listed on the rental contract and RecTrac invoice. Use of the facility beyond the rental period is billed to the renter and rental time/cleanup may not extend beyond midnight.
- The AARC will setup the Ballroom and Foyer with AARC owned furniture and equipment for rental events. All other rooms have a standard setup and custom setups are the renter responsibility.
- Table linens and decorations are not provided. The 60” rounds require 120” linens and the 8’ rectangular tables require a 90”x156”.
- Renter is responsible for returning all rented spaces to its original condition and in the ballroom and foyer, this includes taking down tables and chairs and returning to the storage spaces.
- The AARC does not provided custodial services and all cleanup of all rented rooms is the renter responsibility. Renter can hire janitorial services for their event and can request the names of companies/individuals previous renters have used.

- Costs for damage to the facility are billed to the renter.

### **Audio Visual/Available Equipment**

- Equipment is available in limited quantities and on a first come, first serve basis. Equipment beyond what the facility can provide may be rented from an outside rental company at the Renter's expense. Setup and teardown is the responsibility of the renter or rental company.
- During events, AARC staff is available to setup AARC owned A/V equipment, troubleshoot AARC owned equipment issues and teardown AARC owned equipment. They are not available to serve as in room A/V technicians during rental events.
- The AARC offers free, public wireless internet for center visitors and renters and attendees. The network name is COA-Guest and there is no password required.
- Wireless Internet service is vulnerable to interference from other wireless devices and/or may experience outages. It is recommended to download all files from the internet as a backup and events that rely on internet access may need to purchase a wired, dedicated Internet connection, such as an Aircard to ensure sufficient internet capabilities.
- Adjustable chandelier and fluorescent overhead lighting is available in the ballroom. No stage lighting is available.

### **Food, Alcohol, and Insurance**

- If the renter intends to consume, sell or serve alcohol, please consult with the event coordinator to ensure compliance with applicable rules and regulations. A use of alcohol request form must be submitted 30-60 days in advance of the event along with a certificate of general liability and liquor liability insurance. A TABC permit is required to sell alcohol or when entrance to an event is conditioned on a fee and public events that will sell or serve alcohol require TABC servers and a licensed peace officer.
- A temporary food event permit must be obtained by the health department for all events serving or selling open food or beverage to the public. Per advisement from the Health Department, the critical inspection requirements are a posted permit, an approved hand washing station and hot holding at proper food temperatures. Renter is responsible for required setup and supplies to comply with permit while on site.
- The AARC kitchen is a "warming" kitchen. The kitchen is to be utilized as a "warming" kitchen only and all catering must be prepared off site and delivered to the facility. No on site preparation or cooking of food is permitted.
- The kitchen includes a commercial grade refrigerator, freezer and large icemaker. Two warming ovens, a microwave, dishwasher and stainless steel prep table are available. Limited kitchen equipment is available for use including ice chests, water pitchers, coffee brewers and carafes, and Igloo water dispensers.
- Styrofoam, glass bottles, and single use carry-out bags are prohibited at all times. In favor of our environment, use of paper, aluminum and other recyclable materials is encouraged.
- Recycling bins are available throughout the facility for non-contaminated paper, cardboard, plastic bottles, aluminum, metals and glass. Renters are requested to encourage guests to use the recycling containers provided.
- The AARC provides one 4-yard dumpster and one 4-yard recycling container. In some cases, the AARC may require renter to rent additional on site dumpsters for an event and/or pay for expense of additional trash pickups required as a result of renter trash/recycling.

- A certificate of insurance must be provided for events of 300 persons or more, when alcohol is sold or served, when third party vendors will conduct work (e.g. delivering & installing a stage), or when required by the facility.

## **Logistics**

- A final site meeting with the event coordinator is required no later than 2 weeks prior to the event. An event schedule or timeline, production or AV schedule, approved floor plans, and on site contractors is due.
- Requests for rental time changes to existing reservations must be made two weeks in advance or a change cannot be guaranteed.
- AARC has 93 parking spots on site with spots reserved for ADA parking and AARC staff parking. Overflow parking is available within walking distance at the Rutherford Lane Campus on nights and weekends.
- 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 without prior written authorization.
- A mother friendly space/lactation room is available in classroom#7 upon request. Please contact AARC staff for access.
- Lost and Found – All found items will be turned into the AARC Reception Office and logged in for tracking purposes. Any item unclaimed after 30 days will be disposed of in a manner deemed practical by the facility.
- American with Disabilities Act - The AARC is responsible for all permanent building access requirements and the renter is responsible for all non-permanent accessibility requirements related to the event.
- The AARC welcomes media to events held at the facility. AARC staff may not conduct interviews with the media unless they are a designated facility spokesperson.
- 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.

## **Safety**

- First Aid Kits are available in the kitchen and reception office.
- Evacuation is required any time an audible fire alarm sounds. Persons should exit the building in a calm and orderly manner and proceed to the southeast corner of the parking lot near the great lawn or to the Rutherford Lane Campus parking lot.
- No one should re-enter the building until the all clear has been communicated by the AARC staff.
- A wheelchair is available for medical emergency purposes only.
- 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 1<sup>st</sup> aid, professional medical care and/or when 911 is called.
- Minors shall be supervised at all times.

**Additional Helpful documents available on the AARC rentals page at:**  
<http://austintexas.gov/page/asian-american-resource-center-rentals>