



RENTAL APPLICATION

Name of Applicant _____ Home Phone _____

Association/Group _____ Work Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

Dates Needed _____ Time Beg _____ am/pm End _____ am/pm # of people _____

Type of Activity _____

Room Requested _____ Set up Instructions _____

Audio Visual Equipment Rental _____

- TV/VCR/DVD
- LCD Projector
- Lap Top
- Screen
- Podium/Microphone

Building Hours: Monday - Friday 5:30am – 9:30pm; Saturday – 7:00am – 6:00pm; Sunday – 09:00am – 6:00pm
 Rentals after normal business hours are subject to a \$20 fee per hour in addition to rental fee.

Room Rental Rates (Per hour – 2 hour minimum) The rental fee and a deposit equal to one hour of applicable room rental is required at the time of reservation.

Room	Rate	Hours	Total Fee
Aerobics Room	\$32.00		
Meeting Room 1/3	\$25.00		
Meeting Room 2/3	\$50.00		
Meeting Room (Full)	\$75.00		
Gymnasium ½ Court*	\$33.00		
Gymnasium Full Court*	\$66.00		
Gymnasium (2 Courts)*	\$121.00		
Audio/Visual Equipment	\$20.00		
After Hours Fee	\$20.00		
Deposit (one hour rental time)			

*Gymnasium Rentals available during off-peak or after hours only

TOTAL FEE DUE \$ _____

Contract completed by _____ Date _____

REFUND POLICY

Rental fees are non-refundable. A reservation can be transferred to another date up to 14 days prior to the scheduled reservation. Deposit refunds, if applicable, will be processed the next business day following the rental.

Accessing the Room

The renter must check in at the ARC Front Desk. All individuals, groups, and parties are not allowed to enter the rented area more than 15 minutes before their scheduled rental time.

Renters must be out of the facility no later than 15 minutes after their rental time. Failure to leave the facility at this time will result in the forfeiture of the deposit, as well as the loss of future facility rental privileges of Columbia Parks & Recreation facilities. You must check out with the ARC Supervisor and rooms must be cleared of all personal items.

Loading and Unloading

Loading and unloading must be done through the front doors of the ARC. We cannot disable the alarms on the meeting room doors. If you require a cart for ease of unloading or loading, please ask at the front desk.

Decorations

Decorations are allowed, however, tape, staples, or similar attachments are not allowed on the ceiling, walls, pillars, floors or window area. No decorations shall be affixed in any manner to walls. Confetti is not allowed in the rooms. All decorations including balloons are to be removed/disposed before leaving.

Battery operated candles and canned cooking fuel (sterno) for chafing dishes are allowed. No open flame candles can be used on the premises. Birthday cakes may have flamed candles, which must be fully extinguished in less than one minute. Please rinse these candles under water prior to disposing them in a waste receptacle.

Cleaning and Checkout

All food, decorations, supplies, etc. that the Renter brings to the facility must be taken out prior to checking out of the room (15 minutes after reservation time ends). Refuse containers are provided in each room, all trash must be placed in an appropriate receptacle. If additional trash bags are required, please request these from the ARC Front Desk.

Other

Payment for this reservation will constitute agreement to abide by all Park Regulations including, but not limited to, those listed on the Reservation confirmation.

Without written approval, the renter or their guests will not solicit any open invitations via email, texting, or other social networks.

If the number of guests exceeds the number communicated at the time of reservation (verbally or in writing), the facility reservation may be canceled and the deposit forfeited.

Rental of meeting rooms does not give the renter or guests privileges in any other part of the building. If renter wishes to use other areas, appropriate admission fees will be required.

There will be no alcohol served at the facility unless it is done by a caterer with a liquor license and approved prior to the event by an ARC Supervisor. A copy of the contract with the caterer will be required as well as a copy of their liquor license.

The ARC is an alcohol and tobacco-free facility.