



**Albert Robles Center for Water Recycling and Environmental Learning (ARC)
Administration and Learning Center Building
Facility Rental Policies**

A. Rental Categories and Descriptions

The ARC facility may be reserved for use by groups, organizations, municipalities, water associations, water companies, governmental and non-governmental agencies, and other public entities by submitting a Reservation Request and Agreement Form. The facility is not currently available for use by the general public, individuals, private parties or commercial business. WRD retains the sole right to accept or reject a reservation request from any entity for any reason.

B. Capacity

The ARC Learning Center facility has various room options available for use. The table below describes available rooms and capacity in accordance with room configurations. Other room configurations may be available but will need to be discussed with WRD staff prior to submitting a Reservation Request and Agreement Form.

Room	Audience Capacity (chairs only)	Banquet Capacity (60" round tables of 8)	Classroom Capacity (8' X 2' rectangular tables of 4)
1/3 Multipurpose	80	48	36
2/3 Multipurpose	160	96	72
Full Multipurpose	240	144	108
Conference Room 214	14 (white board, presentation and teleconference capabilities)		
Rooftop Garden	100 (no chairs- standing room only)		

C. Rental Costs

Rental cost includes use of the room, a podium (not available in Conference Room 214), a computer connected to a projector and screen (not available on Rooftop Garden), microphones and access to Wi-Fi. Assistance with other technologies will need to be discussed with WRD staff and may be subject to an hourly technology fee. Renters will need to provide their own event supplies, such as food, plates, cups, plastic-ware, napkins, tablecloths, tabletop decorations, etc. WRD will provide a clean and ready-to-use space with trash receptacles. Set-up and tear-down of tables and chairs will incur an hourly fee. Post-event cleanup is the responsibility of the renting party. Renters are expected to leave the room as they found it. Rental costs are listed in the table.

Room	Rental Fee (includes 2 hours of time) <i>Additional time will be charged at \$85/hour Includes facility use and staff time.</i>	Security Deposit** (Refundable)
1/3 Multipurpose	\$245.00	\$335.00
2/3 Multipurpose	\$245.00	\$335.00
Full Multipurpose	\$245.00	\$335.00
Conference Room 214	\$245.00	\$335.00
Rooftop Garden	\$245.00	\$335.00

**Time needed for setup and cleanup are subject to the Hourly Rental Fee. Any rentals will incur additional costs.*

*** Security Deposit is fully refundable within 2 weeks after the event date unless damage occurs.*



If WRD does not have the options the renting party requires, the renting party will need to provide or rent their own tables, chairs and/or equipment and arrange for setup before the event and take down after. If the renting party does provide or rent other tables, chairs and/or equipment, the hourly rental fee will remain the same. All items brought in by the renting party must be removed from the premises on the same day of the event. If the event is in the evening, the items must be removed prior to 10:00 a.m. the following day. All rentals must be acquired from a vendor pre-approved by the district.

D. Reservation Policies and Procedures

- a. Applicants shall complete Reservation Request and Agreement Form and submit the completed form at a minimum of three weeks or maximum of one year in advance of their desired event date.
- b. Applicants must be 21 years of age or older and authorized to sign the Reservation Request and Agreement Form.
- c. The signatory on the Reservation Request and Agreement Form must be present during the entire use of the facility unless a designated alternate is identified. This individual and their organization accepts full responsibility for the conduct of those within the reservation using the facility and accepts responsibility of any damage to WRD property.
- d. The refundable Security Deposit must be paid within ten (10) calendar days of an approved reservation request to secure the reservation. Notice of reservation approvals will be made by WRD via email or mail.
- e. The total Rental Fee is due ten (10) calendar days prior to the reservation (event) date. Should the event go beyond the reserved time, the hourly rate will be assessed and taken from the security deposit. If sufficient funds are unavailable from the security deposit, the remaining balance must be paid within five (5) calendar days.
- f. Cancellations made at least ten (10) calendar days prior to the reservation (event) date will receive a full refund. Cancellations made less than ten (10) calendar days prior to the reservation (event) date will be charged 50% of the total Rental Fee (the Security Deposit is fully refundable). Cancellations made three (3) calendar days or less of the reservation (event) date will not receive any refund of the Rental Fee (the Security Deposit is fully refundable). Refunds are not given for any unused portion of the time stated on the reservation request form.
- g. Renters may be required to obtain and maintain liability and property damage insurance in amounts required by the WRD with WRD named as additional insured.
- h. No weapons of any kind, including but not limited to guns, and knives are allowed on the premises.
- i. Renters must inspect the reserved facility space with a WRD staff member prior to the start of the event and at the conclusion of the event to ensure that the reserved space was left clean and orderly and there was no damage to the facility. If damage is done or excessive cleaning is required, renters agree to pay the cost of repair, cleaning, restoration, replacement of damage done by you, your subcontractors, vendors, agents, or invitees to the ARC Learning Center Facility, its equipment or exhibits. Damage to the facility may result in forfeiture of your security deposit.
- j. No deliveries may be made prior to the approved reservation time. Someone associated with the renting party must accept deliveries. WRD staff is not authorized to sign for deliveries.

- k. No materials (ex. tape, nails, staples, glitter, etc.) will be permitted on walls, ceilings, floors or doors. Decorations are subject to WRD staff approval. All set-up and take-down of decorations and any associated damage are the responsibility of the renter.
- l. No smoke or fog machines are permitted.
- m. Persons in attendance shall restrict their activities to those facilities or portions thereof, which their application entitles.
- n. WRD will not be held responsible for loss, damage or theft of any equipment or personal articles owned, leased or rented by users of the facility or left behind at the conclusion of the event.
- o. WRD's supplies or equipment shall not be removed from the facility.
- p. WRD staff will control all heating, air conditioning, lighting, and any other electrical or mechanical system(s) in the building. The user may request for any adjustments to WRD staff.
- q. Amplified music and/or sound systems including DJs, karaoke, film/video systems will not be permitted without express written consent by WRD. Additional fees and insurance may be required.
- r. Alcohol may not be served without express written consent by WRD. Please refer to section *F. Alcohol Policy* for more information.
- s. WRD staff shall have full access to all activities in order to ensure that all rules, regulations, and state laws are being observed.
- t. Private Commercial use of WRD facilities is prohibited.
- u. WRD does not charge entrance fees for the use of its facilities. Charging of fees by the user for entrance to the facilities or solicitation of contributions is prohibited. Furthermore, no products or services may be sold.
- v. WRD will not approve the following events: motorized sporting events, aircraft and ballooning events, pyrotechnical uses, concerts, mechanical amusement devices, animal shows (including dog shows), equestrian events, carnivals, circuses, boxing, car shows, swap meets, flea markets and religious events that are a regular recurring use by a single congregation or religious group, etc.
- w. Limited fee waivers may be available for pumpers and must be approved by the General Manager.

E. Catering

- a. WRD shall be advised of any and all food handling and food distribution on premises, i.e., cake and drinks, catered or potluck.
- b. Groups requesting use of the kitchen for a catered meal must secure their own caterer.
- c. Caterers and bartenders must be selected from vendors approved by the district to operate at the facility to ensure they meet the insurance and permitting requirements.

F. Alcohol Policy

Limited events involving alcohol use will be considered on a case-by-case basis with the approval of the WRD General Manager or designee. Applications for such events will be considered only if accompanied by proof of appropriate insurance coverage and any necessary permits. Applicants must comply with all policies listed below:

- a. Alcohol will only be permitted within the room reserved for the event.

- b. The use of alcohol is by written permission, in advance only, and must comply with all applicable regulations. Failure to comply with any regulations will result in immediate revocation of the permission for alcohol and termination of the event and forfeiture of the Security Deposit. Additional regulations and specifications may be given in the agreement for any event. Policies for alcohol include the following:
 - i. Consumption of alcoholic beverages is strictly restricted to the room(s) reserved and listed in the facility use agreement.
 - ii. Alcohol **may not** be sold.
 - iii. Applicants must provide proof of liquor liability and property damage insurance at least seven (7) calendar days prior to the event.
 - iv. Alcohol **may not** be served prior to the scheduled start of the event.
 - v. Alcohol **may not** be served to minors (that is, any person under the age of 21), nor shall they be allowed to consume any alcoholic beverage. The user's failure to comply, monitor and enforce the law is grounds for terminating the activity and forfeiting any security deposits and all of the room fees which have been paid. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed by a minor on WRD premises shall be the sole responsibility of the organization, its sponsor or the adult representative.
 - vi. Any event where the majority (50% plus one) of guests in attendance will be minors (under the age of 21) will not be granted permission to serve alcohol.
 - vii. Service of any alcoholic beverages must end 30 minutes before the conclusion time of the event.
 - viii. No event will allow patrons to self-serve. All alcohol must be distributed from behind a table or bar by an adult (21 or older) who is responsible for ensuring that no minors are served.
 - ix. No glass bottles or containers will be allowed to be served. All alcohol must be served in paper or plastic cups.
 - x. When serving champagne, all bottles must be opened in the kitchen area. Champagne **may not** be opened in the multipurpose room or conference room. All unopened bottles must be stored in the kitchen area.
 - xi. User will remove all full or opened beverage containers at the conclusion of the event. Failure to comply will result in forfeiture of the security deposit.

G. General Rules and Regulations

- a. All persons or organizations using the facility must abide by all municipal, county, state and federal laws and regulations.
- b. All persons or organizations using the facility must abide by WRD's ARC General Rules and Policies.
- c. Unless specifically authorized by WRD, ARC will be closed and unavailable prior to 8 a.m. or beyond 5:00 p.m., weekends and holidays listed in WRD's ARC General Rules.
- d. Facility policy prohibits the distribution of non-event related literature on facility property by community members, independent contractors or facility employees acting in their own behalf or on behalf of a community group. Any distribution permitted is limited to the time allotted for the use.
 - i. Non-event related literature means any printed, written or electronic materials prepared by groups or individuals for posting or general distribution that are not prepared as a part of an event or course of instruction for which the facility has been properly reserved. This includes such things as books, fliers, invitations,



announcements, pamphlets, posters, photographs, pictures, films, audio recordings, digital media recordings and electronic messages.

- ii. Distribution means handing non-event related literature to others on facility property; posting on facility property such as walls, bulletin boards and facility websites; making available by placing upon desks, tables, floors or in offices; or engaging in any other manner of delivery of non-event related literature to others while on facility property.
- iii. All event-related promotional material intended to be used must be approved by WRD prior to approval of the agreement.
- iv. Groups interested in distributing event-related flyers at any WRD facility must be approved by WRD prior to distribution.

H. Reservation of Rights

WRD reserves the right to waive and/or alter the above stated rules and regulations at any time without notice.