

# FAQS AND GUIDELINES for reserving The ARC

- The cost to reserve the ARC is \$100 for a 4-hour block (minimum).
- Additional time is billed at the rate of \$25.00 per hour.
- No alcohol on ARC property.
- No smoking on ARC property.
- Please be aware that at this time, you are requesting use of the portion of the space that is on the West side of our space; the East side of the space is reserved for church meetings.
- There are 2 bathrooms (one is wheelchair accessible)
- The ARC does not have a kitchen on the property.
- There is a full sized refrigerator and sink for your use.
- There is a regular coffee pot available (Please provide your own supplies).
- There are 6 – 6’ rectangular tables, 4 – bar top round tables, and approximately 48 folding chairs available for your use.
- We do not provide table linens.
- There is a TV available for slide show use or screen sharing, etc.
- Please do not nail anything to the walls.
- Group should include at least 15 individuals.
- Occupancy Maximum is 50 individuals.
- Organizer is responsible for all parties adhering to these guidelines.
- Organizer is responsible for cleaning up after the event.
- Pets are not allowed on ARC property.
- There is street parking available and the library/city hall parking lot behind the ARC.