

City Business Guidelines

Free Use

PARD allows one free use of a PARD facility for city business purposes per City of Austin department during a calendar year. Request for reservations beyond the one free use are considered rentals and will be billed to the requesting department at the Council adopted rate of \$20/hr. (rental fee) + a \$20 per reservation maintenance fee. City business rentals should be during normal business hours and are subject to availability. If you are requesting earlier or late hours, please describe in detail the business need.

AARC Business Hours: Mon, Tues, Fri: 9am – 5pm • Wednesdays, Thursdays: 9am – 9pm • Saturdays 9am – 5pm *8am access will be permitted on weekdays.

Rental Fees (Council adopted rate)

- \$20/hr. Rental Fee
- \$20 Maintenance Fee (Per reservation)
- Hours outside of business hours, overage of time, damage to equipment, and failure to complete teardown or cleanup may result in additional charges.

Reserving department must provide an FDU to charge via a journal voucher by PARD accounting.

Parking

The AARC has 93 parking spaces, 4 of which are ADA spaces. Please encourage carpooling for larger meetings and events. Driving directions can be provided upon request.

Kitchen Use

The AARC kitchen and equipment (refrigerator, freezer, warming oven, microwave, coffee pot, etc.) is available for use during reservations, however the reserving department must provide all food and beverage supplies such as coffee, creamer, cups, napkins, plates, utensils, etc.

The kitchen is a warming kitchen only and no on site preparation of food is permitted. All events open to the public serving open food or beverage must obtain a temporary food permit from the health department.

Departments are responsible for cleaning the kitchen and leaving the kitchen in a clean and orderly condition

The AARC does not have vending machines on site.

AARC Staff Responsibilities:

- Event Coordinator will work with reserving department prior to event to answer any questions regarding the facility to assist with a successful event at the center.
- Day of event: Provide access to space, AARC furniture and fixtures for setup.
- Assist with A/V equipment setup, tutorial for use during meeting and technical assistance.
- Provide access and use of janitorial supplies as needed.

Reserving Department Responsibilities:

- Upon arrival to the AARC, the event organizer must sign in at the front desk and provide a DL or ID card for access to the space and equipment check out. The DL or ID will be returned at check-out following an inspection of the space with AARC staff
- Provide all supplies for meeting/event including, but not limited to food and beverage supplies, copies, meeting supplies such as flipcharts, notepads, pens, etc.
- Complete setup and breakdown of the space including setting up tables and chairs and folding/stacking tables and chairs and returning to their original storage location.
- Complete cleanup of the space including, but not limited to wiping down tables and chairs, vacuuming, sweeping, and/or mopping for trash, debris and spills and removing trash and recycling to exterior dumpsters. A complete cleaning checklist will be provided in advance.
- The meeting and conference rooms have a standard setup. Custom setups are the responsibility of the renter and capacity will vary slightly by room and setup. Additional tables and chairs may be requested upon arrival.
- At the conclusion of the meeting, the meeting rooms and conference room must be returned to its original condition (tables & chairs returned to original setup as indicated on wall diagram, personal items removed, dry-erase boards cleaned, return borrowed tables, chairs, and equipment).
- Limited equipment is available for the meeting rooms including: laptops and mobile projectors. Please check for availability in advance.
- Communicate to attendees parking information, encourage carpooling, and notify attendees that the AARC is a smoke free campus (not allowed anywhere on the premises).
- Notify staff when cleanup is complete for an inspection of the space prior to departure.
- **A mother friendly, lactation room can be provided and utilized at any time while on site. Please contact AARC staff for access to an available space.**

What the AARC does not provide:

- Complete setup, breakdown or clean-up of the space(s) used.
- Table linens, beverage service, meeting supplies, etc.
- Reception service for reservations
- Copy services – Limited black and white copies can be provided at .10 per copy
- Operator of AARC or reserving department's technical equipment during event
- Coffee or vending machines

Rentals and Reservations Contact:

512-974-1700

aarc@austintexas.gov

Additional information on the AARC rental spaces and facility is available at www.austintexas.gov/aarc on the Rentals Page.