

# POLICIES FOR RESERVING THE ARC

(Effective July 1, 2024):

- Restoration Church is offering the use of the ARC space on a donation basis as a way to serve our community. A donation is required to reserve the space.
- The organizer is responsible for cleaning up after the event, the cleaning guidelines are found on the application. We also offer an option to pay for clean up; a \$30 fee that is payable at the time of the reservation that is separate from your donation and due when you reserve the space.
- Organizer is responsible for all parties adhering to The ARC policies.
- Please note that failure to follow the ARC policies, including the outlined clean up expectations, may cause you to forfeit your ability to reserve the ARC in the future.
- You are requesting use of the space on the West Side of our space; the East side of our space is reserved for church meetings.
- Groups must include at least 15 individuals.
- Occupancy Maximum is 50 individuals.
- The ARC may not be used to host an event for profit.
- The ARC may not be used to host an event for any political reason.
- Smoking is not allowed on ARC property.
- Alcohol is not allowed on ARC property.
- The ARC is available for a minimum of 4 hours and a maximum of 5 hours.
- 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 are six 6' folding rectangular tables and 4 - bar top round tables and approximately 48 folding chairs available for your use.
- We do not provide table linens or any decor items.
- There is an Apple TV available for slide show use or screen sharing, etc. HDMI cord is available.
- Please do not nail anything to the walls.
- Animals are not allowed on ARC property.
- There is street parking available, and at the library and city hall parking lot behind The ARC. There is very limited parking at the back of the ARC, please be considerate and do not park behind our neighbor's businesses.
- The ARC is equipped with a surveillance system with the goal of making the space easy to maintain and keeping us from needing to have someone on site. If any questions are raised about the space or use of the space. We will refer to the surveillance footage.