

## STEPS TO RENT AT THE ARC

- Have some kind of tentative plans as to: (1) what type of event you're having, (2) a date when you're planning to have the event, and (3) what time of day you're planning to have the event.
- Complete a Community Center Reservation Request Form.
- After filling out and submitting the request form, you will be contacted and informed as to whether or not the space is available during the date and time you have requested. You may also be informed of any related fees. (Fees will vary according to the type of event, time of day, amenities requested, etc.)
- Upon agreement, you must make arrangements with the Supervisor or Coordinator of the center to finalize all permits required.

## FEES & DEPOSITS

- One half of the total rental fee is due at the time of scheduling.
- The balance of the rental fee is due two weeks prior to each event date listed on the permit.
- A security deposit of \$100 - \$200 will be required for each event.
- The security deposit should be made in the form of credit card.
- The deposit will be credited back to the account within three (3) business days after the last date listed on the permit, provided the reservation policies are adhered to.

## HOURS OF OPERATION

Monday - Thursday 8:00am - 8:00pm  
Friday & Saturday 8:00am - 4:00pm  
Sunday (Meals Only) 9:00am - 1:00 pm

The Adult Recreation Center can accommodate a vast array of meetings and events for all occasions.

Weddings  
Birthdays  
Meetings  
Classes/Seminars  
Anniversaries  
Graduation Parties  
Bridal & Baby Showers  
Special Events

*The center will be closed in observance of the following holidays:*

*New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day*

# ADULT RECREATION CENTER



## Facility Rental Information

201 E. Colorado Street  
Glendale, CA 91205  
(818) 548-3775

[www.parks.ci.glendale.ca.us](http://www.parks.ci.glendale.ca.us)



**Indoor Facilities Available for Rent (Minimum 1 Staff Member included in rate)**

	<b>Standard Rate</b>	<b>Non-Profit Rate</b>	<b>Commercial Rate</b>
TV and Reading Lounge	\$45.00/hr	\$38.75/hr	\$57.50/hr
Dining Hall A (with Stage)	\$95.00/hr	\$76.25/hr	\$132.50/hr
Dining Hall B	\$95.00/hr	\$76.25/hr	\$132.50/hr
Dining Hall A and B	\$170.00/hr	\$132.50/hr	\$245.00/hr
Kitchen (Must be rented with another room)	\$55.00/hr	\$41.25/hr	\$82.50/hr
Activity Room	\$45.00/hr	\$38.75/hr	\$57.50/hr
Multi-Purpose Room A	\$55.00/hr	\$56.25/hr	\$72.50/hr
Multi-Purpose Room B	\$50.00/hr	\$42.50/hr	\$65.00/hr
Multi-Purpose Room A and B	\$85.00/hr	\$78.75/hr	\$117.50/hr

**Outdoor Facilities (Minimum 1 Staff Member included in rate)**

Upper Courtyard	\$100.00/hr	\$80.00/hr	\$140.00/hr
Lower Courtyard	\$80.00/hr	\$65.00/hr	\$110.00/hr

\* The rental time begins when you plan to show up for set-up and ends at the time you leave after clean-up.

**Amenity Rental Fees**

* Additional Staff Fee Per Hour (Number of staff based on event)	\$20/hr
1 Table (Includes set-up/break-down)	\$10/set
Individual Chairs (Includes set-up/break-down)	\$2/set
1 Security Guard	\$25/hr
Podium, Easel or AV Cart	\$15/item
LCD Projector and Screen	\$20/set
Dry Erase Board	\$5/set
TV with DVD player	\$20
Sound System	\$150

\* Staff is scheduled 30 to 60 minutes prior to your rental for set-up and 30 to 60 minutes afterwards for clean up. This is in addition to the fees listed above.

**Insurance**

Determined by Risk Management & based upon the rental criteria.

**Non-Profit Rate Requirements**

1 Must provide a Tax ID Number or proof of 501c3 and a letter describing the type of organization, type of event and justification for a reduction in rate. The Non-Profit rate must be authorized by the Director of the Community Services & Parks Division.

2 Will be assessed when a group meets one or more of the following criteria: the group is charging admission to the event; the group is selling a product or service at the event; the group is generating any type of revenue from the event or use of the facility. City sponsored groups and activities are exempt from this rate.

3 All permitted users must meet with staff prior to use to learn how to properly use the sound system. An additional \$200 will be applied to the security deposit.



- Dining Hall
- Multi-Purpose Room
- Activity Room
- Upper Courtyard
- Lower Courtyard

