



## **Active Generations Facility Usage Policy**

The Active Generations Board of Directors recognizes the need for adequate community spaces for meetings and programs of various groups and organizations, and the responsibility of Active Generations as a good community partner to help meet this need.

We strive to support community engagement and offer a welcoming space for various events, meetings, and activities. Therefore, it is the policy of Active Generations Board of Directors to allow limited use of the Center facilities by community organizations and groups.

Please read through the following guidelines to see if our facility is appropriate for your needs or event.

### **General Guidelines**

#### **1. Eligibility:**

- Rooms are available to for-profit organizations, non-profit organizations, community groups, and individuals for events that align with the mission and values of Active Generations.
- Political campaigns events are not permitted unless with prior approval from the President/CEO.

#### **2. Rental Reservation Availability:**

- Rental availability must be submitted through the online request form or in person at Active Generations Main Building on 46<sup>th</sup> Street.
- Reservations must be made at least two weeks in advance.
- For regularly, recurring rentals, a year contract is available with approval by the President and CEO of Active Generations.

#### **3. Hours of Operation:**

- Rooms can be rented during regular business hours.
- After-hours rentals are subject to additional fees and staff availability.

#### **4. Non-smoking, non-alcoholic facilities.**

## Reservation Process

### 1. Application:

- Interested parties must complete a Room Rental Application form, available on our website or at the office.
- Applications should include details about the event, including date, time, number of attendees, and any special requirements.

### 2. Approval:

- Applications are reviewed and approved by Active Generations staff.
- Approval is based on room availability, staff availability, alignment with our mission, and the nature of the event.
- Applicants will be notified of approval or denial within five business days.

### 3. Deposit and Payment:

- A deposit is required to hold a date.
- The date and room are not reserved until the deposit is received. No cash payments will be accepted.
- A Security/Damage Deposit (check or credit card) is needed prior to your function. In the event no damages were incurred, and facility is cleaned, the deposit will be returned the following business day.
- There is no proration of the security deposit when any damages/cleaning occur.
- Full payment of rent and security/damage deposit is due no later than one week before the event date. Payment methods include check or credit card. No cash is accepted.

### 4. Cancellations and Refunds:

- Cancellations must be made in writing at least 7 days before the scheduled event to receive a full refund of any payments received.
- Cancellations made less than 48 hours before the event will forfeit the security/damage deposit.

## Fees

### 1. Rental Rates:

- Room rental rates vary based on the size and type of room. See Appendix A for a detailed fee schedule.
- Non-profit organizations may be eligible for discounted rates upon proof of non-profit status.
- Active Generations' members may be eligible for discounted rates based on membership of one year or more.

### 2. Additional Fees:

- After-hours rentals, additional equipment, and special setup requests may incur extra charges. See Appendix A for additional fees.

## Use of Facilities

### 1. Setup and Cleanup:

- Renters are responsible for cleaning the room.
- All trash and decorations must be removed. Failure to do so will result in loss of security/damage deposit.
- If the original room layout is reconfigured, there is \$100/hour/staff for room set up and take down with a 30 minute minimum charge.

### 2. Decorations:

- Walls: In rooms where walls are painted, you may use only mounting clay (poster putty). Lessee must bring own putty.
- Ceilings: User groups may **NOT** attach any items to the ceilings due to the complexity of the ceiling tiles, lights, decorations and sprinkler system.
- No open Flames
- No confetti, glitter, or streams in any form.
- Fire exits: Fire exits cannot be blocked with any furniture or decoration.
- Balloons: Balloons may be used during events and must be weighted down to prevent them from getting caught in our ceilings and ceiling fans.
- All decorations and mounting materials must be removed in their entirety at the end of the rental of the facility. Mounting materials which would damage the facility are not allowed.

### 3. Equipment and Supplies:

- Basic room furniture is included in the rental fee. Additional equipment may be available for a fee. See Appendix B.
- Renters must provide their own supplies, such as paper, pens, and markers.

### 4. Food and Beverages:

- Outside food and beverage are **NOT** allowed without permission from Active Generations President and CEO.
- Renters may request catering from the Active Generations Nutrition Department.
- Alcoholic beverages are not permitted without prior approval and appropriate permits.

### 5. Conduct and Damage:

- Renters and their guests must adhere to all policies and respect the premises.
- Any damage to the facilities or equipment will be the responsibility of the renter and may result in forfeiture of the security/damage deposit and additional charges.

## **Liability and Insurance**

### **1. Liability:**

- Active Generations is not responsible for any personal injury, lost or damaged property, or other incidents that occur during the rental period.

### **2. Insurance:**

- Corporate/Organizational renters will be required to provide a Certificate of Insurance listing Active Generations as an additional insured for the duration of the event.
- Private rentals will be required to provide two non-personal references with a credit check.

### **3. Security Personnel:**

- Security personnel may be required at events where Active Generations determines, in its discretion, that security is needed to reduce the risk of damage to the facility. Arrangements for security will be made by the facility. The cost for the service will be paid by the lessee. If inappropriate behavior occurs, Active Generations will contact the local police for assistance.

## **Special Conditions**

### **1. Accessibility:**

- Active Generations is committed to providing accessible facilities. Please inform us of any specific accessibility needs at the time of booking.

### **2. Noise and Disruptions:**

- Events must not disrupt regular activities of the organization or neighboring properties. Noise levels should be kept to a reasonable volume.

## **Contact Information**

For questions or to submit a Room Rental Application, please contact:

Debbie Satlak, Administrative Assistant at [adminassistant@activegen.org](mailto:adminassistant@activegen.org)

---

## **Appendices**

**Appendix A: Room Rental Fee Schedule**

**Appendix B: Room Descriptions**

**Appendix C: Equipment and Technology Rental Fee Schedule**

## Appendix A:

### Room Rental Fees – Main Campus

Room	Capacity	Half Day Rental Fee**	Full Day Rental Fee**	Room Deposit Needed
Sertoma A & B	250	\$750	\$1,500	\$350/\$750
Sertoma A	100-125	\$500	\$1,000	\$250/\$500
Sertoma B	75-100	\$400	\$800	\$200/\$400
Conference Room #128	20-25	\$150	\$300	\$75/\$150
Lounge	35	\$150	\$300	\$75/\$150
Classroom #202	20	\$150	\$300	\$75/\$150
Multipurpose #203	50	\$150	\$300	\$75/\$150
Multipurpose #204	30-40	\$150	\$300	\$75/\$150
Multipurpose Combine #203 & 204	60-90	\$300	\$600	\$150/\$300

### Rental Fees – East Campus

Room	Capacity	Half Day Rental Fee**	Full Day Rental Fee**	Room Deposit Needed
Fine Arts/Crafts #110	25-30	\$150	\$300	\$75/\$150
Classroom #115	30-40	\$175	\$350	\$90/\$125
Flex Studio #116	30-40	\$175	\$350	\$90/\$125
Fitness Studio #117	30-40	\$175	\$350	\$90/\$125
Combined #115 - #117	100-125	\$500	\$1,000	\$250/\$500
Rooms #115 & #116	75-80	\$350	\$700	\$125/\$350
Large Activity #121	200	\$1,500	\$3,000	\$750/\$1,500
Large Activity (1/2)	100	\$1,000	\$2,000	\$500/\$1,000
Outside Pickleball Courts	200	\$1,500	\$3,000	\$750/\$1,500
Dining Area/Lounge	125-150	\$1,500	\$3,000	\$750/\$1,500

- Half Day Rental Fee based on 1-4 hours of usage time
- Full Day Rental Fee based on 4+ hours or more of usage time
- Members of Active Generations receive a 25% discount on the room rental fee not including staff time and room layout reconfiguration. Discount is available to members after one year of Active Generations' membership.
- Non-profit/Civic Group rental is discounted at 25%.

## Room Rental Hours

- Rooms are available during Active Generation’s regular operating hours.
- After-hours usage requires special approval.
- If the room layout needs to be reconfigured, \$100/hour/staff for room set up with a 30-minute minimum charge.
- Approved after-hours rental requires Active Generations staff to be present.  
**\$100/hour/staff supervision fee will be assessed for each rental that is scheduled after regular business hours.**
  - **For groups of fifty plus more than one AG staff will be required.**
- If hours go over the estimated time, charges will be taken out of the security/damage deposit.

Monday – Thursdays:	6:30 am – 8:00 pm
Fridays:	6:30 am – 4:30 pm Main Campus
Fridays:	6:30 am – 8:00 pm East Campus
Saturdays:	8:00 am – 3:00 pm
Sundays:	Closed

## Appendix B:

### Room Descriptions – Main Campus

**Sertoma A & B:** This 2-combination room is ideal for wedding receptions, anniversary celebrations or dances. Sertoma A has multi-purposed flooring and Sertoma B has laminated flooring. Sertoma B can hold eight 6-round top tables comfortably or also ten with less walk-through space. Sertoma A can hold all our 25 round tables for gatherings. A microphone system is available in these rooms.. Both Sertoma A or B can be rented separately or together.

*This is a multi-purpose room and setup is required for all rentals.*

**Conference Room (128):** This room is great for small groups, board meetings or educational seminars. The room holds 20 people comfortably around a large conference table. A slide screen as well as a whiteboard are available for meetings or presentations.

**Lounge:** This open area in the facility is ideal for small family gatherings or a more intimate party. The Grand Piano can be used with prior permission. It holds eight 4-top tables with chairs as well as a small sitting area.

**Classroom (202):** This room is set up classroom style with ten 2-person tables facing front. There is a whiteboard for presentations and teaching and a screen can be brought in for PowerPoint or slide presentations.

**Activity Room (203):** This multi-purpose room holds twelve 4-top tables and chairs. There is also a small counter/sink and refrigerator for small amounts of food preparation. Chairs and tables can be rearranged to meet your individual event. There is a microphone system available in this room and it can be expanded with room 204 for larger events.

**Activity Room (204):** This is the smaller of the 2 multipurpose activity rooms. It holds nine 4-top tables/chairs or 4-5 6' round tables. It would be an excellent choice for larger meetings, educational seminars or small gatherings. This room can also be set up in various ways or rented along with room 203 for larger events. A microphone system is available in this room and whiteboards and projection screens can be moved in.

### Room Descriptions – East Campus

**All rooms feature built-in speakers with Bluetooth connectivity, dimmable lighting, and free WiFi.**

**Fine Arts/Crafts #110** – This room features a 13' x 2' countertop against the front wall with several stools and power outlets. The adjacent wall has a 9' x 2' counter that houses a sink

at one end. Mounted on the front wall is a 60" TV screen that can be connected to a laptop/tablet via an HDMI cord for displaying presentations, slideshows, etc. There is also a 4' x 4' bulletin board directly inside the door for displaying flyers, pictures, or other literature. The room is set up with 8 rectangle tables with seating for 16 by default, and more chairs can be comfortably added around the perimeter of the room. The tables can be removed if a setup with only chairs is desired. This is a great room for meetings, presentations, or instructional classes. The back wall features 3 floor-to-ceiling windows for a lot of natural light. The windows are equipped with shades. Normal setup is 8 tables with 16 chairs. Room Capacity: 25-30

**Classroom/Gameroom #115** – There is an 8' x 2' counterspace at the front of the room, with a 48" x 30" bulletin board for displaying flyers, pictures, or other materials. The room can comfortably accommodate 8 – 10 card tables with chairs. A great medium space for cards, boardgames or just a general meeting space. The room is equipped with a ceiling-mounted projector and screen. The back wall is floor-to-ceiling windows for natural light, or shades may be utilized. Normal setup is 6 card tables with 24 chairs. Room Capacity: 30-40

**Flex Studio #116** – This space is laid out very similarly to room 115. Tables and chairs can be set up, or it can just be an open space. It has an 8' x 2' counterspace at the front, and a 48" x 30" bulletin board for displaying desired material. It is equipped with a ceiling-mounted projector and screen. The back wall is floor-to-ceiling windows for natural light, or shades may be utilized. It is an attractive medium-sized room that can be used for any small gathering or presentation. This would be a great room for instructing a small CPR class or something similar, as it is generally kept as an open space. Normal setup is chairs. Room Capacity: 30-40

**Fitness Studio #117** – This is a beautiful room with 28' of mirrors along one wall, and floor-to-ceiling windows (equipped with shades) along the adjacent wall. Each of these walls has a fitness/ballet barre mounted in front of it at a height of 42". This is designed to be an open fitness space. It has a ceiling-mounted projector and screen for videos and presentations. Normal setup is chairs. Room Capacity: 30-40

**Rooms #115 & #116** – A divider can be opened to combine these rooms into a large, open space that would be great for a card or boardgame tournament. Alternatively, it would be a great space for a large meeting, seminar or workshop. Room Capacity: 75-80

**Large Fitness Studio # 116-117** – A divider can be opened between rooms 116 – 117 to make this a generously large space for fitness instruction, dance instruction, self-defense training, presentations, or any similar activity. Room Capacity: 75-80



**Combined #115 - #117** – Again, dividers can be opened to make these three rooms one extra-large space for a big gathering or class. This would be ideal for a large line-dancing group or other large gathering of people who need space to move around. Chairs/tables could be set up in one half and the other half could be left open for any kind of dance or other performing arts presentation. This space invites you to use your imagination! Room Capacity: 100-125

**Large Activity #121** – This is a gymnasium that houses two Pickleball courts. It is a substantial space with 20' ceilings. There are multiple large windows along the upper perimeter of the area to allow for natural light to supplement the generous facility lighting. Room Capacity: 200

**Outdoor Pickleball Courts** – Two outdoor pickleball courts with windscreens on three sides.

**Dining Area/Lounge** – This is a bright, open area where lunchtime meals are served during the week. There is default seating for about 60 people, and more tables and chairs could be comfortably added if needed. The South wall features a 27' x 9' expanse of windows to let in plenty of pleasing sunlight. There are two 65" televisions mounted on the North wall. There are restrooms and a coatroom on the north side of this space, as well. The kitchen on the west side of the room may be made available for light sink usage if needed. This would be a great place for a large birthday or anniversary party, a family reunion, or a presentation that doesn't require closed-door privacy. The normal setup is four rectangular tables with 12 chairs and six round tables with 42 chairs. Room Capacity: 125-150

## Appendix C:

### Equipment and Technology Rental Schedule

- Must be requested at the time of the booking to confirm availability.
- All equipment rentals must be set up and taken down by AG staff.

<b>Item Available:</b>	<b>Cost:</b>
Round 60" tables with 8 chairs (26 available)	\$20/table
Rectangle 6' or 8' tables with 8 chairs (10 available)	\$15/table
Card Tables with 4 chairs (6 available)	\$10/table
200 chairs set up in rows	\$3/chair

<b>Technology Available:</b>	<b>Cost:</b>
LCD Projector	\$50
35" Television VCR/DVD on mobile stand	\$50
Microphone System	\$100