

HOW TO RENT A SPACE AT THE ARC

1. Contact the Site Supervisor at (818)548-3775 to check for availability.
2. Complete and return the Community Center Reservation Request Form.
3. Upon agreement, you must make arrangements with the Site Supervisor to finalize all permits required.

FEES & DEPOSITS

- A security deposit of at least \$500 will be required for reservations over 50 people.
- The entire refundable security deposit plus half of the total rental amount is due at the time of reservation to hold the date.
- Should your event require insurance, the respective insurance documents must be provided no less than two weeks prior to the event date.
- All remaining fees are due two weeks prior to the event date along with a floor plan.
- At the conclusion of your event, staff will make sure the facility was used in accordance to CSP Rules and Regulations. If there was no damage to the facility and everyone left on time, a refund for the facility deposit will be processed within three business days after the last date listed on your reservation.

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

Monday - Thursday 8:00AM - 8:00PM
Friday & Saturday 8:00AM - 5:00PM
Sunday (*Meals Only*) 9:00AM - 1:00PM

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



Adult Recreation Center

Rental Information

The Adult Recreation Center is an approved site for alcohol. Please ask us for more information about having alcohol during your event.



Community Services
& Parks

Parks
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Life
Better!

GlendaleCA.gov/Parks

INDOOR FACILITIES AVAILABLE FOR RENT

Dining Hall A and B 3692 sq. ft.	\$172.00 per hour
Dining Hall A (with Stage)	\$86.00 per hour
Dining Hall B	\$86.00 per hour
Kitchen <i>(Must be rented with another room)</i>	\$63.00 per hour
Multi-Purpose Room A and B 1558 sq. ft.	\$75.00 per hour
Multi-Purpose Room A 828 sq. ft.	\$40.00 per hour
Multi-Purpose Room B 730 sq. ft.	\$35.00 per hour
Activity Room 334 sq. ft.	\$29.00 per hour
TV and Reading Lounge 430 sq. ft.	\$29.00 per hour

OUTDOOR FACILITIES

Upper Courtyard 3946 sq. ft.	\$92.00 per hour
Lower Courtyard	\$69.00 per hour

AMENITY RENTAL FEES

1 Table*	\$10.00 per table
Individual Chairs*	\$2.00 per chair
1 Security Guard <i>(4 hours minimum)</i>	\$25.00 per hour
Podium, Easel or AV Cart	\$15.00 per item
LCD Projector and Screen	\$20.00 per set
Dry Erase Board	\$5.00 per set
TV with DVD player	\$20.00
Sound System with Microphone	\$150.00
Alcohol Permit	\$100.00

* Includes set-up and break-down

The rental time begins when you plan to show up for set-up and ends after you are done with clean-up and leave the facility.

STAFF

All rentals must also pay for staff. The number of staff is determined by the number of people attending the event and the type of set-up the event requires. Staff is scheduled during the total duration of a rental plus additional hours for setting up and breaking down. The staff rate is \$30 per hour, per staff member.

INSURANCE

Liability insurance is required for all facility reservations over 50 people.

ALCOHOL PERMIT

All alcohol permits require insurance and a minimum of two guards. The total number of guests will determine the total number of guards. There is a 4-hour minimum per guard. A one-day liquor license may be required for reservations that serve alcohol. It is the customer's responsibility to obtain the necessary permits through the ABC Board. A copy of the approved license must be provided to the facility two weeks prior to the event date.

NON-PROFIT RATE REQUIREMENTS

A non-profit organization may request the non-profit rate by submitting a request for fee consideration form and providing a 501c3 document issued by the IRS. These forms are submitted for approval. Only the Department Director has the authority to reduce fees.

COMMERCIAL RATE

The commercial rate 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 products or services 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.

