

POLICIES:

Facility Use Policy: Regular business hours are 10:00 am – 4:00 pm, Monday – Friday. Reservations may be requested during the hours of 7:00 am – 10:30 pm, Monday – Saturday and 8:00am-8:00pm Sunday. If a reservation is made outside of normal business hours, the building will open and/or close at the time of reservation.

****If client goes over contracted reservation time, they will be charged an additional fee based off the designated Room Rental Rate for that booked event.**

Fire Marshal Mandate: In compliance with the State Fire Marshal, doors opening to hallways may not be propped open at any time.

Housekeeping: No animals, bicycles, skateboards, scooters, etc. are permitted inside of the facility.

***Exception:** ADA Service dogs are allowed and must be accompanied by their owner and on a leash.

Decoration Policy: All decorations must be preapproved in advance for events. The only acceptable medium for hanging decorations on walls is blue painter's tape that is supplied by the client. The Aquatic Center strongly prohibits any open flame or décor such as candles, burning incense, or anything else of that nature. (Chafing dishes may be used by licensed caterers only) Materials such as paint, glue, glitter, sand, confetti, foliage, tinsel, etc. are not permitted.

***An additional fee will be implemented to your rental for residual decorations left in rooms or hallways.**

Large Events and Parties: For liability purposes, HBAC Staff may enter a room intermittently during an event to check for policy compliance or trash. Please indicate if this will not be appropriate while booking the event. We will reserve the right to check in on room prior to event and charge for violated policies after.

Alcohol Policy: Additional paperwork (ABC license, insurance certificate, and HSU campus approval) is required to serve alcohol at any event taking place at the Aquatic Center. Please request the HBAC Alcohol Policy at the time of your reservation. Alcohol approval takes approximately 4-7 weeks to process.

***If any group brings in alcohol unpermitted, they will be asked to leave immediately, forfeiting their entire rental fee.**

Minor Supervision Policy: Clients are responsible for their guests. Those under 18 years of age must be supervised by an adult at all times.

Cancellation Policy: Cancellation within 48 hours of the event will result in a full charge of the rental fee. Cancellations prior to 48 hours of the scheduled event will result in a 50% cancellation fee of the rental amount. Different policies apply to government agencies.

ADDITIONAL FEES & SERVICES:

Daily Rental Rate: A daily rental rate allows up to 10 hours of use including arrival (set-up) and departure (clean-up) time. Once the 10 hours has been exceeded, an additional \$35.00 per hour hosting fee will be charged to the event.

***Exception:** All Room 110 rentals are subject to hosting fees for rental time outside of normal business hours.

Food & Beverage Cleaning Fee: This pertains to the cost of additional clean-up for events that will be serving food and beverages. A cleaning fee is added to room rentals who bring food/drink into the facility.

Kitchen Access: If renting Common Room 203, kitchen access is included free of charge, but does not secure exclusive use. However, the kitchen may be rented exclusively, allowing the partition between the kitchen and the Common room to be opened for that event. If Kitchen is not rented exclusively, the facility is not responsible for renter's property.

Special Event Fee: Events charging admission/entry fees, fundraisers, parties, banquets, receptions, etc. will be charged an additional 20% of the rental fee.

Copy/Print/Fax Service: This service may be requested for \$1.00 plus \$0.10 per page and will be added to the rental invoice.

Room Set Up: Table and chair arrangements are included in the rental fee. Clients may choose one of our standard room arrangements at the time of their reservation request. Customized room set-ups may be requested in writing and preapproved minimum one week in advance. Changes requested within 3 business days of the event will result in additional hosting fees. Furniture is not to be moved by clients due to logistics and liability to the Aquatic Center.

Equipment Needs: Equipment needs must be requested upon booking your event. This is on a first-come-first-serve basis.