

Rentals

Dear Renter,

On behalf of Arcadia Community Center, welcome to our Center! Located in the former Arcadia Elementary School building. Arcadia Community Center (ACC) is a 501(c)(3) non-profit organization located in Arcadia, Michigan. Renovations to the gymnasium and former classrooms have turned our space into one of the most attractive and affordable venues in Northern Michigan for events and educational offerings, and all sorts of gatherings. As a non-profit, we rely heavily on our community for support, allowing us to pass on extremely affordable rental rates to you, but this also requires your understanding of the importance of facilities maintenance and the teamwork it takes to maintain such a beautiful space. In this simple manual, you will find all the information you need to create success for yourself and for everyone that uses the community center.

Available year-round for public and private events, ACC is available for weddings, potlucks, fundraisers, concerts, meetings, and more. The gymnasium can hold 200 people, with room for 120 people seated. A commercial-grade kitchen is adjacent to the gym. Our facility is handicap accessible, and offers access to tables, chairs, and other amenities based on availability.

For smaller gatherings, we offer two classrooms, each room can hold 65 people. Tables and chairs are available in each room. There is also a game room featuring a ping pong table, pool table, foosball, air hockey, and video arcade game.

We also have a state-of-the-art workout room with therapy-grade exercise machines.

The grounds outside of the building offer a grassy picnic area, a large playground, pickleball courts, and a basketball court. The outside area is large enough for an event tent.

To reserve your rental, please visit our website www.arcadiacc.org or reach out to Terri McArthur at (586) 482-5129, or email: tmcarthur459@gmail.com

Rental Application and Rental Agreement forms are at the end of this information.

Rentals

Rates & Deposit

I. Rate

	1 – 3 Hours	4-6 Hours	Whole Day	Deposit
Kitchen	\$60	\$90	\$110	\$100
Gym	\$60	\$90	\$110	\$100
Classroom/Game Room (each)	\$40	\$60	\$85	\$60
Entire Building	\$310	\$510	\$810	\$500

II. Deposit

An initial rental deposit, shown in the chart above, is required when scheduling your rental. This deposit guarantees cleaning of the facility. Please notify ACC Event Coordinator immediately if there are any issues with equipment use or breakage. You will be notified of any deductions and/or your deposit check will be returned or destroyed within 72 hours after the rental date.

Rules

1. Renters shall request the use of the kitchen as early as possible.
2. Please work to arrive at your scheduled rental time. When you arrive, please have previously sent your cash or check for your rental fee. If pre-arranged, bring the payment with you at rental time. The separate check for your deposit should have already been delivered.
3. If you have a conflict, rentals can be canceled at no charge up to one week in advance. If rental is canceled less than one week in advance the renter loses the deposit. Any future requests from that renter will require a larger deposit.

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If using the kitchen...

1. All Renters must demonstrate a clear understanding of the sanitation principles listed above the dish area and must perform the proper sanitation process on the kitchen equipment.
2. ACC will provide proper cleaning supplies.
3. Renters must perform and fill in the "Cleaning Checklist" provided in the kitchen before and after each kitchen use, sign the checklist, and leave the completed checklist behind.
4. If Renter fails to leave the facility in the proper condition, their initial deposit* will not be returned and will be used to pay for cleaning costs. *Please refer to the deposit section for more information

Need to Know List

Lights: Switches for inside lights are located by the front entrance, in the hallways, and in the gymnasium corridor.

Garbage: A garbage can is available in the kitchen and hallway, Please take any full garbage bags to the trash can outside. Recyclables should be taken with you when you leave.

Thermostat: The thermostat is located on the north wall in the gymnasium. Click to heat or cool, use the arrows to increase or decrease temperature.

Bathrooms: There are bathrooms located just outside the gymnasium, in the hallway, and in the game room. Additional toilet paper and paper towels are available in the supply closet.

Using the kitchen: If you need to use the kitchen please specify the need when scheduling your rental. You will need to complete the cleaning checklist at the end of your rental. (Look for signs in the kitchen with how-tos and more information about cleaning). You are welcome to use PVCC utensils and cookware if cleaned and returned.

Where to find cleaning supplies: All cleaning supplies are located near the east entryway of the building. There should be multiple types of cleaning solutions and clean rags available. Please let us know via email if any supplies need refilling after your use. You can find brooms and mops are also in this closet.

What to do at the end of the event: Please complete the attached cleaning checklist with the goal of leaving the space as you found it.

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End of the Event Cleaning Checklist

___ Pick up all trash. There are trash containers in the kitchen and hallway. Full trash bags go in the blue bin container outside.

___ Please take your recycling with you and drop it off at any county recycling center.

___ If tablecloths were not used please wipe down tables with bleach water

___ Please sweep the floor and contact PVCC if any damage to the floor has occurred.

___ If the kitchen was used, all equipment is turned off

___ If the kitchen was used all kitchen surfaces have been cleaned and sanitized

___ The sink is free of dirty dishes and drains have been cleared of food

___ No food was left in the refrigerator

___ Bathroom lights are turned off

___ All overhead lights are turned off

Please check off, sign, and date each time you leave the event center (fill out and slide under the office door).

Name: _____

Date: _____

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Application

CONTACT: Terri McArthur (586) 482-5129 or email tmcarthur459@gmail.com

Please fill out this form and return to the ACC office or to Terri

Today's Date: _____

Date & Time of Rental: _____ &

Space requested: Check Below.

_____ Gym _____ Kitchen _____ Classroom _____ Game Room _____ Other

Tables and chairs are available for off-site rental @ \$5/table(seats 10), no charge for chairs.

Purpose (meeting, party, reunion, other): _____

Number of Persons Expected: _____

Want to rent this space: ___ One Time ___ Weekly ___ Monthly ___ Other

Group/Individual's Name: _____

Address: _____ Phone: _____

Email: _____

Address: _____

Phone/Email: _____

Second Contact Name: _____

**USE OF OTHER AREAS ON OUR PROPERTY, OR UNUSUAL USE OF SPACE
MUST BE APPROVED**

ACC use:

Notified applicant of availability: _____

Payment Received on _____ by _____ Cash _____ Check #

Cleaning Deposit Check # _____ dated _____

Deposit Check Returned/Destroyed on _____ by _____

Date rental agreement given to Renter _____

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Rental Agreement

Facility Rights & Responsibilities

The ACC is pleased to provide the use of this facility to the community. **Violations of the following rules** will result in cancellation of your group’s privilege to use this facility.

- Use only the room(s) reserved by your group during the approved dates/times. Share these rules with your guests. Children **MUST** be supervised at all times by an adult inside and outside the facility. **Children must be 16 years old to use the exercise room and equipment. Anyone under 16 MUST have a parent in the exercise room at all times.**
- Before leaving the building, turn off all the lights, including restrooms; turn off faucets, put trash into trash cans, flush toilets. Close and lock all building windows and doors. All trash should be in bags and left in the kitchen or in the east end of the hallway. Black trash bags will be provided.
- **Kitchen rentals: Please provide your own paper products.** Dish soap and other items such as the steam table may be available for your use. Consult with our room rental contact person. Rentals do not have access to the pantry as this is reserved for PVCC storage. Towels and rags used in the kitchen should be put into a pail for laundering.
- Any damage caused by you or your group to the facility or any of the property (equipment, etc) shall be repaired at the renter’s expense.
- Smoking is not permitted in the facility.
- Alcoholic beverages shall only be permitted on ACC property with special permission, appropriate insurance, and for private parties only.

I have read, understand, and agree to abide by the above rules and responsibilities:

(To be signed by responsible party or group leader and returned to ACC)

Name of Person/Organization: _____
(Please Print)

Today’s Date: _____

Signature: _____

Phone: _____

Address: _____

Email: _____

Date and time of the Event: _____ Room or item Rented: _____

By signing this contract, I agree to use reasonable care in all aspects of the building facilities and will inform my/our guests to do the same. Renter is responsible for injury to persons in their party during the rental period. Thank you for helping to keep ACC pleasant for all to use!

ACC Contact Person: Terri McArthur (586) 482-5129 or email tmcarthur459@gmail.com