

AECC BUILDING USE GUIDELINES

Donation Fee: \$65.00 (payable to the AECC)

Time Building Is Available: 1:00 p.m. - 4:00 p.m. Setup can start at 12:30 p.m. and cleaning finished by 4:30 p.m.

Food: Any food items must be prepared off site. Food can't be rinsed down the sink drains. If you need to clean a pot or bowl bring it home to clean. There is also very limited refrigerator space for food. We suggest bringing coolers with ice to provide yourself additional storage space.

Setup: The AECC supervisor will assist you in your setup and takedown. Realistically, there are tables and chairs for around 70 people. Also, please do not use any glitter related products in our facility, it tends get everywhere and is very hard to clean up.

Supervision: If you are going to use the gym, there needs to be at least two adults supervising this area. The game room also needs at least one adult supervisor.

Cleanup: All trash can be placed in the dumpster outside. Tables should be cleaned and floor swept. Contact the AECC supervisor when it is time to start picking up.