

# **HARKER HEIGHTS ACTIVITIES CENTER FAQS**

## **How do I book an event?**

Potential renters can book an event by contacting the Activities Center Office via e-mail, phone, or in person. Once the deposit and rental fee have been paid the reservation has been booked.

## **What is required at the time that I book an event?**

Potential renters must book at least 10 working days prior to the event for rentals of rooms outside of office hours. Reservations for rentals of rooms during office hours must be made at least 3 working days prior to event. Potential renters must pay the \$200 refundable deposit and the total room rental fee in order to make a reservation. Reservations should include time for set up, clean up, and tear down time required. If the organization is non-profit, please provide paperwork identifying the organization's tax ID number and non-profit status.

## **What times can I book my event for?**

Rooms can be booked Monday – Friday, 7:00 am - 9:00 pm (a maximum of a 7 hour block of time). Room rental needs to include set up, clean up, and tear down time required. Tables and chairs are provided at no charge, but staff is not available to set them up or tear them down. Within the time the potential renter books, the renter needs to set up their event, have their event, and clean up/tear down their event. We recommend setting aside at least one hour for set up and one hour for clean up.

## **What is included in my room rental?**

The Harker Heights Activities Center provides rectangular/square tables, chairs, trash cans, and cleaning supplies for each event. We do not provide any decorative items. We do have media equipment and Wi-Fi available at no charge. You may request these items on your reservation agreement.

## **What type of payment do you accept?**

We accept exact cash, check, and money order. Reservations made 3 working days require exact cash or money order.

## **Can I bring food for my event?**

Potential renters are permitted to provide any food of their choosing for their events.

## **May I come in and set up early for my event?**

Potential renters are only permitted to set up during the time they have rented the room. It is recommended to book at least one hour in advance of the event start time to set up.