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**RENTAL SPACE FAQS**

What amenities are included with my room reservation?

Every reservation includes:
•    Free on-site parking
•    Room access during reservation
•    Common area access
•    Stair & elevator access
•    Restrooms access (men’s, women’s and single/non-gender specific)
•    Kitchenette access with sink, microwave and refrigerator
•    Tables and chairs for the room you reserve (except Borick Auditorium A & B and Lobby)
•    Public Wi-Fi access
•    Large TV monitors to connect to your laptop for presentations in the Wakin Boardroom and Buchmeyer Conference Rooms A & B. Community Center area has cable TV and can show your presentation.

The Center does not provide:
•    Fixtures not already in the room
•    Storage (unless reservation covers after 6 p.m. and the following morning)
•    Supplies, pens, easels, etc.
•    Food and beverage
•    Tables and chairs for the Borick Auditorium A & B

Who sets up tables and chairs? Can we have more?

Resource Center provides a basic meeting-room style setup depending on the room(s) you reserve. Additional chairs and tables may be available if other rooms are not being used. You may not move the tables and chairs to suit your needs. Please include adequate set-up and clean-up time in your reservation. You may bring your own additional equipment as needed. Resource Center is not responsible for outside equipment.

My group isn't LGBTQ-oriented. Can we still rent space?

Of course. Resource Center welcomes all who are committed to maintaining the Center as a safe and affirming place for LGBTQ people and those living with HIV. Space is offered to non-partisan groups and individuals for purposes that are compatible with the Center’s mission of empowering the LGBTQ and HIV communities.

Can my for-profit company rent space?

Businesses and individuals may rent space provided your group is non-partisan and compatible with the Center’s mission of empowering the LGBTQ and HIV communities.

I don’t feel safe. What should I do?

If your personal safety is threatened due to the actions or behavior of another, or if you witness a crime taking place, call 911 immediately and get out of harm’s way. If you are not in danger but are feeling harassed or verbally abused by another person or group, report the matter to the reception desk with facts and details about the incident. The Center is a safe, welcoming and affirming place for all. Verbal and physical abuse of any kind is never acceptable or tolerated.

The power went out. What should I do?

Contact the reception desk and give details about the outage. (Is it the entire room or single outlet?)

We broke something. What do we do?

Accidents happen. If damage occurs during your visit, please report it. Contact the reception desk if the damage presents a safety risk such as power outage, exit or elevator functioning, flooding, or holes in the walls or flooring. Normal wear and tear is less urgent, but we’d rather hear it from you than discover it later. Per the [**Terms of Use**](https://myresourcecenter.org/images/PDFs/Terms_of_Use.pdf), the renting organization or individual is ultimately responsible for damages.

I lost/left something in the Center. Where do I claim it?

If the item was turned in, you will find it at the reception desk lost and found, open Monday-Friday from 9 a.m.-9 p.m. The Center cannot be responsible for belongings left unattended, so please keep an eye on your stuff!

Is there a place to store items overnight?

The Center does not offer storage outside of the rooms being rented. If you are renting a room for the afternoon as well as the following morning, you may safely store your items in that room. Contact the reception desk to lock the room before you leave.

Are pets/animals allowed in the building?

Trained service animals accompanying persons with disabilities are welcome in the building. Any other pets or animals are not permitted for the protection of other visitors and the animals, too!

Is it OK to bring children to the Center?

Young people accompanied by an adult are always welcome. However, it is up to the organizer of each meeting or event whether to admit minors. Any youth/child under 16 years of age must be accompanied by an adult. Be aware that some displays within the center may be adult-themed. We trust you to use your best judgment. Youth are not permitted to wander around the Center at any time. Exception: Youth ages 12-18 may be in the Youth First area unaccompanied during appropriate Youth First programming events.

Where are the smoking areas?

Smoking and other tobacco use, including e-cigarettes, is not permitted anywhere on the property, including outside areas. Designated smoking area(s) are located outdoors, on the far north end of the building, across the parking lot. Please refrain from tobacco use while on Resource Center property.

Is security available?

Yes. With advance notice, the Center can arrange for security officers through Dallas Police Department. Cost is determined by the office with a four-hour minimum. A security officer is required for any event serving hard liquor. One security officer per 200 people in attendance is requested.

Can we serve food at our event?

Clients may bring food or have food delivered for their meetings. Clients must be on-site to accept food delivery. Food should be limited to pre-prepared items such as crudités, cold hors d’oeuvres and sandwiches as there is no stove to cook hot dishes. There is a microwave in the kitchenette. Events in the upstairs Borick Auditorium A & B have access to a catering kitchen for an additional fee. For use of the catering kitchen, your caterer must bring items already pre-cooked and bring their own chaffing equipment or hot boxes. Linens, table skirts, dishes and flatware are not provided by the Center.

Can we serve liquor at our event?

Beer, wine, hard liquor or champagne can be served at your meeting or event. Hard liquor must be served by a Texas Alcohol & Beverage Commission (TABC) certified bartender contracted through your caterer. Proof of host liquor liability insurance or event insurance including host liquor liability coverage is required. Security is required for events serving liquor. The renter or caterer is responsible for providing ice, glassware and other barware. Red wine and/or dark colored beverages are not permitted on carpeted areas.