



703.721.3500 | 1800 Limerick Street | Alexandria, Virginia 22314

AlexRenew.com

## **AlexRenew Sixth Floor Reservation Policy for External Groups/Individuals**

AlexRenew is committed to serving the community and the City of Alexandria. As part of that commitment, AlexRenew allows access to its meeting spaces on the sixth floor of its administrative office building, located at 1800 Limerick Street. Nonprofit and not-for-profit organizations, water and wastewater-related industry groups, and jurisdictional partners are permitted to use the space. These meetings must be for the benefit of the community. When the spaces are not in use by AlexRenew, reservations will be accommodated on a first-come, first-served basis from 8:30 AM to 4:30 PM, Monday through Friday. Any groups that do not meet the above criteria or are requesting a meeting outside of office hours will be reviewed on a case-by-case basis.

### **Requesting Meeting Space and Requirements for Use**

- Individuals/groups are limited to five uses per month, unless there is prior approval
- Individuals/groups permitted to rent must be one of the following: nonprofit and not-for-profit organization, water and wastewater-related industry group, and/or a jurisdictional partner.
- Meetings must be for the benefit of the community.

AlexRenew is open 8:00AM – 5:00PM, Monday – Friday; reservations are available between 8:30AM – 4:30PM. Reservations are not charged a rental fee, but we do ask those who utilize the space to donate to our [Lifeline Emergency Assistance Program \(LEAP\)](#). Reservations requested outside of business hours will be reviewed on a case-by-case basis and may incur relevant fees.

AlexRenew provides this space for the benefit of Alexandria residents and organizations. Failure to comply with the following policies may result in restrictions to utilizing the space in the future. Any questions or concerns regarding this policy should be directed to [events@alexrenew.com](mailto:events@alexrenew.com)

### **Meeting Rooms**

The sixth floor has five separate meeting spaces, a classroom-style training area, a kitchenette, separate eating area, and two balconies (during business hours and weather-permitting). The renting party has

John Hill  
BOARD CHAIR

James Beall  
BOARD VICE CHAIR

Vacant  
BOARD SEC'Y-TREAS

Mark Jinks  
BOARD MEMBER

Rebecca Hammer  
BOARD MEMBER

Justin Carl, PE  
CEO

Amanda Waters  
GENERAL COUNSEL

access to all of the amenities outlined in their Skedda reservation selection during the rental period. Your rental period, and access to the space, is as outlined in your AllBooked reservation. Should you need additional time to set up or break down, this must be included in your reservation. The renting party may move furniture or alter the layout of the AlexRenew meeting rooms during their rental period but are **REQUIRED** to put the furniture back to its original layout prior to leaving the space. Groups that do not place furniture back may have restricted access to the space in the future.

Prior to your event, you must provide an attendee list to your AlexRenew contact. Upon arrival at the AlexRenew Environmental Center, attendees must sign in at security prior to proceeding to the elevators for the 6th floor.

The renting party can access the AlexRenew 6<sup>th</sup> floor space for use during their event. The renting party must ensure they have all the items necessary to run their event. AlexRenew does not provide any additional items such as furniture, office supplies, external microphones and cameras, extra-long HDMI cords, power strips/extension cords, or administrative support including but not limited to printing, catering assistance, and access to office levels without prior approval. Groups that need additional furniture may coordinate with an external rental company with prior written approval from an AlexRenew representative.

AlexRenew will provide IT assistance in the event it is needed during regular event hours (Monday through Friday; 8:30AM to 4:30PM). Groups hosting events outside of this window are responsible for coordinating an IT walkthrough prior to their meeting.

## **Health and Safety**

AlexRenew strongly believes in protecting the health and safety of our community. In the event of an emergency, visitors may be asked to evacuate the building. There are items to aid in the event of an emergency available for use on the 6th floor including an emergency evacuation chair, AED, and first aid kit - all located in the printing room.

The evacuation procedure is as follows: in the event of an emergency, visual and audible alarms will activate, programmed recording will instruct occupants to calmly evacuate the building. The renting group and attendees can follow the exit signs toward one of the two stairwells located along the north hallway and proceed down the stairwell to the 1st floor and exit the building through the Limerick Street doors. The renting group and attendees will gather at the assembly area on the west side of the building, at the benches near the flagpole.

AlexRenew Staff will sweep the building to clear all occupants and will aid those as needed to exit the building safely. The renting group's point of contact will check in with your AlexRenew contact and remain

outside the building at the assembly point until the “all clear” is sounded, and the building has been determined “safe” for return.

### **Permitted Activities and Liability**

Commercial and promotional activities in AlexRenew facilities will be authorized only if they provide a community benefit. The renting party assumes responsibility for damage to facility and loss of equipment and will be asked to pay for any items that were removed or broken during their rental.

### **Food and Beverage**

The consumption of food and beverages is allowed in Rooms 601, 602, 603, and 605 and the breakout dining area on the 6th floor. AlexRenew does not provide food service. It is the sole responsibility of the renting party to coordinate food and beverage services for their meetings. Food can be delivered to 1800 Limerick Street, Alexandria, VA 22314. The renting party must designate someone from their group to coordinate receipt, set-up, and breakdown of any food service. AlexRenew employees are not able to support food service for meetings. The consumption of alcoholic beverages is allowed on a case-by-case basis for renters of the 6th floor of the Environmental Center space, provided that the renter obtains banquet licensing from ABC. This license needs to be provided to AlexRenew at least 1 business day prior to the event, failure to do so will result in cancellation of the event.

### **Non-Smoking Facilities**

AlexRenew is a non-smoking building, smoking includes the use of e-cigarettes or vaporized delivery systems. The renting party and attendees are not allowed to use these products on the 6th floor, in balcony spaces, or within 25 feet of the Environmental Center or parking areas.

### **Parking**

AlexRenew has a visitor parking area (containing 30 lined spaces) for use on a first-come, first-serve basis throughout the business day (Monday through Friday; 8:00AM to 5:00PM). The entrance to this lot is located north of the AlexRenew building at the end of Bartholomew Street. Once this lot is full, there is public parking available in the surrounding area for a nominal fee. Events taking place outside of business hours will have access to the attached garage for attendee vehicles.