

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 a.m. to 4:30 p.m., 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 or not-for-profit organization, water or wastewater-related industry group, and/or a jurisdictional partner.
- Meetings must be for the benefit of the community.

AlexRenew is open 8:00 a.m. – 5:00 p.m., Monday – Friday; reservations are available between 8:30 a.m. – 4:30 p.m. Reservations are not charged a rental fee, but we do ask those who utilize the space to consider making a donation to our [Lifeline Emergency Assistance Program \(LEAP\)](#), which provides emergency bill credit to community members. Learn more at [AlexRenew.com/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 future reservation restrictions and/or violation fees. Any questions or concerns regarding this policy should be directed to Events@AlexRenew.com.

Meeting Rooms

The sixth floor has five separate meeting spaces, a classroom-style training area, a kitchenette, and a separate eating area. The renting party has access to the amenities outlined in their AllBooked by Skedda reservation selection during the rental period. Your rental period, and access to the space, is as outlined in your AllBooked by Skedda reservation. Should you need additional time to set up or break down, **this must be included in your reservation time frame**. The renting party may not move furniture in the Susquehanna, Potomac, and Choptank Conference Rooms. Groups may only move furniture in the Ed Semonian Board Room or the Educational Area with prior written approval. Requests or questions about

room set-up should be submitted to Events@AlexRenew.com at the time of reservation. Please note that furniture rentals from outside vendors are not accepted.

Prior to your event, you must provide an attendee list to Events@AlexRenew.com, failure to do so could cause unnecessary delays at security for your guests. Upon arrival at the AlexRenew Environmental Center, attendees must sign in at the security desk located in the lobby by the main entrance, prior to proceeding to the elevators for the 6th floor. Failure to do so could cause security issues that could interrupt your event.

The renting party can access the AlexRenew 6th 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.

AlexRenew will provide IT assistance in the event it is needed during regular event hours (Monday through Friday; 8:30 a.m. to 4:30 p.m.). Please note that IT staff are not on-site outside of business hours. If you are hosting a meeting in the evening or on the weekend it is your responsibility to coordinate an IT walkthrough prior to the meeting. Requests should be submitted with your reservation request or at Events@AlexRenew.com.

Health and Safety

AlexRenew strongly believes in protecting the health and safety of our community. In the event of an emergency, visitors are asked to evacuate the building. The primary contact on the reservation is responsible for maintaining a headcount and ensuring all attendees exit the building. Supplies to aid in the event of an emergency can be found in the printing room, located near the bathrooms, including an emergency evacuation chair, AED, and first aid kit.

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 doors that lead to Limerick Street. 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.

Food and Beverage

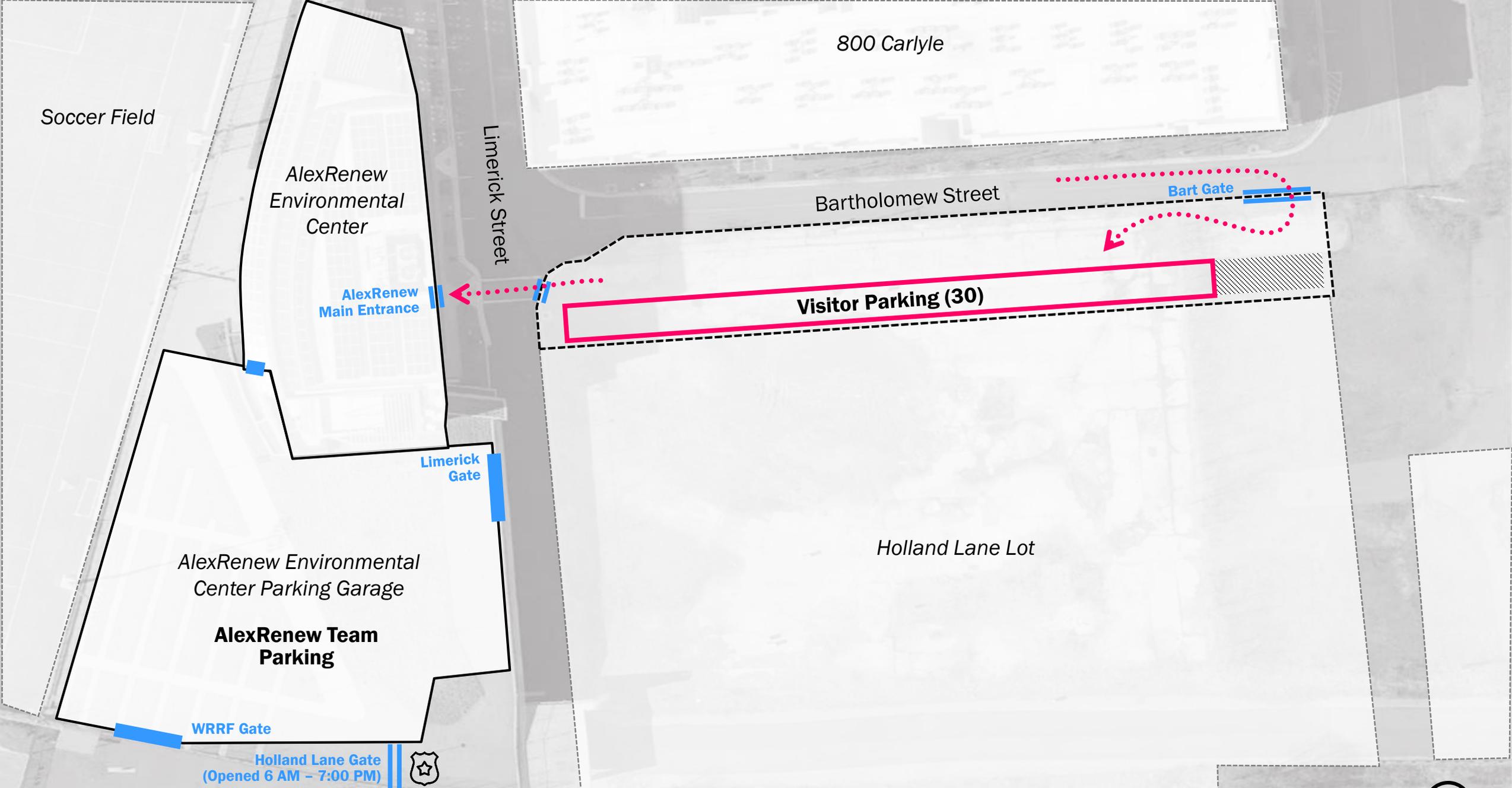
The consumption of food and beverages is allowed in Susquehanna, Potomac, and Choptank conference rooms, the Educational Area, and the breakout area on the 6th floor. AlexRenew does not provide food service. It is the sole responsibility of the renting party to coordinate food and beverage services for 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.

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 or within 25 feet of the Environmental Center or parking areas.

Parking

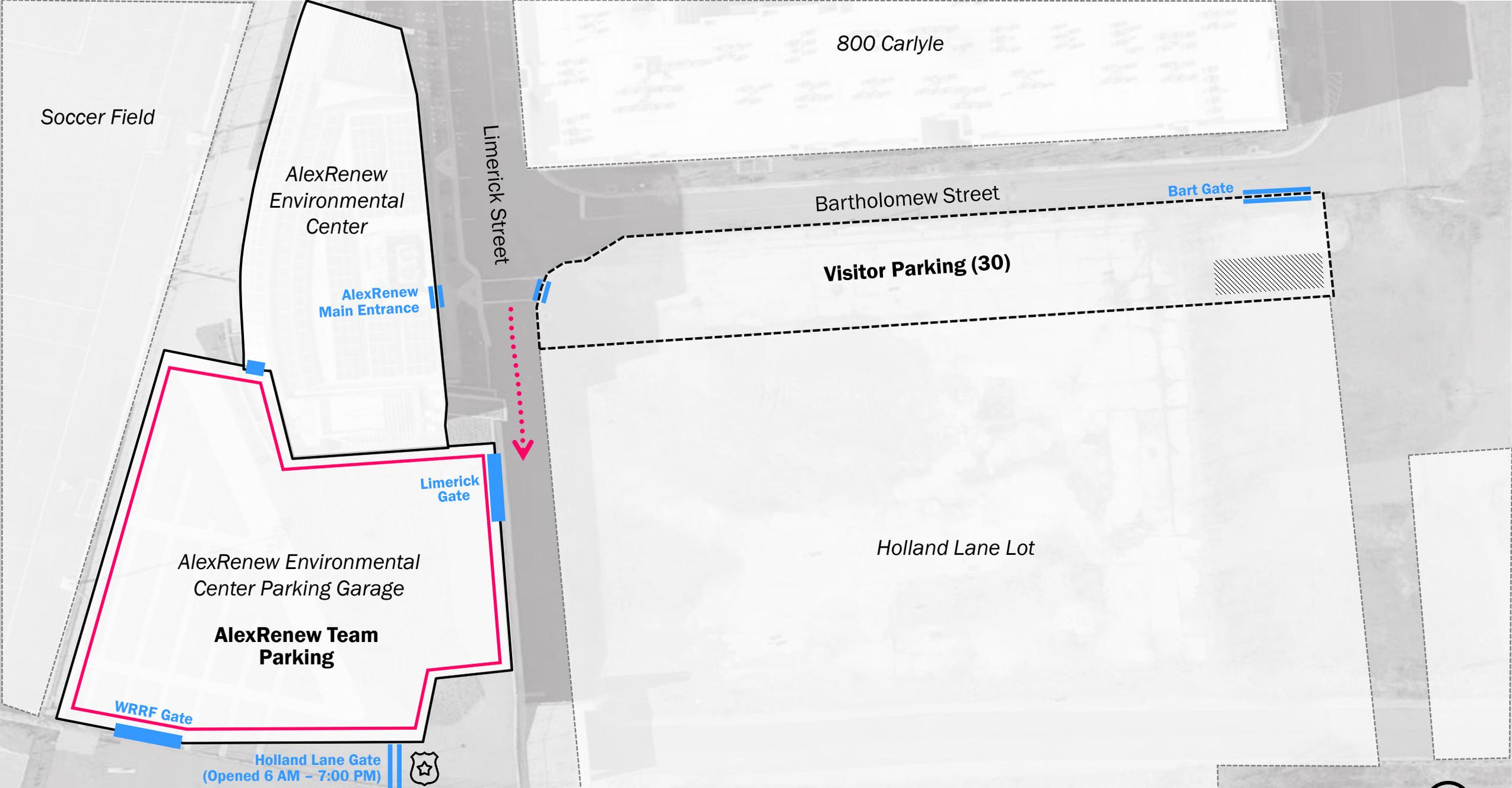
AlexRenew has a visitor parking area (containing 30 lined spaces) for use on a first-come, first-serve basis throughout the business day (Monday through Friday; 8:00 a.m. to 5:00 p.m.). The entrance to this lot is located north of the AlexRenew building at the end of Bartholomew Street. Once this lot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



AlexRenew Environmental Center (EC)
Visitor Parking and Access: Business Hours

Legend

- Parking
- Gate/Door Open
- Gate/Door Closed
- ⋯ Access Path
- Security Officer
- North



AlexRenew Environmental Center (EC)
Visitor Parking and Access: Out of Office

Legend

- Parking
- Gate/Door Open
- Gate/Door Closed
- Access Path
- Security Officer
- North