Alexandria Mall Community Room Policies

Available Facilities and Equipment

The Alexandria Mall Community Room is a 3,700 square foot space located near JCPenney. The space holds up to 105 people without tables and chairs. There is a restroom facility located inside the room.

Use of the room offers the following:

- 8 Ft Tables
- Number of tables/chairs dependent upon mall use and event schedule
- Small PA System may also be available for an additional fee.

Hours of Use

The Community Room may only be scheduled for use during the following hours, which vary from shopping hours.

Monday - Saturday	10 AM - 7 PM
Sunday	12 PM - 6 PM

Who may use the Community Room?

The Community Room is available for public gatherings of a civic, cultural or educational character. This could include meetings, receptions, small birthday parties.

Alexandria Mall programs and meetings have first priority for use of the Community Room. Alexandria Mall reserves the right to schedule and make assignments according.

Any organization or group using the room must sign an event agreement for the dates of use and any organization or group using the room must sign a waiver

How to reserve the Community Room

Organizations wishing to use the Community Room must fill out an Application for Use of Community Room. The application can be found online at www.AlexandriaMall.com and in the Alexandria Mall Management Office located at 3437 Masonic Dr. Turning in an application does not guarantee use of room. The Alexandria Mall Marketing Assistant/Event Coordinator will contact you to schedule your event.

Applications can be completed online, https://www.alexandriamall.com/home-traditional/alexandria-mall-community-room/ mailed, e-mailed, or made in person at the location where meeting is to take place at least 2 weeks in advance to the event date requested. If the application is approved, all paperwork must be completed and turned back in at least 1 week before the event.

Alexandria Mall reserves the right to determine whether a proposed use of facility is appropriate and to withhold permission for such use. Alexandria Mall also reserves the right to determine the charges and conditions for community use of Community Room and space.

Fees and Deposits for Space

$50 Deposit Non-Refundable

$150 Per Day tables and chairs provided (you set up and take down)
Additional $50 for additional consecutive days (limited to 3 days)

Additional $30 per day use for sound system.

Food and Drink

Food and drinks are allowed. Alcohol is not permitted in the Community Room.

Alexandria Mall is a tobacco and vape free facility

Smoking, vaping, or the use of any other tobacco products will not be allowed anywhere in the Alexandria Mall facility. Programs or meetings may not disturb the use of the Alexandria Mall by another patron. Staples and nails and other permanent attachments may not be used to adhere items to walls or windows. Alexandria Mall reserves the right to have a staff member present at any event.

Clean Up and Inspection

After the meeting, a representative of the organization must meet with a Alexandria Mall staff member to check the room. The room must be left in the condition it was found. The organization is responsible for cleanup of the room including the removal of decorations and trash. (Trash to be deposited in the provided trash can)

Rights and Responsibilities of Alexandria Mall

Alexandria Mall will not be responsible for any damage, loss or injury to any person or property resulting from or in any way related to the use of community room, whether or not occurring during a function held under the terms of the Use Guidelines, and each lessee releases Alexandria Mall from any and all such claims for damages as part of the consideration for its use of the facilities.

Application for Use of Alexandria Mall Community Room

Organization/Name_____

Address _____

Phone Number_____

Primary Contact _____

E-Mail Address_____

Address _____

Phone Number_____ Alternate Phone Number_____

Please Describe the Event: _____

_____

_____

Date & Time of the Event : _____

Is this event free to the public?_____ Is this a fundraiser?_____

Will there be food items available at the event? _____

Specify number of tables & chairs needed. (Max 15 tables & 100 chairs)

Tables _____ Chairs_____

I have read and understand the Alexandria Mall Community Room policy and agree to abide by all rules, regulations and can provide the certificate of insurance or sign a hold harmless agreement.

Signature_____ Date _____

Please Return this form the Alexandria Mall Office, 3437 Masonic Dr. Alexandria, LA. 71301

or email clarissa.pugh@JLL.com