



Welcome to the Partnership for Community Action Social Enterprise Center (SEC) Community Engagement Center (CEC). Below you will find a list of expectations and procedures to keep our collective space accessible for years to come!

Building Opening Procedures

1. Use the guest card reader to open the main door. A guest card will be provided.
2. Enter the alarm code (you will have only 60 seconds to deactivate the alarm)

Building Closing Procedures

1. Drop user key card in box. Make sure all you have all items as you will not be able to gain re-entry once building is secured.
2. Once out of sensor range, enter the assigned alarm code and press enter (you will have 60 seconds to exit the building)
3. Secure/Lock the North gate and return the gate keys to the lock box behind the centralized mailbox.

Rental Guidelines

- The CEC has a capacity of approximately 60 seated.
- PCA has approximately 8 tables and 40 chairs, for renters to use as needed.
- Emergency evacuation plan is posted near the fire extinguisher on the east wall.
- Suitable guest parking is not guaranteed. Renters are responsible to arrange parking and/or transportation services, as needed. Parking spaces at the SEC parking lot cannot be reserved or blocked off to accommodate a rental.
- **Drug use, Smoking and vaping are prohibited**
- Renters are responsible of returning the room to its original condition. This includes properly disposing all trash and recycling, wiping down tables/chairs, and sweeping/mop floors. Renters will have access to our cleaning closet, as needed.
- User is responsible for any damages to the property, grounds, and equipment. **Damages will result in additional charges.** The user will be billed, and payment is due immediately.
- Any rented/personal equipment must be delivered and picked-up on the date of the event during contracted rental hours. PCA does not accept deliveries on behalf of the user, does not set-up and breakdown any rental/personal equipment, or operate/maintain any rental/personal equipment.
- Music and any amplified sound must be set at a volume that cannot be heard outside the rental space or outside of the building.
- Users must ensure that no decorations damage the space. Users must only use painters' tape when adhering decorations to surfaces.
- Reservations should be made at least **TWO** weeks in advance. All fees must be paid within two weeks after the event has taken place.
- All activities must be completed within the specified reservation times (activities, prep time, cleanup, etc.).
- Patrons should use only the main entrance unless otherwise approved.

If you have any questions, please call PCA at 505-247-9222. For after hours, during an event, please call/text.