



DASA

ACTIVATION GUIDELINES 2024



506 CONGRESS PILOT PROJECT

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About Downtown Austin Alliance Foundation

Mission

The Mission of the Foundation is to create downtown vibrancy through art, parks, and cultural spaces by and for everyone.

Vision

The Vision of the Foundation is to create a downtown Austin that thrives as a vibrant and inclusive community, where art and culture are accessible to all.

Impact

Since 2019, we have given back \$1M in funds to artists, for art installations, murals, and performance fees, ensuring equitable pay for artists and musicians. Learn about the many ways to support at downtownaustin.com/foundation.

Activator Checklist

Check-in

- Arrive at 506 Congress Ave., Suite #100, Austin TX 78701
- Use the right-hand side lockbox. Entrycode provided after reservation is confirmed and damage deposit is received.
- Text 347-822-9141 to let us know that you've arrived!

Checkout

- Dispose of trash in alleyway dumpsters
- Wipe down all surfaces; vacuum rugs
- Return furniture to original location
- Turn off lights and lamps (note: lobby lights do not turn off)
- Be sure to take all your belongings
- Make sure all doors are fully closed/locked
- Securely lock front door and place the key back into lockbox
- Text 347-822-9141 to let us know that you've departed!

Connect to Wi-Fi

- Network: DASA-506
- Password: Downtown506

House Rules

- Keep clean
- No smoking
- No pets (except service animals)
- Respect quiet hours (10pm to 7am)
- Keep emergency exits and exterior doors closed
- Do not damage floors, walls, trim, windows, or ceilings
- No flammable materials
- No hazardous substances
- No unpleasant odors

Hours of Operation

The space is open from 8:00AM to 10:00PM. Activations must take place within the posted building hours, unless otherwise approved. Activations requiring full or partial closure (or activations exceeding 200 attendees) are automatically contracted for full-day use of the space. Smaller activation space rentals are for a minimum of four (4) hours of use.

Bathrooms

506 Congress has two ADA accessible restrooms that are open to building visitors during operating hours. Portable toilets are prohibited.

Capacity

Max occupancy is 200. Activation participant numbers may not exceed this number at any time; and will vary depending on standing or seating needs. See floorplan and space planning tips.

Clean Up & Restoration

Activator is required to remove all activation-related materials including, but not limited to equipment, supplies, litter, recycling, and refuse. Failure to fully remove all activation-related materials from the space will result in loss of deposit and possible additional restoration fees. Please use the vacuum located in the kitchen area to clean any debris from the rugs / hard surfaces prior to leaving the space.

Electricity

An electrical plan can be provided upon request. Each room is equipped with GFCI outlets. Regular use of electricity is complimentary. Power generators must be pre-approved by Downtown Austin.

Food/Alcohol

Food and alcohol are allowed in the space, as long as there are no sales. Sales are prohibited in the space. All bartenders must be TABC certified. We do not have a preferred caterer for the space.

Guest Safety

1. In case of emergency, call 911 immediately.
2. Then, notify Brandon Fahy (605-838-7714 (m); bfahy@downtownaustin.com) of the incident.
3. Lock front doors as soon as all guests arrive and leave the space.
4. Designate a point-person to remain in front lobby to let guests in/out of the building during the duration of your activation.

Professional Photography & Filming

Groups who wish to use the space for commercial photography or videography, NOT in conjunction with an approved activation, must apply for a permit. A permit is required if equipment is more extensive than a single tripod and single-person crew. You can email us directly at DASA@downtownaustin.com to request a permit.

Recycling and Refuse Removal

All recycling and landfill trash must be properly removed from the space within the permitted rental time for the activation. All recycling and landfill trash shall be hauled off-site to an appropriate facility or facilities. Failure to properly remove trash may result in an additional fees and loss of security deposit.

Security

There will be one (1) DASA staff point of contact available during the hours of your activation. Downtown Austin Alliance Foundation may require you to have additional safety support for your activation.

Signage

Activators are allowed and encouraged to make the DASA space work for their needs and amplify their brand, as well as post and publish their event and announcements using their logos, signage, etc. Activation signage must be approved through the application process to ensure that it is safe and will not damage building. Please do not remove or cover any existing building or space signage.

Sound

Activator is required to actively manage sound levels as prescribed in the City Ordinance and in coordination with nearby residents and businesses surrounding the space. Sound levels must adhere to those established by the City Ordinance (Chapter 9-2 Noise & Amplified Sound). A sound permit must be obtained to operate sound equipment over those limits. For a Temporary Sound Permit, refer to the Austin City Events (ACE) webpage.

Stage & Setup

A complete schedule of load-in, performance, and load-out activities must be submitted to the DASA staff at least four (4) weeks prior to the activation. Locations of all activation equipment, materials and activity sites are required with application.

Street Activations

If your activation exceeds the perimeter of the building, you may require a City of Austin Special Events Permit for use of the right-of-way. We will help determine if your activation requires permitting.

Weather

Downtown Austin Alliance Foundation reserves the right to cancel an activation due to severe weather conditions or other unforeseen or anticipated threats to public safety. This decision will be made to ensure protection of life, property and safety of activation attendees. Downtown Austin Alliance Foundation will work with you to reschedule your activation if cancellation is due to weather.

We Want to Hear From You!



Exit Survey

Thank you for being part of our vibrant downtown community and for hosting an event at a DASA space! Your feedback is invaluable in helping us improve future experiences. Please take a few moments to complete our exit survey. <https://www.surveymonkey.com/r/DASA506>



Visitor Survey

Thank you for attending an event in Downtown Austin! Your insights will guide us in making Downtown events even more enjoyable and inclusive for everyone. Please take a few moments to complete our visitor survey. <https://www.surveymonkey.com/r/VisitDASA>

Contact Our Team Today



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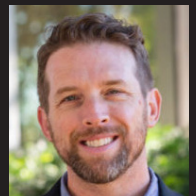
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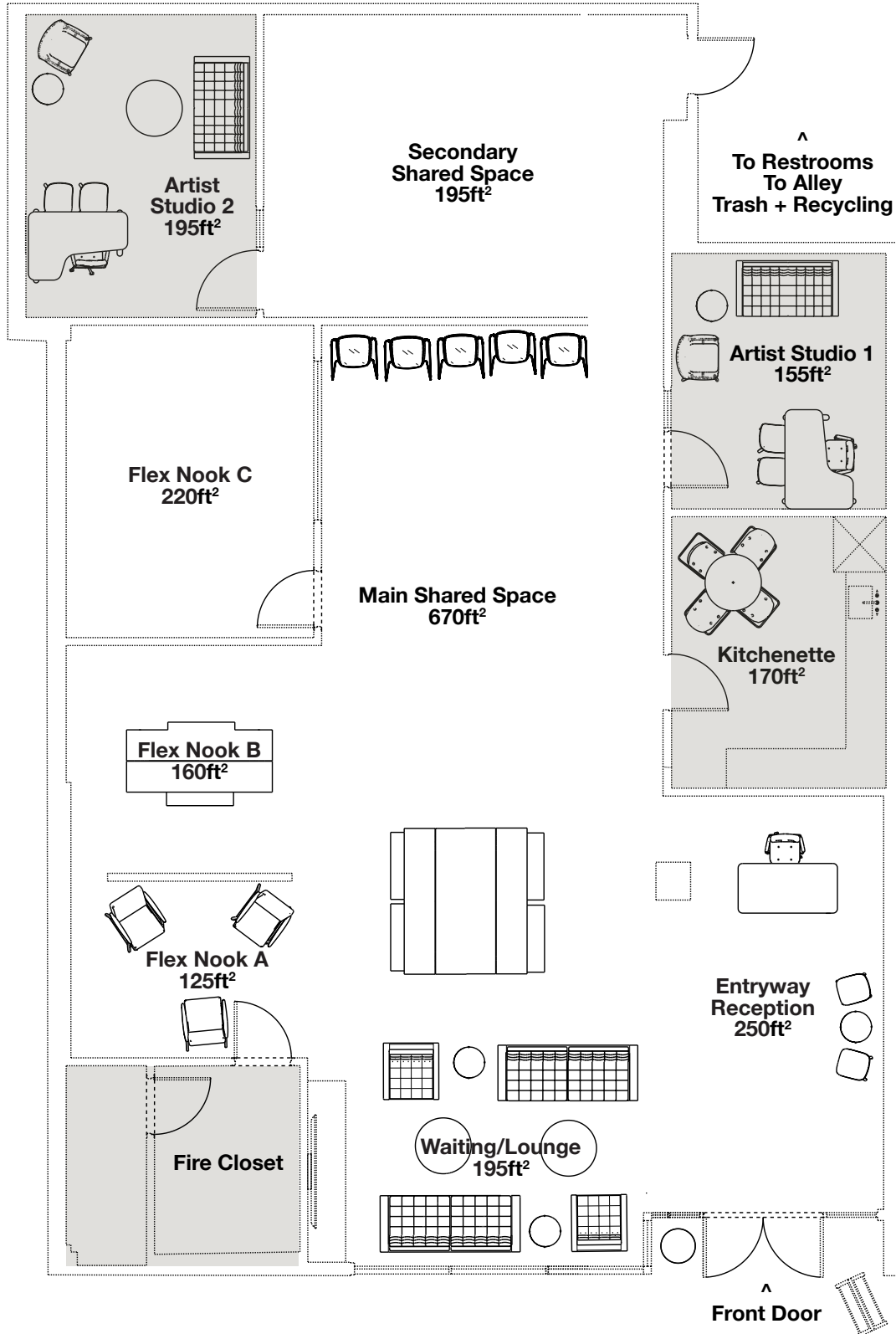


Brandon Fahy
Director of Downtown Experience
605-838-7714 (m)
bfahy@downtownaustin.com

Floorplan for 506 Congress Avenue, Suite #100

Total Square Feet = 2,000

Max Occupancy = 200 People



Furniture, Fixtures and Equipment (FFE)

Furniture in the space is always for community use. If the activator requires additional furniture beyond what's provided in the space, renting furniture is the responsibility of the activator.

The removal or relocation of any furniture, fixtures or equipment must be requested and approved through the application process.

Existing FFE must be protected from damage during load-in, load-out, and throughout your activation. Downtown Austin Alliance staff will work with you to create an appropriate protection plan. Any damage to the building, furniture, fixtures or equipment will be billed to the activator.

Existing 506 Congress Avenue furniture and fixtures include:

Entryway Reception

- 1 Desk (Black)
- 1 Rolling File Cabinet (Black)
- 1 Office Chair (Black)
- 2 Side Chairs (Black)
- 1 Side Table (Multicolor)
- 2 Rugs (Multicolor)

Waiting/Lounge

- 2 Leather Sofas (Tan)
- 2 Leather Chairs (Tan)
- 2 Coffee Tables (Wood)
- 2 Side Tables (Wood)
- 2 Rugs (Multicolor)
- 2 Floor Lamps

Main Shared Space

- 2 Community Tables (Wood)
- 4 Benches (Wood)
- 5 Barstools (White)

Flex Nook A

- 3 Leather Armchairs (Black)
- 1 Storage Cabinet (Black)

Flex Nook B

- 1 Community Tables (Wood)
- 2 Benches (Wood)
- 1 Rug (Black / White)

Kitchenette

- 1 Dining Table (White)
- 4 Acrylic Side Chairs (Clear)
- 1 Rug (Black / White)
- 1 Vacuum
- 1 Broom
- 1 Dustpan
- 2 Small Trashcans
- 4 Medium Trashcans
- Hand Soap
- Paper Towels

*Available for Rent **

- 24 Folding Chairs (White)
- 1 Podium (Acrylic)
- 1 Projector
- 1 A/V System w/ Speakers
- 4 Microphones (Corded)

**Note: Activator is responsible for the setup and use of equipment. DASA staff does not provide IT assistance.*

Space Planning Best Practice

Standing = 5SF/person

Seated = 7SF/person

Tables = 15SF/person

Exhibit Gallery = 30SF/person

Visitor Parking Instructions



Littlefield Garage @ 508 Brazos St, Austin, TX 78701

A two-hour parking validation is offered for \$6. After the first 2 hours the rate resets to \$6 per hour.

1. UPON ENTRY insert credit card at the garage. ****The last 4 digits of credit card is your ticket.****
2. UPON EXIT visit the Flash Valet Login website at <https://v.flashvalet.com/Secure/Login.aspx>
>> Login email: hello@downtownaustin.com
>> Login password: test123
3. ENTER TICKET NUMBER: Use the last 4 digits of the credit card used for entry.
4. Validation complete

Visitor Parking Map





DASA

DOWNTOWN AUSTIN SPACE ACTIVATION PROGRAM