



Summary of Community Room Policies and Procedures

Thank you in advance for adhering to these policies and procedures.

- ✚ Balance of rental fee must be paid no later than the first day of the month prior to your event.
- ✚ **Group does not have access to community room prior to scheduled check in time.**
- ✚ All deliveries and removal of delivered items for your event must be within your reserved rental time. **No items may be left onsite to be picked up at a later day/time.** Center staff must be notified in advance of any deliveries.
- ✚ Maximum capacity is 150 seated at tables and 180 theater style.
- ✚ User is responsible for set up and clean up, which includes removal of all garbage and vacuuming, if necessary, and must assure that the community room is returned to its original layout. This must be completed within the reserved rental time.
- ✚ Group needs to provide their own laptop if needed for PowerPoint presentations.
 - If you are using a MAC you need to bring your own adaptor to connect to a PC system.
- ✚ Group must stay inside community room. No tables/chairs may be set up outside the room unless approved PRIOR to event. Be considerate of staff occupying offices on the second floor.
- ✚ **Limit cell phone use to outside of building as a general courtesy to other building users.** Staff offices occupy the second floor and it is very disruptive when individuals talk on phones.
- ✚ **NO BALLOONS OR CONFETTI ALLOWED** in the building or on our grounds.
- ✚ Ribbon or string may be used to attach decorations. No tacks, tape, staples, wire or putty is allowed.
- ✚ Use of candles requires approval PRIOR to event.
- ✚ Electric cooking appliances, such as hot plates and crock pots are not permitted.
- ✚ Staff must be notified no less than two weeks prior to event if a Caterer is being used and they must be on the Water Center's "Approved Caterer List".
- ✚ Wedding Receptions must use a caterer from our "Approved Caterer List".
- ✚ Only beer, wine and champagne allowed with licensed server from our "Approved Caterer List". Staff must be notified no less than two weeks prior to event that alcohol will be served.

Please sign, acknowledging that you have read and understand these conditions of use of the Water Resources Education Center Community Room and return original along with your signed Rental Agreement.

Signature of responsible user: _____ **Date:** _____

Please return original to: Water Resources Education Center P.O. Box 1995 Vancouver WA 98668