

1. Your reservation starts and ends at the time booked. All setup and cleanup activities must be completed within the reserved time.
2. Reservation fees are non-refundable. Changes can be made to your reservation and must be made at least one week prior to your event by 5:00pm on Thursday. No changes will be allowed the week of your reservation.
3. No smoking is allowed anywhere inside the facility.
4. No alcoholic beverages are permitted without prior approval from the facility management (if allowed by local ordinance).
5. No confetti or similar materials that may be difficult to clean.
6. No fog or haze machines are allowed on the premises due to safety concerns.
7. No candles are allowed, except for electronic/battery-operated candles. Sterno burners are permitted but must be monitored at all times when lit.
8. No bounce houses or inflatables are allowed.
9. All helium balloons must be filled and properly weighted before entering the facility to avoid hazards.
10. Decorations must be free-standing and cannot be attached to walls or facility fixtures. Use of adhesives, nails, or tacks is strictly prohibited.
11. Tablecloth clips may be used for securing tablecloths. No tape is allowed on tables, walls, or other surfaces.
12. No red beverages are permitted on any carpeted surfaces to prevent staining.
13. Any cooking oils or grease must be properly removed by the renter. Grease must not be disposed of in facility sinks or trash containers. Use appropriate containers for grease disposal.
14. All audio-visual (AV) requests must be discussed with facility staff at least one week prior to the event. Additional charges may apply for AV equipment or staff assistance.
15. Renters are responsible for leaving the facility in the condition it was found. All decorations, food and personal items must be removed at the end of the event.
16. Trash and recycling should be placed in the appropriate bins provided by the facility. Excess trash that does not fit into the bins must be removed by the renter.
17. Damage deposits will not be returned if there is extra clean-up, facility damage or if you do not vacate the facility at the end of your reserved time. Damage deposits will be returned within 2-3 weeks after your reservation.