

Facility Rental Frequently Asked Questions

Q. Are tables and chairs available?

A. Yes, we have 11 rectangular tables and 350 metal folding chairs.

Q. Who is responsible for setup and cleanup of the event?

A. The renter is responsible for setup and cleanup within the guidelines of the contract.

Q. If I cancel, would I get a refund?

A. Yes and no, if cancellations are received at least 30 days before the event any rental and/or deposit fees paid will be returned, however if the rental is cancelled within 30 days prior to the reservation date the damage deposit/reservation fee will not be returned.

Q. Can I use the facility the day before the event, to make my setup or day after for cleanup?

A. Yes, however, there will be a charge of 50 percent of the rental price for each additional day unless otherwise negotiated.

Q. Is there a kitchen available?

A. Yes, but the kitchen may be used only for warming foods, no cooking is allowed.

Q. Can I have live music or a disc jockey?

A. Yes, but all music must end by 12 midnight Sunday through Thursday, and by 1 a.m. on Friday/Saturday.

Q. Is smoking allowed?

A. No, it is a smoke free facility. This includes all covered porch areas and public entrances.

Q. Can we have alcohol at our event?

A. Yes, in plastic and can containers only, no glass and no selling of alcohol beverages of any kind.

Q. Do we have to have security officers?

A. If alcohol is served/consumed, uniformed officers are required. The officers will be provided by the JCSP and paid by the renter. It is at the JCSP's discretion as to the number of security guards required for your event, based on type of event and expected attendance.

Q. Do I pay for the security officer?

A. Yes, it is \$ xx.00 per hour, per officer, and due on the day of the event, payable to the officer.

Q. Are animals allowed?

A. No, except those assisting mobility challenged individuals, unless otherwise negotiated.

Q. Are decorations allowed?

A. Yes, standalone and table decorations are allowed but nothing may be attached to the walls, ceiling or outside of the building that would cause damage when removed; damage caused by decorations will result in forfeiture of damage deposit

Q. When are the fees due?

A. Reservation/damage deposit fee is due at reservation. 100% of the rental fee is due prior to the event. Security guard fees are due the day of and prior to the start of the event.

Q. When do I get my damage deposit back?

A. After inspection of the facilities following the event and found to be in proper order, your damage/cleanup deposit will be returned. Please allow 10 days for processing.

Q. Are caterers allowed?

A. Yes, caterers should have certain responsibilities however ultimately the renter is responsible for all guests, employees and contractors