



WATER STREET CENTER GUIDELINES

- Smoking is prohibited in all rooms at all times.
- Food and beverages may be consumed in the meeting room. A \$35 janitorial fee will be charged for all events where food or beverages are consumed on the premises.
- Alcohol use is prohibited for groups renting the space.
- Each group is responsible for providing its own meeting supplies and set up. Meeting organizers are expected to serve as the primary contact for all event-related inquiries and manage all event-related logistics before and during the event.
- Meetings must be contained to the room reserved, and sound kept to a reasonable level that is not disruptive to building neighbors.
- With the exception of the pin up walls, nothing may be attached to the walls, ceiling or windows without prior approval from the TJPDC.
- Storage facilities for outside meeting materials will not be provided.
- The TJPDC assumes no affiliation or endorsement of organizations and groups using the Water Street Center.
- TJPDC may require groups to obtain liability insurance depending on the nature of the event.
- Renters are required to leave rooms in the condition in which they are found, and are financially responsible for any damage incurred to the premises, furniture, or equipment while using a room. After the event, user responsibilities include wiping down counter tops and tables, placing all overflow garbage & recycling in the kitchen (**Note: all trash must be put in trash bags**), returning extra tables and chairs to the storage closet, checking bathrooms and kitchen for litter, and making sure all lights are turned off before leaving (please note the entry way lights are permanently on for convenience and safety). If a group fails to leave the space in an acceptable condition, the TJPDC reserves the right to deduct the cost of any necessary maintenance, repairs or cleaning from the group's event deposit.
- Burning of any material, including candles, is prohibited.
- Groups should give the TJPDC 48 hours advance notice if a meeting is canceled so that others may schedule use of the meeting room. If a group does not show for a scheduled meeting, the group may lose its event deposit.
- The TJPDC reserves the right to make all final determinations regarding appropriate use of the space and to prohibit a group's further use of the meeting room for disorderly conduct or for failure to abide by meeting room policies, procedures, or guidelines. The person signing for use of the meeting room is responsible for assuring that use of the room complies with all TJPDC policies.