

# WATER STREET CENTER INFORMATION

## WHAT IS THE WATER STREET CENTER?

The Thomas Jefferson Planning District Commission (TJPDC)'s Water Street Center meeting room is located at 407 East Water Street, next to the TJPDC offices. The Water Street Center is an ADA-accessible community meeting room for civic and educational activities.

The Water Street Center features:

- Movable seating for up to 58 people
- Tables can be provided upon request
- Podium
- Screen
- Wall mounted pin-up boards
- Self-service kitchen including sink and refrigerator (Note: room users must provide all utensils for food service)
- ADA accessible restroom available during business hours

## WHO CAN USE THE SPACE?

The Water Street Center meeting room may be used for civic and educational purposes by the following groups:

- Government agencies
- Community groups
- Non-profit organizations
- For-profit organizations

## WHAT ARE THE WATER STREET CENTER RATES?

State & regional government agencies (Regional = 3 or more local governments)

- *No-charge*

Local governments and departments (debited against annual local contributions to TJPDC)

- *\$35/ hour – minimum 2-hour reservation*
- *\$200 daily maximum*
- *\$35 food surcharge per event if applicable*

Non-profit & community use

- *\$35/ hour – minimum 2-hour reservation*
- *\$200 daily maximum*
- *\$35 food surcharge per event if applicable*

For-profit & individual use

- *\$50/ hour – minimum 2-hour reservation*
- *\$300 daily maximum*
- *\$35 food surcharge per event if applicable*

## TIMES OF AVAILABILITY

9:00 AM to 5:00 PM Monday through Friday

Exceptions may be accommodated upon request.

7:00 AM to 9:00 AM times must allow set up during the previous day. (Room must be free of use between 4:00 PM and 5:00 PM the previous day for set up.)

## **Parking**

Pay parking is available at the Water Street Garage (200 Water Street East) and Market Street Garage (546 East Market Street) and at several private pay lots on Water Street and Market Street.

Free 2-hour parking may be found along City Streets.

PARKING ALLOWANCES ARE NOT INCLUDED IN WATER STREET CENTER USE UNLESS SPECIFICALLY ADDED TO THE AGREEMENT.

Parking validation may be provided for a 1-hour allowance for a cost of \$2.00 per person.

## **HOW DO YOU RESERVE THE WATER STREET CENTER?**

- Check room availability online at <http://www.tjpc.org/WaterStreet/calendar.html>.
- Complete and submit a registration form
- Submit a signed user agreement
- Receipt of signed user agreement
- Leave a refundable \$70 event deposit, if applicable
- First time users should schedule a time to come in for an orientation during regular business hours. For use of the space outside of office hours, a key can be obtained at the time of the orientation.

Room reservations will not be confirmed until the TJPDC receives a completed copy of the registration form, signed user agreement, and, if applicable, event deposit.

The user agreement and deposit may be kept on file at the TJPDC for up to one year. User agreements and deposits must be renewed each year.

## **WATER STREET CENTER GUIDELINES**

- The fact that a group is permitted to use the meeting room does not, in any way, constitute an endorsement of the group of individual's policies or beliefs by the TJPDC.
- TJPDC may require groups to obtain liability insurance depending on the nature of the event.
- 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.
- While audio/visual/internet is often available for use, AV/internet supply and services are not provided as a rental benefit.

- Meetings must be contained to the room reserved, and sound kept to a reasonable level that is not disruptive to our 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.
- 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 materials, 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.