

FAQ's/Quick Facts about HEBCC Facility Usage

How do I reserve a room?

All rooms are first come first serve based on application arrival- applications are required and can be found online or requested at front desk.

What is included with the room?

All rooms include tables and chairs.

We have 6' and 8' rectangular (Room 108 only). Chairs are dependent upon the room you will be using.

What time can I come in to set up?

The 4-hour room block reservation includes set-up and clean-up time.

Tables and chairs set-up/clean-up are expected by patrons not HEBCC staff.

Can I have food or drink and/or have my event catered?

Yes, food and drink are permitted in all rooms and yes catering is welcomed, provided they comply with our guidelines. Open flames and sternos are not allowed in any room. Crock-pots and warming trays are welcomed. The center does not have a fridge for community usage. **Alcohol is NOT permitted.**

What are the rules for decorating my room?

Confetti and glitter are not permitted. White sticky tack is the only permitted adhesive for our walls (No command strips). Nothing can be hung from sprinkler units. Bounce houses are not permitted.

What is expected of me for clean-up of my room?

Tables and Chairs (if non-fabric) are to be wiped down with cleaning solution that can be obtained at the front desk.

We do ask for the trash to be collected and taken to the dumpster. Rooms to be vacuumed and/or swept. Please be aware our staff will be checking the rooms before your reservation is finalized. If unwilling to meet expectations of cleanliness future reservations may be declined.

Am I allowed to play music?

Yes, we only ask that noise level is kept to a minimum and cannot be heard by adjoining room users. No amplified music and no live bands are permitted.

Anything else I need to know?

Groups must comply with maximum capacity of assigned room. Any group using the facility must accept responsibility for the supervision of all the people in their group at all times. Users must confine their activities and participants to their assigned room.

We appreciate you utilizing us for your event and we hope you and your guests enjoy our facility.

