

### How do I reserve a room?

All rooms are booked on a first-come, first-served based on the date the completed application is received. Applications are required and can be found online or requested at the front desk.

### What is included with the room?

All rooms include tables and chairs.

Tables are 6ft long and 2.5 feet wide. Chairs are padded folding chairs.

### What time can I come in to set up?

The 4-hour room block reservation includes set-up and clean-up time. The start of your reserved time block is when you may begin set up and clean up must be completed by the end of your rental block. Tables and chairs set-up/clean-up are expected by patrons not NECC 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. Restrictions on certain electrical warming appliances are in place to prevent electrical surges or failures due to overloaded circuits. ONLY non-commercial grade crock pots and *Sternos* or similar open flame heating elements are permitted to warm foods in our community centers. No food preparation, clean-up or storage areas are available for public use and the center does not have a refrigerator for community use. **Alcohol is NOT permitted.**

### What are the rules for decorating my room?

**Confetti and glitter are not permitted.** Painter's tape and white sticky tack are the only permitted adhesives 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?

We expect you to leave the room in the same condition it was in upon your arrival. Trash must be collected and taken to the dumpster. Rooms need to be dry mopped and/or swept. If a spill occurs on floor, please inform staff immediately so they may address the spill to ensure safety. Please be aware our staff will be checking the room for cleanliness prior to the end of your reservation block. Please ensure during cleanup to follow manufacturer's suggested guidelines for disposal of all open flame heating elements. If unwilling to meet expectations of cleanliness future reservations may be declined.

### Am I allowed to play music?

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

### Anything else I need to know?

Groups must comply with posted maximum capacity of assigned room. Any group using the facility, must accept responsibility for the supervision of all members of their group at all times. Users must confine their activities and participants to their assigned room. NECC does offer public Wi-Fi.

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