

FAQs/Quick Facts about Southern Community Center Facility Usage

How do I reserve a room?

Submit a completed application to the Southern Community Center for approval. Applications can be found online by visiting <https://www.calvertcountymd.gov/> or they can be picked up from the front office at SCC. All rooms are first-come, first-serve based on the date and time the application is received. Submission of an application doesn't guarantee approval. Applicants must be 21 years of age or older to reserve a room.

What is included in the room?

All rooms include tables, chairs, and public Wi-Fi.

Rooms 3, 4, and 5 include 3 round tables each and (2) 8 ft. tables, all other tables are 6 ft. Please note that Room 3 has a stage with a projector screen on the stage. Room 3 has 60 chairs; Room 4 has 42 chairs; and Room 5 has 72 chairs.

Room 6 includes (15) round tables, (2) 6 ft. tables, and 85 cloth banquet chairs. There is also a nice-sized deck with bench seating.

Craft Room has (9) 5 ft. long tables, sinks and countertops.

Room 1 has (7) 6 ft. tables and 25 chairs.

Room 2 has (7) 6 ft. tables, 25 chairs, and a dry-erase board.

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 to be done by patrons, not SCC staff.

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

Yes, food and drink are permitted in all rooms and catering is welcomed, provided they comply with our guidelines. Sternos, Crock-pots, and warming trays are welcome. Restrictions on certain electrical warming appliances are in place to prevent electrical surges or failures due to overloaded circuits. The center does not have a refrigerator or kitchen for community usage. Charcoal grills are permitted out in the yard, but coals must be taken with you, no dumping of coals on SCC property. During cleanup, please follow the manufacturer's suggested guidelines for disposal of all open flame heating elements. **Alcohol is NOT permitted.**

What are the rules for decorating my room?

Confetti and glitter are not permitted. No items can be placed on the walls in rooms 3, 4, and 5, with no exceptions. Painter tape and white sticky tack are the only permitted adhesives for the walls in all other rooms (No command strips). Nothing can be hung from sprinkler units or on ceiling tiles.

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

We expect you to leave the room in the same condition you found it upon arrival.

We do ask for the trash to be collected and taken to the dumpster. Rooms need to be swept, tables wiped down, and all painter's tape/sticky tack removed from walls and furniture. Please note that our staff will be checking the rooms before you leave. If unwilling to meet expectations of cleanliness, future reservations may be denied.

Am I allowed to play music?

Yes, we only ask that noise levels be kept to a minimum and cannot be heard by adjoining room users.

Anything else I need to know?

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

Moon bounces, inflatables, and live animals (except service animals) are not permitted. TV, podium, utility carts, and projector screen usage are available upon request and based on availability.

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

