

**The Rockfall Foundation - deKoven House Community Center
Meeting Room Guidelines**

LOCATION: deKoven House Community Center, 27 Washington Street, Middletown, CT. 06457 (at the intersection of Washington Street and deKoven Drive near Exit 15, Rt. 9)

AVAILABILITY: Monday through Thursday: 8:30 a.m. - 10 p.m. and on Friday, Saturday and Sunday: 8:30 a.m. - 4:30 p.m. Additional /hours considered upon request. When scheduling your reservation time, please factor in set-up and clean-up time. You will only be granted access to the room for the hours of your reservation. Advance set-up not permitted, and reservation times may be scheduled back-to-back with other users.

SCHEDULING: All meetings are to be scheduled with The Rockfall Foundation office by calling (860) 347-0340, Monday – Friday, 8:30 a.m. to 4 p.m., or by email at amanda@rockfallfoundation.org, or by completing the form at <https://www.rockfallfoundation.org/dekoven-house/meeting-room-rental/>

FACILITIES: The Large Meeting Room has a capacity of 70 people and offers 70 chairs, 10 large folding tables and two small folding tables, a podium with speaker system, retractable ceiling projection screen, dimmable lighting, coat rack and an A-V cart.

The Wadsworth Room has a capacity of 20 people and offers three meeting tables and chairs and a portable projection screen.

Both rooms are air conditioned and have the use of a small kitchen and two restrooms (one is handicapped accessible), one 50-cup percolator coffee pot, one 30- cup percolator pot, two drip pots for coffee or tea and minimal assorted kitchen equipment. There is no telephone for public use.

NON-PROFIT ORGANIZATION FEE SCHEDULE:

Large Meeting Room – up to four hours	\$75
Large Meeting Room – greater than four hours	\$150
Wadsworth Room – up to four hours	\$60
Wadsworth Room – greater than four hours	\$120
Use of Projector	\$30
Use of Teleconference Phone	\$20

For-profit users please contact the office for a fee schedule.

An invoice is generated at the time the reservation is confirmed and payment is due upon receipt of the invoice. Additional charges may be imposed on those who incur excess custodial services. Organizations claiming financial hardship can apply for assistance.

PARKING: Parking in the deKoven House lot is extremely limited. The parking lot can accommodate only about 18 cars at night and as few as 5 during the day. Handicapped spaces (so marked) are reserved. The Rockfall Foundation reserves the right to have cars that are parked improperly, parked on the grass, or blocking access, towed at the owner's expense. Additional parking is available at the public parking lots to the south & west of the deKoven House.

RESTRICTIONS: There shall be NO SMOKING in the deKoven House at any time and no OPEN FLAMES at any time. NO ALCOHOL may be served. DO NOT USE TAPE of any kind on the walls or other surfaces.

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PROCEDURES DURING RENTAL

ENTERING: We will ensure that the building's main entrance (facing the parking lot) is unlocked at *the start time of your reservation*. Please plan your reservation time accordingly. Once you enter the building, the Large Meeting Room is immediately to your right. The Wadsworth Room is to your left, up the hallway.

ASSISTANCE: For any issues during your meeting held during normal business hours, you may call us at 860-347-0340, or walk up the hallway to the locked door with the "Knock Loudly" sign. Tony or Amanda will assist you.

In case of emergency during after-hours meetings, you may contact:

Tony Marino 860-227-4176 or Amanda Kenyon 860-416-0081

CLEAN UP: After each meeting, the lights should be turned off, kitchen cleaned, tables and extra chairs if used, are to be returned to the storage area so that the rooms are returned to their original set up by the end of the reserved time. Coffee pots, if used, are to be washed, dried and put away. All garbage and recyclables are to be placed in the appropriate containers. Excess garbage should be properly bagged. Recycling is encouraged, but please adhere to the appropriate guidelines posted in the kitchen.

LOCK UP: No lock-up needed during business hours. For meetings outside normal business hours, you could be the last person to leave the building and need to lock up. If the other meeting room is vacant, than please turn off the hallway lights and lock the buildings main entrance. The door can be locked by pressing and turning the button on the handle as you exit. Then, please text Tony at 860-227-4176 after you've left so that he may remotely set the building's alarm. Those using the room at night must vacate the building no later than 10 p.m.