

The Rockfall Foundation - deKoven House Community Center
27 Washington Street, Middletown, CT 06457
Room Reservation Guidelines

Conveniently located at the intersection of Washington Street and deKoven Drive near Exit 15, Rt. 9 in Middletown, we offer two rooms to reserve for meeting and event space. Reservations are available Monday to Saturday 8:30 a.m. - 10 p.m. Sundays are currently reserved. *All reservations must include set-up and clean-up time. You are responsible for your own setup and returning the room to its original setup.*

Large Meeting Room Capacity: 70 people

- 70 chairs
- 10 large folding tables and 2 small folding tables
- podium with microphone
- retractable ceiling projection screen
- dimnable lighting
- A-V cart
- coat rack



Non-Profit Organization*	up to four hours: \$75	greater than four hours \$150
Private Event	up to four hours: \$100	per each additional hour after four hours: \$25/hour

Wadsworth Room Capacity: 20 people

- 3 meeting tables with chairs
- portable projection screen



Non-Profit Organization*	up to four hours: \$60	greater than four hours \$120
Private Event	up to four hours: \$80	per each additional hour after four hours: \$20/hour

*Non-profit organizations claiming financial hardship can apply for assistance.

Additional Amenities – Included in Reservation Fee

Both rooms are air conditioned, have Wi-Fi access, and use of a small kitchen and two restrooms (one is handicapped accessible). The kitchen is equipped with one 50-cup percolator coffee pot, two 30-cup percolator pots, one 12-cup drip pot for coffee or tea, and minimal assorted kitchen equipment.

Parking in the deKoven House lot is extremely limited. The parking lot can accommodate approximately 18 cars on evenings and weekends and as few as 5 on week days. Additional parking is available at the public parking lot adjacent to the deKoven House.

Additional Amenities – Available for Reservation

Projector: \$30	Teleconference Phone: \$20
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HOW TO RESERVE

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 room users.

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All reservations 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/>

A soft hold will be placed at the time of scheduling and an invoice will be emailed. Payment is due upon receipt of the invoice. *Reservation is not firm until payment has been received. If another group requests the same time and date while in hold status, you will be notified and have 48 hours to make payment or your hold will be cancelled.*

CANCELLATIONS AND REFUNDS:

- Cancellation or rescheduling *greater than 30 days in advance*: full refund or full credit towards rescheduling.
- Cancellation or rescheduling *between 15 and 30 days in advance*: 50% refund or 50% credit towards rescheduling.
- Cancellation or rescheduling *less than 15 days in advance*: No refund or credit towards rescheduling.

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, floors, or other surfaces. Additional charges may be imposed on those who incur excess custodial services.

PARKING in handicapped and staff spaces (so marked) are reserved. NO PARKING ON THE GRASS. 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 lot adjacent to the deKoven House.

PROCEDURES DURING RESERVATION TIME

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 a lock out or an emergency during after-hours meetings, you may contact:
Tony Marino 860-227-4176 or Amanda Kenyon 860-416-0081

CLEAN UP: Additional charges may be imposed on those who incur excess custodial services. 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 reservations 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, please turn off the hallway lights and lock the buildings main door. 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.