



FACILITIES USE POLICIES

- For 10 hour venue rentals, you are required to book a caterer, bar company, and rental company from our preferred vendors list.
- The serving of pork and/or shellfish is strictly prohibited. Meat and dairy products may not be served together.
- The following decorations are not allowed on premises: glitter, confetti, rice, grains, real petals, party poppers, sparklers, and silly string.
- No tacks, nails, screws, adhesives, or other fastenings may be driven into or any way placed in contact with building walls, ceilings, floors, or other structural areas.
- No alterations or rearrangements of furnishings or decorations may be made that would prevent the facility from being restored to its original state.
- We do not allow open flame candles (all candles must be contained in appropriate glass containers) or fire pits.
- Smoking and vaping is not allowed on premises. Illegal drugs are strictly prohibited.
- All amplified sound/music must be turned off by 10:00pm outdoors, and 11:00pm indoors.
- All trash and decorations must be removed from the premises by the end of your contracted rental time, or else your security deposit will be forfeited. Personal belongings cannot be brought in early or stored overnight.
- You may not enter the premises early or stay later than your contracted rental time, or else your security deposit will be forfeited.
- Final payment, a full vendor list, final timeline, floor plan (available through Prismm.com), and guest count is due to your facility liaison 30 days prior to your event.