

**Monroe Science Center
Birthday Party
Classroom Use Agreement Guidelines**

Physical Address: 318 East Franklin Street, Monroe, NC 28112

During times of inclement weather, reservations may be cancelled.

NO SMOKING, ILLEGAL DRUGS, TOBACCO PRODUCTS, OR ALCOHOLIC BEVERAGES ARE ALLOWED IN THE ROOM, BUILDINGS, OR ON THE PROPERTY.

The Classroom Facility Use Agreement Form must be completed and returned two weeks prior to the scheduled event or the reservation will be cancelled. Reservation paperwork can be emailed or hand delivered to the Monroe Science Center. The full amount of the event must be paid at the time of the reservation.

Cancellation notices can be made by phone by calling (704) 282-4570 or by email at sciencecenter@monroenc.org. Cancellation notices for the facility need to be received at least two weeks prior to the event scheduled date. If cancelling by email, the date of the event, time, and person responsible will need to be indicated in the email.

There are 6 irregular shaped tables with wheels, 12 children's chairs, 2 folding tables, and 18 folding chairs. The rolling tables are normally set up in a classroom/meeting style. There are two additional tables that can be used for food or gifts. All closets are off limits. There is a sink in the room along with hand soap, paper towels, cleaning supplies, and a broom/dustpan. There are also upper and lower cabinets and a countertop area. Supplies and materials in the cabinets are not available for use. The tables may be moved to suite your event. The Responsible Person named on the Classroom Facility Use Agreement Form will be responsible for restoring the tables and chairs to the rooms original setup configuration.

Rental guidelines are as follows:

All event participants will receive an armband which will entitle them to access the Monroe Science Center for the entire day (9:00 am – 5:00 pm) Re-entry stops at 4:00 pm.

1. Maximum Capacity: 30 people standing or seated at the tables and chairs. Abuse of this rule will result in the suspension of the party.
2. Room needs to be cleaned and vacated no later than 15 minutes after scheduled end time.
3. The Responsible Person must have a copy of the approved Classroom Use Application with them at the time of use.
4. The Responsible Person listed on the application must be present at the facility for the duration of the event.
5. Children must be supervised at all times. There must be at least 1 adult for each group of 10 children.
6. Smoking and vaping in the Science Center is prohibited. Violations will result in cancellation and suspension of their party.
7. Alcoholic beverages and illegal drugs are prohibited in the building and on the property. Violations will result in cancellation and suspension of party and future use of the room.

8. No tape, glue, or staples are to be used on the walls. No hanging items from the ceiling.
9. If using markers, pens, or crayons, please make sure that marks are not made on the floors, walls, or tables.
10. The Responsible Person will need to provide paper products for their party (plates, utensils, cups, napkins).
11. There are no kitchen facilities available with the use of this room. Crockpots, coffeemakers, grills, and electronic cooking devices of any kind are **not allowed**. Chafing warmer pans with Sterno fuel cans are **NOT** allowed.
12. All food items will need to be removed from the cabinets and counters in the room once the event ends. Please do not leave food items in the room.
13. All food must be set up and consumed inside the classroom. The lobby and museum areas are not to be used as a food serving area.
14. Low/soft music is allowed in the classroom.
15. Please clean any spills prior to leaving. Counter area should also be cleaned.
16. Classroom should be returned to the way it was upon entering the room.
17. No bounce houses or other types of inflatables are allowed inside or outside of the Monroe Science Center due to liability concerns.
18. No animals are allowed inside or outside of the Monroe Science Center unless they are official service animals (emotional support animals do not count).