

Guidelines

Things to Remember at McClellan Conference Center

We want your event to be as successful as possible! This comprehensive policy sheet is meant for your protection and to ensure that you are aware of the abilities and liabilities of MCC for the purpose of all event pre-planning.

1. Reservations are issued to the first party to complete a contract and all required steps to guarantee their reservation. If your contract is not in place and the appropriate deposit is not made on a specific date, then your date is still available and may be rented to another party.
2. Your rental time **MUST** include your setup and clean-up (This means the time that you need for your event contractors to setup and breakdown their area, remove all personal items, etc.) If you go over your contracted rental time, you will be responsible for additional fees.
3. Access to the center is only allowed during your contracted hours. You are not allowed to enter the center until your contracted rental time begins. Failure to exit the center at the end of your contracted end time will result in additional fees.
4. MCC will provide set-up and breakdown of our items as agreed upon and initialed on the layout diagram or for the specific room(s) rented.
5. No alcohol is permitted outside of the building.
6. The center closes at midnight (if you have rented until midnight). Everyone must vacate at this time, No exceptions.
7. All special rental items (dance floor, PA, MIC, stage, etc.) must be requested and paid for in full before the event. These items cannot be moved or altered once set-up is complete.
12. **NO SMOKING** is allowed inside the building, either levels, at any time.
16. All decorations/equipment must be removed at the end of each event. Any items left for more than 24 hours without a phone call or prior approval will be thrown away or become property of MCC.
21. No open candles allowed in the center. Candles **MUST** be domed or contained at all times. Please check with staff concerning centerpieces or decorations that will include candles.
22. The room(s) will be set-up according to the agreed upon layout. Changes that are needed **MUST** be requested 48 hours prior to event date and may have associated fees.
23. All furniture in lobby, hallways, and through-out MCC **MUST** remain in their designated area, and assigned rooms. **DO NOT ALTER OR MOVE.**
24. No outside equipment, furnishings, or similar items are allowed in the building or on the premises without written permission from the center.

25. No structures of any kind are allowed in parking lot or grass area of center.
26. No grills are permitted on the premises, either level, at any time.
27. No banners are allowed inside or outside of center without prior approval.
28. Advertisements or public announcements identifying the McClellan Conference Center (other than wedding invitations) should not be distributed without written approval from MCC.
29. Decorations may not be attached in any way to surface or walls of the facility. No nails, tacks, staples, tape, or other items should be used to hang objects anywhere in the building or on the premises.
31. Proper etiquette is expected in common areas, including lobbies, restrooms, hallways, etc. that may or may not be shared by those renting the building at the same time.
34. No fog machines are allowed.