

Russell Center Use Policy

Door Code:

It is the desire of CE National to fully use all of its resources and to do all in its power to accomplish its expressed mission statement. This desire would encompass the rental and use of its facilities and services to outside groups.

The Russell Center is available on a first-come/first-serve basis to groups or individuals and is available for a wide range of meetings, retreats, receptions, etc. The following guidelines should be observed when reserving or using the Russell Center.

1. Alcoholic beverages, smoking, and illegal drugs are not permitted on CE National property.
2. No games involving items being thrown. ie footballs, Frisbees, etc.
3. Organized dancing is not permitted in the Russell Center.
4. Tape and tacks are not allowed on walls without prior approval.
5. Leave equipment in good condition. Any broken equipment or facility damage should be reported to the CE National staff. Any damages beyond normal wear are the financial responsibility of your group.
6. The sound system may only be operated by approved persons. A technical walkthrough is required if CE equipment is being used. This walkthrough must be done prior to day of event.
7. Payment is due prior to an event unless other arrangements are made in advance.
8. Please clean up after your group. If extraordinary cleaning is required after your group, you will be financially responsible for the cost of such cleaning. The trash dumpster is located at the top of the driveway in a privacy structure.
9. Please use the lock box key code to remove the key to unlock the door. Prior to leaving your event, please make sure EVERY door is locked in the building. When you leave, please lock the door, return the key to the lock box and spin the combination for security purposes.
10. If there happens to be a spill on the carpet, please do your best to clean it. The vacuum cleaner is located in the utility closet in the hall.
11. Please be sure all lights are turned off and the bathroom heaters are off prior to leaving.
12. If furniture is moved, please return it as you found it.

Rental Charges:

Entire Center	<u>Standard</u>
½ Day	\$225
Full Day	\$400
2 Day	\$600

Seating:

Dinner seating...maximum of 125
Regular seating...maximum of 225
Maximum occupancy...250

Tables:

5' Rounds=12
8' Long=10
6' Long= 6
18" x 6' = 12

100 White chairs*

125 Maroon chairs*

***no outside use**

Reservation form can be found at Russell.cenational.org Form can be filled out and emailed or faxed back. Invoice is generated after form is complete.

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