

**Print Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Organization (if applicable):** \_\_\_\_\_

## FACILITY USE AND EVENT PLANNING INFORMATION

*Threshold is a small, community-driven space. Much care is put into keeping spaces clean, accessible, and welcoming. We ask that you carefully read, and respect the rules and guidelines that we have put into place.*

*Failure to comply with these guidelines and all other applicable rules and policies could result in the forfeiture of your Security/Damage Deposit and future room use privileges.*

### RESERVATIONS & DEPOSITS

- Please fill out a reservation request at:  
[www.atthreshold.com/reservation-request-form](http://www.atthreshold.com/reservation-request-form)
- To confirm a rental, we require: payment, security deposit, and a signed User Agreement
- Rental fees above \$500, and over 2 month away may be paid in two, equal, installments, with the final payment occurring no later than one month before the event.
- A separate, minimum of \$100 (amount to be assessed by staff) Security/Damage Deposit check is required for all events unless waived.
- Security/Damage Deposit checks will be nullified no later than 21 days after the event, along with an explanation of any deductions.
- Security/Damage Deposits may not be credited toward room use fees.
- Reservations will be accepted no more than 18 months prior to event date.

Payment may be paid by Check and mailed or online through PayPal. Checks payable to Threshold.

### CANCELLATIONS

- All rentals, once confirmed, are subject to a \$30 non-refundable processing fee.
- Reservations canceled less than 14 days prior to the event date will result in forfeiture of all rental fees.
- Cancellation within 1 month of your event date, will result in forfeiture of 50% of your rental fees.
- If your event is canceled more than 2 months days before the event, all fees will be fully refunded.

## GUIDELINES & RESTRICTIONS

### PARKING

Threshold offers ample street parking directly on Atwood and in the neighborhood. Parking is not allowed along the side of building or in the lot behind the building, however, temporary loading/unloading is permitted by the back gate of Threshold. Parking accommodations may be made for people with mobility needs, by prior arrangement.

### FOOD AND DRINK

- Threshold users are allowed to bring in prepared food.
- Threshold allows food from outside caterers
- Caterers must also understand and abide by Threshold's Facility Use Guidelines.
- Events with food require that the Service Kitchen be rented.
- It is the facility user's responsibility to adhere to food safety standards.
- Threshold is not liable for food-borne illnesses contracted at events.
- Consumption of alcohol is allowed, as long as it is not being sold to the public, in which case event hosts may be required to supply their own liquor license.
- Responsible alcohol consumption is expected. Hosts and organizers are responsible for making sure guests are consuming alcohol safely. Guests drinking alcohol must be over the age of 21.
- Table coverings must be used for any event involving food, art activities or any other activity that may harm our tables.
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### SERVICE KITCHEN USE

- The Service Kitchen can be used for storing, warming, chilling and serving prepared foods.
- Utensils, linens, place settings, silverware, glassware and beverage containers, are not available unless rented.
- Use of Threshold kitchen wares, without rental, can result in loss of Security Deposit.
- Refrigerator/freezer space is limited. Overnight storage of food is only allowed with permission.
- Counter tops are sensitive and need to be protected if using hot plates, slow cookers or serving hot food.

### CLEANING

- Threshold expects all facility users to leave the spaces in a clean and orderly condition.
- Depending on size and type of event, Threshold may require a cleaning fee.

*All hosts, are required to abide by the cleaning instructions provided by Threshold staff. Use this as a check list and sign/date when complete.*

- Threshold requires you to remove all your personal belongings and decoration after an event.
- You may incur charges if extra cleaning is required beyond reasonable expectations.

### BUILDING AND EVENT HOURS

WEEKDAYS (M-TH): 8:00am -10pm\*  
*Building is available beginning 7:30am*

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*Building is available beginning 8:00am*  
\* unless special arrangements are made.

- All amplified music must end by 10:00 p.m. Friday and Saturday in consideration of our neighbors (9:00 p.m. Sundays).
- We ask that you include at least 1/2 hr for setup before your event starts and a 1/2 hr to clean up after your event ends. Setup and clean up time are included in your total reservation time.
- Events must begin and end on time, or fees may be incurred.
- There must be a designated contact person for the duration of the event and will be held responsible for the conduct of the guests.

### DECORATIONS

- The use of nails, screws, tape, tacks or other fasteners is strictly prohibited on any surface. Painters tape is allowed.
- The use of smoke/fog machines, confetti, sequins or tinsel is prohibited.
- Threshold does not allow traditional candles. Battery operated LED lights are acceptable, and can be rented if interested.

### THINGS TO KNOW ABOUT THRESHOLD

- We are a multi-use building. There may be other events, meetings or activities taking place elsewhere in the building.
- Event guests are requested to be respectful of our neighbors.
- Events are expected to remain in the space(s) rented.
- Smoking** is not permitted anywhere at Threshold or anywhere less than 20 feet of any entry door.
- Deliveries:** You must inform staff of any expected deliveries. Overnight storage of items may or may not be available before/after your event at the discretion of staff

### EQUAL OPPORTUNITY

No otherwise qualified applicant for services or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of a protected status. This policy covers eligibility for and access to service delivery in all of our programs contracted and services provided directly.

Threshold insures that no otherwise qualified person, based on protected status, shall be excluded for participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service or activity which we provide. This includes, but is not limited to, program eligibility, treatment by staff, communication of program information, access to facilities and/or program activities, assignment of program participants to staff within a program, outreach, intake and admissions, assignment to facilities or referrals to other services, assessment/evaluations, disciplinary actions and terminations from programs.

If you need accommodation relating to a disability in order to access any program or service offered by our facility, please contact our staff with at least three business days notice.

## USER AGREEMENT

**Return a signed copy of this agreement with your room use confirmation and payment.**  
(Keep a copy for your reference. Guidelines may change; you will be notified.)

*Threshold reserves the right to end any event or facility use if these rules and guidelines are not followed.*

**I have read and will comply with Threshold's Facility Use Policies and Guidelines:**

**Facility User signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_