

## **Seymour Marine Discovery Center – Facility Use Guidelines**

1. The client is responsible for all clean-up including kitchen area, refrigerator, trash & recycle removal, wiping tables, and vacuuming. Please delegate a member of your party to lead clean-up responsibilities and provide the Facility Rental Coordinator with his or her contact information. Cleaning equipment, extra garbage bags, etc. are kept in the broom closet behind the kitchen door. Vacuum cleaner is located in the chair and table storage room.
2. The kitchen and/or food use area(s) are to be swept and mopped once you are done. Please clean the exhibit areas from any left over food, cups, plates, smudges, etc. Please be sure to check that none of our equipment goes home with you. Be very cautious with red wine, berries, etc. that can stain carpet or exhibit flooring. If stains do not come out, the client will be charged to have the Center professionally cleaned.
3. No Styrofoam (Polystyrene) products. Balloons are prohibited out of doors. Both balloons and plastic bottles are strongly discouraged inside.
4. Parking is limited during public hours. Carpooling is highly recommended!
5. No smoking anywhere on the property – inside or outside the facility.
6. Use the utmost care and caution around the premises. This includes no dumping of food scraps, ice, oil, etc. anywhere except the garbage. Liquids must be put into the garbage or if suitable, poured into the sink; NOT outside on the native plants. This includes ice and water. Keep trash, paper products, etc. inside.
7. The load-in area at the curb is to be left clear. DO NOT drive your vehicle past the curb. Once you have unloaded, please move your vehicle to a parking space. (Fire Code)
8. You must stay within the pre-arranged set-up and clean-up time.
9. Upon arrival and departure, please check in with the Manager on Duty.
10. Tables & chairs need to be returned to an established configuration with extra tables and chairs returned to the storage room in an orderly fashion.
11. The AV room needs to be returned to its original state and AV equipment turned off.
12. There is a phone for use in the kitchen with local call capability. You must use a calling card if making a long distance call. Dial a “6” before entering in the phone number for local calls. For campus calls, dial “9” before entering in the 4 digit extension number.
13. If there is dancing in the La Feliz room, you must rent and use a dance floor.
14. Music must be turned down at 10:00p.m. and off by 10:30 p.m. All outdoor music must be off by 10 p.m. in accordance with the Santa Cruz noise ordinance.
15. Decorations must be in line with the Mission Statement here at the Seymour Center. Please contact the Facility Rental Coordinator for approval of décor.