



Guidelines for Use

Use of **CITYSPACE**, the official office of Sister Cities Newport News (SCNN), is a benefit available to **International Leadership Circle members (\$100 per year)** and community/business partners. **Members are expected to manage their events and supply their own meeting needs, including:**

- Providing meeting materials (easels, markers, photocopies, cooler, utensils, etc.,)
- Complying with any Federal/State health guidelines as well as Virginia’s ABC rules
- Securing an ABC license if required by law (must be posted on-site)
- Bagging and placing trash in the electrical room;
- wiping down tables and vacuuming floors
- Returning room to pre-meeting configuration

DAY OF USE	FEE <i>Please calculate fee based on the entire reservation time, <u>including</u> set-up & clean-up.</i>
MONDAY-THURSDAY	
Between 8 am up to 4 pm	FREE (up to 3 hours) \$50 (over 3 hours & up to 6 hours)
<u>Any</u> use occurring after 4 pm until no later than 10 pm	\$50 (up to 3 hours) \$100 (up to 6 hours)
FRIDAY / SATURDAY / SUNDAY	
Between 8 am up to 4 pm	\$100 (up to 3 hours) \$200 (up to 6 hours) \$300 (any use over 6 hours)
<u>Any</u> use occurring after 4 pm until no later than 10 pm	\$200 (up to 4 hours) \$300 (up to 6 hours)

Facility Amenities

- Guest Wi-Fi/Internet Access
- 8 Tables (can be configured as a large conference table, open square, or classroom style seating)
- 90 chairs (23 black chairs / 67 purple chairs)
- Corded microphone with stand & movable speaker (NOT Bluetooth)
- White Board
- Pull Down Screen
- Projector (**must be reserved in advance**)
- Meeting Owl Camera w/speaker (**limited availability - must be reserved in advance**)
- 2 Handicap accessible restrooms
- Free parking in area garages
- NO SMOKING on premises
- **NOTE: There is no refrigerator on site. Please bring coolers & ice as needed.**