**CITYSPACE,** the official offices of Sister Cities Newport News (SCNN), is available for use as a member benefit to community partners and members of SCNN’s International Leadership Circle. Members are expected to manage their own meeting needs, including:

* Providing your own meeting materials (easels, markers, photocopies, utensils, etc, )
* Bagging trash and placing in dumpster; wiping down tables and vacuuming.
* Returning room to pre-meeting configuration
* Securing ABC license as required by law (must be posted on site)
* Complying with any Federal/State health guidelines
* NO SMOKING is permitted

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| **Fees** | Usage fees are calculated based on the entire reservation time, including set-up and clean-up. |
| **MONDAY-FRIDAY** |  |
| Between 8 am up to 6 pm | **FREE** (up to 3 hours) $50 (up to 6 hours) |
| Any use occurring after 6 pm until no later than 10 pm | $50 (up to 3 hours)$100 (up to 6 hours) |
| **WEEKENDS** |  |
| Between 8 am up to 6 pm | $100 (up to 3 hours) $150 (up to 6 hours) |
| Any use occurring after 6 pm until no later than 10 pm | $200 (up to 4 hours)$250 (up to 6 hours) |

**Facility Amenities**

* 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 movable speaker
* White Board
* Pull Down Screen
* Projector (must be reserved in advance)
* Meeting Owl Pro (must be reserved in advance)
* Handicap accessible restrooms
* Free parking in area garages
* Keurig, drip coffee pot and microwave

\*NOTE: CITYSPACE has only a small dorm refrigerator on site.