

Frequently Asked Questions

Room Set-Up:

Do you have tables and chairs?

Yes. And we do the set up. See website for options.*

We have sixteen 60-inch, round tables which fit comfortably 6-8 chairs. We have 2 ½ by 5 ft. rectangular tables-perfect for buffet, business seminars, gift tables, or DJ tables. At the start of the rental, check with the staff if the room needs any changes.

*Please indicate your room set-up preference on your application.

Do you provide linens?

No.

When do you need my headcount for an event?

With your application. Notify us of any changes.

Are there decorating restrictions?

Yes. Nothing may be pinned or taped to the walls. Nothing may be hung from the ceiling. You may hang decorations from the glass windows or on the doors. Centerpieces on the tables look great. We also do not allow glitter or confetti.

Is my set-up and clean-up part of my rental time?

Yes. Your set up time includes decorating, table linens, food, etc. Clean-up time includes depositing all trash and recycling in the proper receptacles. You, your guests, and any supplies should be out of the room at the end of your rental time.

Can I stop by to see the room so that I can decide on my set-up?

Yes. The CREC is open Monday through Friday from 7am until 8pm. Please call ahead. When you stop by a staff member will be happy to show you the room.

Rental Time:

Do you have any rentals that are outside the hours listed on the application?

Yes. Depending on the event and staff availability, we are willing to rent as late as 11pm. Please contact us if you are interested in other time availability.

What is the minimum rental time?

One-hour. On weekends, the multi-purpose room requires a 3-hour minimum rental.

Can I arrive earlier than my rental time?

Only if you have made prior arrangements with our Rental Team. We plan the staff schedule and cleaning around your rental time. Please submit your application with the exact times you expect to be in the rooms.

Please see **set-up** section for more detail.

What if I see that my party might go longer than planned?

Please inform the staff as soon as you would like to stay past your rented time. They may or may not be able to accommodate you, depending on staff availability and other events.

Please plan to be out at the time indicated on your rental agreement.

If my party runs over the rental time, will I be billed for additional time?

Yes. We will bill your account and send you an invoice.

Other Questions:

Is there a deposit fee?

Most events must be paid for in full at the time of booking. For long term rentals, we can set up a payment plan. Balance for every event must be paid 30 days before the event.

Can we bring our own food?

Yes. You can bring your own food, use a caterer, or have food delivered. If you are hiring a caterer, and they have any questions, we are more than happy to speak with them.

Can we eat in the gym?

You may only have water in the gym, no other food or drink.

I am interested in a gym party, are there counselors?

At this time, we do not provide trained counselors for parties. You may bring your own person to run the games for you at your party.

*Gym parties must rent a room if there will be food or drink served at the party.

Can I have alcohol at my event?

Yes, with our approval. You must complete the [alcohol permission form](#) found on our website and submit it with your application.

May I bring any special equipment? (e.g. pop corn maker, grills)

For safety reasons, any equipment you would like to bring must be approved beforehand.