

Booking Policies & Procedure

Reservation Timeline

- All requests must be submitted at least 2 weeks in advance with a signed request form & agreement.
- Recurring meetings can be booked for up to 3 consecutive months at a time.
- Neighborhood Groups can book up to 3 months in advance

Cancellation Policy

- Cancellations must be made at least 24 hours in advance to maintain eligibility for future bookings.

Room Setup & Clean-Up

- Groups are responsible for resetting tables & chairs after use.
- Trash must be placed in receptacles; no leftover food may be left in the building.

Closing Procedures

- A HUB staff member must be present to secure the building after your event.
- Notify the HUB director 1 hour before event end time to ensure a smooth closing process.

Food Policy

- Groups may bring food but must dispose of waste properly.
- Kitchen facilities are not available for use at this time.

Additional Guidelines

- ⊘ No Drug use on the premises including smoking and vaping
- ⊘ No alcohol unless pre-approved by the HUB Director.
- ✓ Certificate of Insurance Required (for all organizations using the space).

For questions, contact:

☎ The Neighborhood Hub Director: Atashia Sinkler; 585-364-1947