

RULES/GUIDELINES

CANCELLATIONS

The SCC&L strives to accommodate as many booking requests as possible; however, it reserves the right to cancel scheduled dates in the unlikely event of an unforeseen need to utilize its space for its own purposes. As a guideline, priority will be given to higher profile and public events over private meetings. Notice of cancellation will be provided no later than 60 days prior to a scheduled date.

PARKING

Always ask that, when possible, event attendees park on Waltham Street, where parking is unmetered and untimed. You are permitted to drive into the driveway to drop off passengers and/or unload equipment. The limited parking spaces in the parking lot are reserved for staff and visitors.

RESTRICTED AREAS

The hallways where the residents' apartments are located are restricted areas. Event attendees may not enter these areas; only visitors to the residents are allowed in the restricted areas.

SUPERVISION OF CHILDREN

Young children attending events may not roam the building without adult supervision. We welcome children at the SCC&L and expect that the children be closely supervised by adults.

CLEANING

Areas must be left as they were found. Be sure to allow enough time for set-up and break-down of tables and chairs within your rental time, ensuring all

trash is deposited in the bins provided. Please do not stack chairs in front of art walls.

AUDIO VISUAL NEEDS

When booking your event, please specify your audio-visual needs.

LIABILITY

Users are liable for any damages to premises or equipment.

CATERING

Food Services Director Celia Gabriel is available for catering and may be contacted at **617-527-6566 ext. 249**. Reservations for catering must be made at least thirty days prior to the event; final counts must be given to catering no later than seven days prior to the event.

ALCOHOL

City ordinances do not permit alcohol on the premises unless you obtain a permit and hire a licensed bartender. Your permit and proof of licensure must be submitted one week prior to your event. Keep in mind that a permit frequently takes up to three months to secure.