



Deane Center for the Performing Arts

Rental Courtesy Guidelines

Thank you for choosing the Deane Center for your event. To ensure a smooth and enjoyable experience for everyone, we ask that you kindly adhere to the following guidelines:

1. Wall and Surface Care

- **Please do not** use push pins, tacks, transparent tape, or masking tape on walls.
- You are welcome to use **3M Command strips** or **painter's tape** for wall decorations.

2. Respect for Other Events

- Please be mindful that **multiple events** may take place concurrently.
- Our walls and floors are not soundproof, so we ask that you be considerate of noise levels to avoid disrupting other guests.

3. Kitchen Use

- **Kitchen access** must be reserved in advance.
- If you have not reserved the kitchen, please **do not store or prepare** any items in the kitchen.
- If the kitchen is unoccupied, you may use the **sink for cleaning purposes**.

4. Carts & Garbage

- Please return all carts to the designated area inside the **back doors**.
- Kindly **tie off** your garbage; it will be removed by our staff.

5. Payment & Rentals

- **Room and venue rentals** must be paid in full prior to the start of your event, unless other arrangements have been made.

6. Day-of Contact

For any questions or assistance on the day of your event, please contact the facilities representative on duty:

Date of Event:
Deane Center Contact:

Events Scheduled:

- **Lobby:**
- **Coolidge Theatre:**
- **Side Lot:**
- **Room 218:**
- **Room 219:**
- **Grand Community Room:**

Thank you for your cooperation, and we hope you have a wonderful event at the Deane Center!