



**ROOM RENTAL POLICY**

The Hitchcock Center is a nonprofit environmental education center serving the broader western Massachusetts region. Its 9,000 square foot building has been designed and built to meet the most rigorous standard of green building in the world through the Living Building Challenge. We are powered exclusively by solar energy, offer non-toxic meeting space, and employ stringent water conservation measures that include the use of composting toilets. We offer competitive room rental rates, contingent upon availability, to individuals, community groups, organizations and institutions who share in our green values, seek a green meeting space and can meet the following conditions and restrictions:

- Election-related activities are not allowed.
- Facility use is limited to meetings and events that do not charge a fee.
- Rooms may be reserved up to **3 months in advance** of the event.
- You must state clearly that your event is not sponsored by the Hitchcock Center in all communications, outreach materials and invitations, including print and digital media.
- There is **no kitchen or refrigerator** access.
- The South Wing is not available to rent outside of our public hours (listed below).
- There is a **maximum of 100** people allowed. There is parking for a maximum of 50 cars.
- All events must **conclude by 8pm** unless otherwise approved in writing by the Hitchcock Center.
- There is a **2-hour minimum** on weekends.
- We encourage the use of biodegradable and recycled content materials and products for your meeting or event and ask that you actively educate other attendees to appropriately recycle their waste.
- Users must agree to **pack in and pack out** all event materials, supplies and equipment. You may use the recycling bins for recyclables. These must be emptied into the appropriate outdoor recycling receptacles located at the south end of the parking lot. All trash (non-recyclables) must be bagged and removed from the premises. Please do not use our limited outdoor trash receptacles.
- Chairs and tables (round and rectangular up to 8 per table) are available for your use during the event. The users are **responsible for set up and take down** of tables and chairs.
- All surfaces used must be wiped clean using the paper towels and non-toxic cleaner supplied.
- Smoking is prohibited anywhere on the premises.
- Wine and beer may be served, however, alcoholic beverages cannot be sold. No hard liquor allowed.

<b>NORTH WING:</b>	<b>Accommodates</b>
Rachel's Room	Up to 49 people seated in rows, less with tables.
Large Classroom East	Up to 65 people seated in rows, less with tables.
Large Classroom West	Up to 65 people seated in rows, less with tables.
Large Classroom East and West Combined	Up to 130 people seated in rows, less with tables.
<b>SOUTH WING:</b>	
Community Meeting Room	Up to 30 people seated in rows, less with tables.

*All rooms have direct access to outdoor courtyards and other amenities, including use of picnic areas and access to hiking trails.*

**Hitchcock Room Rental Rates****Public Hours (M-F 9-5)****After Hours (Evenings & Weekends)**

Non-profit/Community Groups:

\$15-\$25hr

\$60hr.

For-profit/Individual:

\$40hr

\$100hr.

Additional Room Up-charge:

25%

\$25%

AV Use Fee:

\$20 per event

\$30 per event

**Reservations and Payment**

- Users must sign a Room Use Agreement and pay in full when making the room reservation. Reservations will not be confirmed until payment is received. 25% of the payment is non-refundable.
- Cancellations must be made in writing at least 7 business days prior to the event in order to receive a 75% refund. Refunds will not be made if cancelling less than 7 business days before the event. To cancel email [shelly@hitchcockcenter.org](mailto:shelly@hitchcockcenter.org).