Who may contract to use the Cultural Center?
- Individuals, groups and organizations (members and non-members)
- For events, workshops, and functions such as private parties, meetings, classes (one-time or ongoing), concerts, dances, poetry or literary readings, simple theater, demonstrations, etc. (Please note the information for weddings is contained in a separate document.)

What is available for use?
- Both floors are wheelchair accessible by lift
- Both floors may be available for use - Main Gallery level and lower Studio level
- 60 folding chairs and 6 six-foot folding tables are available for use
- 2 wheelchair accessible bathrooms are available on the lower Studio level
- Use is available from 7 am and 10 pm, with the exception of exhibition times (Thursday through Sunday from noon to 4 pm in the winter and noon to 6 pm in the summer)
- Decorations may be placed only with prior approval
- Any changes to the existing layout must be approved in advance and may require additional fees
- None of the artwork or exhibits may be moved or obscured
- Maximum capacity is 100 persons
- An industrial sink and prep area are located on the Studio level

This is a non-smoking facility; includes within 20 feet from doors and open windows.

Cleaning and Refuse Policy
- Carry in- carry out is in effect for all uses. Please provide trash bags and a means to removing all waste and returnable items from the site.
- Leave the space as you found it with premises cleaned and equipment and furnishings in place

Fees:
- $500 for up to 4 hours  Non-Members private event rental with building support
- $250 for up to 4 hours  Members private event rental with building support
- $25 per hour  Artistic Workshops
- $25 per hour  Classes
- $50 per event  Special offer to non-profit organizations without building support (opening/closing/setup/breakdown)
- $100 per event  Non-profit cultural event with building support

Wedding rental fees by request

Alcohol: The Cultural Center does not have a liquor license. If parties renting the facility plan to sell alcoholic beverages, they must make arrangements with a bartending service or caterer that supplies a TIPS-trained bartender, liability insurance, and a one-day liquor license. If you plan to give alcohol to your guests at no cost, this must be discussed and arrangements made with the Cultural Center before the event booking can be confirmed.

Cancellation Policy:
- If a cancellation occurs less than 48 hours before the scheduled event, a charge of 50% of the total fee will be assessed. Within the 48 hour window, the total fee may be charged.

For more information and availability please contact,
Director at director@rockyneckartcolony.org or call the Center at 978-515-7004.