

FAQs for Renting Washington Park Community Center

General Information

1. **What types of events can I host at the community center?**
The community center is suitable for weddings, birthday parties, corporate meetings, workshops, and other gatherings.
2. **What is the maximum capacity of the venue?**
The venue can accommodate up to 200 guests.
3. **What are the available hours for rentals?**
Rentals are available from [Start Time] to [End Time]. Special arrangements may be made for extended hours.
4. **Is the venue accessible for individuals with disabilities?**
Yes, the community center is fully accessible with ramps and accessible restrooms.

Rental Process

5. **How do I book the community center?**
Complete the rental form on our website or contact us directly at [Phone Number/Email Address].
6. **How far in advance should I make a reservation?**
We recommend booking at least [X weeks/months] in advance to secure your preferred date.
7. **Is a deposit required to reserve the space?**
Yes, a [X% or fixed amount] deposit is required to confirm your booking.
8. **What is the cancellation policy?**
Cancellations made [X days/weeks] in advance will receive a full refund of the deposit.

Amenities and Services

9. **What amenities are included in the rental?**
The rental includes tables, chairs, a fully equipped kitchen, and access to AV equipment.
10. **Can I decorate the space for my event?**
Yes, you can decorate the space. However, we ask that you avoid using anything that may damage the property, such as tape or nails.
11. **Is parking available on-site?**
Yes, ample parking is available for your guests.
12. **Is there a staff member on-site during my event?**
Yes, a staff member will be available to assist with any issues that may arise.

Costs and Payments

13. What are the rental fees?

Rental fees depend on the duration and type of event. Please contact us for a detailed pricing guide.

14. What forms of payment are accepted?

We accept cash, checks, and major credit cards.

15. Are there additional fees for cleaning or security?

A cleaning fee of [X amount] may apply. Security fees depend on the size and nature of your event.

Other Policies

16. Can I serve alcohol at my event?

Yes, but you must obtain the necessary permits and hire licensed bartending services.

17. Are pets allowed at the venue?

Only service animals are permitted inside the building.

18. Is smoking allowed at the community center?

No, the community center is a smoke-free facility.

19. Can I tour the facility before making a reservation?

Yes, tours are available by appointment. Please contact us to schedule a visit.

20. Who should I contact if I have more questions?

You can reach us at [Phone Number] or [Email Address] for any additional inquiries.