General Guidelines for Event Space Use Potomac Science Center

- Helium balloons are not allowed in open areas; all other spaces are on a case by case bases. Please work with your event coordinator for approval.
- Tape and/or adhesive is not allowed on the floor in any event space.
- Scotch tape, duct tape, thumbtacks, or any other strong adhesive is not allowed on any surface in the facilities.
- Painter’s tape (blue) or masking tape is allowed on walls, dry erase boards, or easels.
- No postings are allowed outside of the reserved event space, including elevator lobbies and entrances, without prior approval from SciTech Campus Executive Office.
- All materials must be cleaned up/removed completely when event ends. Any damage to the space or need for excess cleaning caused by the client will be billed directly to their organization.
- No open flames are allowed in the facilities.
- No decorations, banners, or other materials are permitted to be hung from the ceiling in event spaces.
- No glitter is allowed in any event space – the use of glitter will result in an automatic extra cleaning fee.
- Client is not permitted to alter the space in any way – i.e. removing or relocating plants, art, or installations that are fixtures in the space.
- Client should not stand on furniture – including chairs and/or tables.
- Event spaces must be left in same condition as they were found – if the room arrangement is altered in any way, the client must return the room to the original configuration at the conclusion of their event.
- Groups must clean up and discard all catering residuals when using a caterer other than Sodexo.
- The only animals allowed in the facilities are service dogs.
- Smoking, e-cigarettes, vape pens, and illegal drugs are not allowed in the facilities.
- Furniture should not be moved to positions that are considered a safety hazard (i.e. blocking a fire exit).
- Furniture or plants in public areas should not be moved to any meeting rooms or multifunctional spaces.
- Groups should not drag furniture across the floor. Either lift it or ask for assistance from Events Management Staff.
- Event and building patrons must follow all fire safety guidelines as outlined in the [Campus Fire Safety Plan](#). Failure to do so could result in fines or an event cancelation.