

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.
- China service or biodegradable products for food and beverage for outdoor events- As the Potomac Science Center is situated along Belmont Bay, we prefer food and beverage is served using china service. However, if paper products must be used, we require that biodegradable products are used. Clients will be responsible for cleaning up any products or for fees associated with clean-up of any items that are not disposed of properly.
- 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 cancellation.