



Day of Event Guidelines

Thank you for choosing to hold your event at the **Potomac Science Center**. We look forward to making it a success! Please take a moment to review the information below to ensure all space guidelines are followed and your event runs smoothly.

The following are prohibited in all event spaces:

- Thumbtacks, pushpins, scotch/duct tape, or any adhesive, on any painted surfaces or floors
- Helium balloons in any spaces; common areas, lobbies, event spaces, meeting rooms, classrooms
- Open flames are not permitted in the facilities
- Animals except service animals
- Smoking, e-cigarettes, vaping, or illegal drugs
- Glitter (use of glitter will automatically elicit an extra cleaning fee)
- No postings are allowed outside of the reserved event space, including elevator lobbies and entrances, without prior approval from the Potomac Science Center Office of Events Management.
- No decorations, banners, or other material are permitted to be hung from the ceiling in event spaces.
- Masking tape and/or blue painter's tape is allowed on painted surfaces in the meeting rooms or closed event spaces. It must be removed carefully to prevent the stripping of paint and avoiding damage fees.
- Use ONLY dry erase markers on white boards. Please wipe off white boards at the conclusion of your event.
- All materials must be cleaned up and/or removed completely when your event ends. Any damage to the space or need for excess cleaning caused by the client will be billed directly to their organization.
- Client is not permitted to alter lobbies, hallways, or other non-event spaces in any way, i.e., removing or relocating plants, art, installations, or fixtures in the space.
- Clients/Attendees shall not stand on furniture, including chairs and/or tables.
- Event spaces must be left in the 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 the event.
- Furniture must not be moved to positions that are a safety hazard, i.e., blocking a door or fire exit.
- Furniture or plants in public areas must not be moved to any meeting rooms or multi-functional spaces.
- Clients/Attendees shall not drag furniture across the floor. Please lift it or ask for assistance from Events Management Staff.
- Event and building patrons must follow all safety guidelines as outlined in the [Mason Fire Safety Plan](#) and [Pyrotechnics \(Fireworks\) Display Guide](#). Failure to do so could result in fines or an event cancellation.
- The Potomac Science Center Office of Events Management does not provide tablecloths for food and beverage tables for catered events; any linens must be requested through the client's approved caterer of choice or a third party.
- Clients are responsible for ensuring all catering residuals are cleaned up and discarded when using a caterer other than Sodexo. Housekeeping charges may be incurred if trash or catering is left after the event concludes.
- Events Management staff will not be able to assist with any catering needs during your event.
- For outdoor events, food and beverage shall be served on china service. If paper products must be used, they must be biodegradable. Clients shall be responsible for the clean-up of all products or for fees incurred as the result of any items not disposed of properly.
- Clients may only use the event space assigned to them.
- Clients must approve the layouts and estimates sent to them by the Potomac Science Center Office of Events Management in advance of the event.
- Clients are responsible for event materials, including printing, and providing and running their own presentations.
- ***Please respect our Events Management staff as they work with you on the day of your event. They are here to support, but not run, your event.***