

The Rockfall Foundation - deKoven House Community Center
27 Washington Street, Middletown, CT 06457
Room Reservation Guidelines

Conveniently located at the intersection of Washington St and deKoven Drive near Exit 23, Rt. 9 in Middletown, we offer two rooms for meeting and event space. Reservations are available Monday to Saturday, 8:00 AM - 10 PM. *All reservations must include set-up and clean-up time. You are responsible for your own setup and returning the room to its original setup.*

Large Meeting Room

Capacity: 70 people (may vary depending on setup)

- 70 chairs
- 10 large folding tables and 2 small folding tables
- podium with microphone
- retractable ceiling projection screen
- dimmable lighting
- A-V cart



Non-Profit Organization*	up to four hours: \$85	per each additional hour after four hours: \$25/hour
Private Event	up to four hours: \$150	per each additional hour after four hours: \$30/hour
Projector	\$30	

Wadsworth Room Capacity: 15 people

- 3 meeting tables with chairs
- portable projection screen



Non-Profit Organization*	up to four hours: \$70	per each additional hour after four hours: \$25/hour
Private Event	up to four hours: \$125	per each additional hour after four hours: \$25/hour
Projector	\$30	

*Non-profit organizations claiming financial hardship can apply for assistance.

Additional Amenities – Included in Reservation Fee

- Air-conditioned rooms with Wi-Fi
- Access to a small kitchen and two restrooms (one handicapped accessible)
- Kitchen includes: two 30-cup percolators, one 12-cup drip coffee/tea pot, and minimal basic kitchen equipment
- Cups and supplies are not provided

The Rockfall Foundation staff is present during business hours: 8:30 AM – 4:30 PM Monday – Friday.

For assistance during business hours, call 860-347-0340.

For assistance outside business hours, contact Tony at 860-227-4176 or Jenna at 203-525-5586.

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Parking at the DeKoven House

Parking at the deKoven House is **very limited**—about 18 spaces on evenings/weekends and as few as 5 on weekdays. Additional parking is available in the adjacent Melilli public lot.

Melilli Plaza Lot • Corner of Melilli & DeKoven

Enter from DeKoven Drive or Washington Street

- \$1/ hour from 8 AM. to 8 PM, Monday to Saturday
- Sundays and Major Holidays Free
- Electric Vehicle charging stations available
- Pay by License Plate at Kiosk (bills, credit cards, Downtown Middletown Gift Card)
- Pay by [ParkMobile App](#) (Zone 8202)

Handicapped and staff parking spaces (as marked) are reserved during business hours. **Do not park on the grass.** The Rockfall Foundation may tow any vehicle parked improperly, on the grass, or blocking access at the owner's expense.

HOW TO RESERVE

When scheduling your reservation time, please factor in set-up and clean-up time. You will only be granted access to the room for the hours of your reservation. Advance set-up is not permitted, and reservation times may be scheduled back-to-back with other room users.

All reservations are to be scheduled with The Rockfall Foundation office:

- Complete the Meeting Room Request form [here](#).* (Preferred)
- Call (860) 347- 0340, Monday – Friday, 8:30 AM to 4 PM
- Email at jenna@rockfallfoundation.org

**Meeting Room request form submissions do not guarantee a reservation.*

A soft hold will be placed at the time of scheduling, and an invoice will be emailed. Payment is due 2 weeks prior to the reservation date. *Reservation is not completed until payment has been received. If another group requests the same time and date while in hold status, you will be notified and have 48 hours to make payment or your hold will be cancelled.*

CANCELLATIONS AND REFUNDS:

Cancellation or rescheduling *greater than 30 days in advance*: full refund or full credit towards rescheduling.

Cancellation or rescheduling *between 15 and 30 days in advance*: 50% refund or 50% credit towards rescheduling.

Cancellation or rescheduling *less than 15 days in advance*: No refund or credit towards rescheduling.

RESTRICTIONS

- NO SMOKING in the deKoven House at any time.
 - NO OPEN FLAMES at any time.
 - NO ALCOHOL may be served.
 - DO NOT USE TAPE or adhesives of any kind on the walls, floors, or other surfaces.
Additional charges may be imposed on those who incur excess custodial services.
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PROCEDURES DURING RESERVATION TIME

ENTERING: We will ensure that the building's main entrance (facing the parking lot) is unlocked at *the start time of your reservation*. Please plan your reservation time accordingly. Once you enter the building, the Large Meeting Room is immediately to your right. The Wadsworth Room is to your left, up the hallway.

ASSISTANCE: For any issues during your meeting held during normal business hours, you may call us at 860-347-0340, or walk up the hallway to the locked door and ring the doorbell. Tony or Jenna will assist you.

In case of a lockout or an emergency during after-hours meetings, you may contact Tony at 860-227-4176 or Jenna at 203-525-5586.

CLEAN UP: Additional charges may apply if extra custodial services are required.

At the end of your meeting, please:

- Turn off the lights.
- Clean the kitchen.
- Return tables and any extra chairs to the storage area, so the room is restored to its original setup by the end of your reserved time.
- Wash, dry, and put away any used coffee pots.
- Place all trash and recycling in the appropriate containers; bag any excess trash.
- Follow the recycling guidelines posted in the kitchen.

LOCK UP: No lock-up is needed during business hours. For reservations outside normal business hours (8:30 AM – 4:30 PM), at the end of your meeting please text either Tony at 860-227-4176 or Jenna at 203-525-5586 so the building's door can be locked. All evening users must vacate the building by 10 PM.

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