

SCHEIG CENTER

Room information – Main room

- 2 Kitchen areas
 - Open area kitchen includes: sink, counter space, outlets on the same breaker (only one Nesco could be plugged in).
 - Enclosed kitchen includes: sink, refrigerator, microwave, and dishwasher, outlets are on separate breakers.
- Will hold 75 people seated at tables.
- Round (5') – 10 round tables and rectangular (6') – eight rectangular tables are provided.
- 75 padded chairs are provided.
- Round tables will comfortably seat 7-8 people per table.

Conference Room – Second level

- Large open room located on second level.
- Sliding divider door.
- One half of the room has a conference table and chairs to accommodate 10-12 people.

Additional information:

- Facility capacity is 75 people in the main rental room.
- On-site staff person during the entire rental.
- Handicap accessible, elevator located within the main room to get to the second level.
- Conference room (with table and seating for 10) is located on the second level. Conference room may be divided into 2 smaller rooms with sliding divider door.
- Large restrooms on the main level.
- All items needed for the rental are to be provided by the individual/group renting the facility (i.e., items to wash dishes, serving utensils, table coverings, decorations, coffee pots/decanter, power strips, electrical cords, etc.). If you are uncertain please contact Chelsey Latimer, 832-3927.
- Wi-Fi is available.
- The parking lot is not reserved for the group renting the Scheig Center. This is a public park and all parking lots within the park are for public use.

Determining rental areas:

- Scheig Center rental – includes the Scheig Center, the physical building.
- Scheig Center, Gardens and Grounds – includes the Scheig Center (physical building) and the open grassy area off of the pavers and the area around the Scheig Center itself. – See rental agreement in regards to tent set-up, etc.

Please note: For all Scheig Center and Gardens rentals, this area is considered a public area and individuals may be strolling the gardens, etc. much like an individual renting a pavilion in our parks, the park is still a public area so individuals may be using the park during the rental.

Rental of the Scheig Center and Gardens may be done 12 months in advance of the rental date. Reservations made for the Scheig Center must be done in person with completed rental agreement and full payment at the time of the rental. This facility is rented on a first come, first served basis and will not be held for anyone without full payment and completed rental agreement. Rental of the Scheig Center and Gardens needs to be done 45 days in advance of the rental. Those wishing to rent the facility less than 45 days prior to desired rental date will not be guaranteed rental of the facility due to the need to staff the facility.