



Facility Rentals: Frequently Asked Questions

When are rentals available? You may rent facilities any day between 7:00am and 10:00pm.

How far in advance should I make my Facility Rental request? Facility Rentals should be made 2 weeks in advance. Facility Rentals requested less than two weeks prior are subject to a processing fee. We recommend booking your date as early as possible. Space is limited. No more than 1 year in advance.

What is the cost for a Facility Rental? Please see our Facility Rental Application Form for pricing.

What is the difference between Operational and Non-Operational hours?

Operational hours are Tuesday-Saturday, 10 am to 5 pm. (Hours we are open to the public)

Non-Operational hours are any hours outside Tuesday-Saturday, 10 am to 5 pm.

Do you require a deposit? Yes. Deposits apply to all users and are applied per reservation. Deposit is required at the time of booking and is 50% of the full rental price.

What do I need to do to reserve my date? You must submit the complete Facility Rental Application Form, a signed Rules & Regulations form, and deposit.

What is the cancellation policy?

30 or more days prior to the reservation is full refund less 30%

29-8 days prior to the reservation is full refund less 50%

7 days or less is non-refundable

Refunds are not given for any unused portion of the time stated on the permit.

Are there charges if I run over my rental time? Any increment of time that extends beyond the reserved hours will be billed at double time.

What is included in the Facility Rental fee? All rentals include set-up and break-down of Space Center tables and chairs, use of its presentation and PA systems, easels (limit 2), and podium (if requested).

What is the maximum amount of chairs available? 100 chairs.

What types of tables are available? You can choose from 60" round tables (limit 5), 48" round tables (limit 8), 6-foot rectangular tables (limit 6), and lecture hall tables (seating for 25).

Does the Space Center provide linens? No, we do not provide linens.

Am I responsible for clean-up? All items (décor, materials, flowers, food, etc.) must be removed at the completion of the event. No items are permitted to be left at the center. If using an outside vendor, you are responsible for the set up and take down of all outside vendor equipment, material, and supplies. *Staff is responsible only for Columbia Memorial Space Center property and equipment.*



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What is your catering policy? You are welcome to use any licensed caterer you like.

What is your alcohol policy? In the event that you would like to serve alcohol the fees for the Security Guard would be \$35 per hour, four hour minimum. If your event exceeds 100 guests an additional security guard is required. We require a copy of the caterer's liquor license. Also, you must provide event insurance in the amount of two million dollars (\$2,000,000.00) which holds the City of Downey harmless for any damage or injury. The City of Downey must be named as "additional insured."

Am I allowed to store items at the center for my reservation prior to my Facility Rental date?

No, we cannot store any items.

Am I allowed to decorate my reserved area(s)? Decorations may not damage or deface the facility. Use of nails, staples, or other sharp materials or instruments are **not** permitted. *Confetti of any kind is not permitted.*

Do rentals during business hours include admission to the Museum? Yes, admission is included in rentals.

Is there parking at the center? Parking is free at the Space Center. Ample public parking is available around CMSC.

How can I check for availability? Please contact our Center Coordinator to inquire about availability. Please be prepared with the number of people attending your event and the set up you are envisioning as well as your preferred date(s).