JLC Building Licensing

EVENT SPACE AVAILABLE

Need space for your next event?
Community Room 39 x 53/2067 sq. ft.

Seats 90 maximum theatre style; 70 maximum with tables (10)

The Community Room is equipped with a laptop projector A/V hookup, screen, podium, and two microphones at no additional cost. Conferencing capabilities. Attached pass through Butler’s Pantry.

A signed contract, a Certificate of Insurance, and payment for 50% of the lease rate are required to secure the booking. The remaining 50% of the payment is due 14 days prior to the event.

*Minimum of 2 hour reservation
Butler’s Pantry
Pass through access to Butler’s Pantry from the Community Room. Equipped with counters, sink, mini refrigerator, ice maker, china and silver.
Board Room

Seats 18 board room style, 40 banquet

The Board Room is equipped with a laptop projector A/V hookup and screen. Conferencing capabilities. Patio & Outdoor space attached to Board Room. Accessible only from Board Room.

A signed contract, a Certificate of Insurance, and payment for 50% of the lease rate are required to secure the booking. The remaining 50% of the payment is due 14 days prior to the event.

*Minimum of 2 hour reservation
Board Room
- Continued -

Patio & Outdoor Space
Accessible from Board Room. Can only be reserved with Board Room.
Meeting Room A (Fireplace) 14x6/84 sq. ft.

Seats 8 comfortably, 15 with extra chairs

*A signed contract, a Certificate of Insurance, and payment for 50% of the lease rate are required to secure the booking. The remaining 50% of the payment is due 14 days prior to the event.

*Minimum of 2 hour reservation
**Meeting Room B (Wood Table)**  
11x10/110 sq. ft.

Seats 8 comfortably around a table, 15 with extra chairs
Conferencing capabilities.

*A signed contract, a Certificate of Insurance, and payment for 50% of the lease rate are required to secure the booking. The remaining 50% of the payment is due 14 days prior to the event.*

*Minimum of 2 hour reservation*
Meeting Room C
(Crier Room with Round Table)

Seats 8 comfortably around a table, 15 with extra chairs

A signed contract, a Certificate of Insurance, and payment for 50% of the lease rate are required to secure the booking. The remaining 50% of the payment is due 14 days prior to the event.

*Minimum of 2 hour reservation
Meeting Room D
(JLC Room with Rectangular Table)

Seats 8 comfortably around a table, 15 with extra chairs

A signed contract, a Certificate of Insurance, and payment for 50% of the lease rate are required to secure the booking. The remaining 50% of the payment is due 14 days prior to the event.

*Minimum of 2 hour reservation
JLC Building At A Glance

*Maximum capacity of the entire building is 99*
Building Highlights:

- Free Parking
- Handicap Accessible
- Free WiFi
- Audio/Visual Capability
- Lobby
- Access to a full Kitchen
- Men’s Restroom
- Women’s Restroom
- Availability of Round and Rectangle table and chairs