

Junior League of Charlotte, Inc
Building Licensing Rules At-A-Glance for Members

We are glad that you have chosen the Junior League of Charlotte building to hold your event. In order to ensure the safety of guests and maintain the condition of the building, we have provided the following rules at a glance as a resource for you. Please read them over and familiarize yourself with them. These rules supplement, not supplant, the terms of the Licensing Agreement. This document is only intended to provide a quick resource as to some of the rules you are required to follow per the terms of the Licensing Agreement. We are happy to answer any questions.

- As a JLC Member, you will serve as hostess for the event and must be onsite throughout your event as an agent of the JLC. You are responsible for ensuring that the conditions of the Licensing Agreement are followed.
- Start and end times, as indicated in your Licensing Agreement, are firm. In order to avoid additional charges, please be sure that the rental space is returned to its original condition and all guests have departed prior to your agreed upon ending time.
- Alcohol is not permitted at your event unless approved by JLC staff during the reservation process and served by a licensed bartender or caterer.
- Decorations or materials may not be attached to any part of the property unless approved in writing by the JLC staff prior to your event.
- Please contact JLC staff no later than five business days prior to your event if you have questions about available furniture, dishes, kitchen appliances, or A/V equipment. We will set up a time for you during JLC normal business hours to tour the licensed space. JLC does not provide decorations or table cloths.
- Please be advised that other visitors will have access to and use of the lobby, kitchen, and entrance areas. Decorations, signs, food, and other materials used for your event should not be placed in these areas without prior written approval from JLC staff.
- Should your event require additional furniture (tables and chairs) beyond what is normally included in your licensed room(s), please coordinate your needs with JLC staff at least two weeks prior to your event. Furniture cannot be moved from other areas of the building without prior written consent of JLC staff.
- WiFi service is available throughout the building. The network is *JLCharlotte* and the password is *children19266*. These codes are found on the wall in each room.
- Firearms, weapons, smoking, live animals (except for pre-approved service animals), and candles are not permitted.
- If you use the large table in the foyer, you must cover it with the provided table pads which are located under the table.
- Due to fire regulations, regular extension cords are not permitted. Three prong/grounded power strips may be used if plugged directly into a wall outlet.
- Our facility is located in a residential area. Please be respectful of our neighbors and keep any music or other noises to a reasonable volume.
- Per the Licensing Agreement, advertising and marketing about your event must refrain from mentioning The Junior League of Charlotte name or logo unless you have received written approval. You may provide our address to your guests - 1332 Maryland Ave, Charlotte, NC 28209.
- Please dispose of all trash in the dumpster behind the building and replace the trash bags (found in the kitchen in a marked cabinet) at the end of your event. If you fail to remove all trash, you may be charged a reasonable disposal fee to the credit card on file for damages.
- Please clean up any spills on rugs with the approved rug cleaner found by the sink in the Butler's Pantry.
- At the end of your event, you must walk through the building and ensure that the facility has been returned to its original condition. You will be asked to complete a post event checklist. Any damages may result in an extra charge, so please be mindful and clean up after yourself and your guests.