

WILLIAMS WHARF ACTIVITY BUILDING GENERAL INFORMATION & GUIDELINES

- **ACTIVITY BUILDING HOURS:** The Activity Building is available daily to the general public for daytime or evening events. However, quiet must be observed after 9 p.m. and the facility closes at 11 p.m.
- **OFFICE HOURS:** Mathews Land Conservancy regular office hours are Monday through Thursday from 9 a.m. until 4 p.m.
- **HANDICAP ACCESS:** Building has handicap ramp access.
- **NO DEFACING** of building walls, trim, flooring, or windows, etc. and no dragging or sliding anything across the floors, including tables and chairs.
- **BUILDING ENTRY CODE** is required to enter the building and can be obtained from the MLC Operations Manager.
- **AC/HEAT** is controlled by the Operations Manager. Contact for assistance.
- **TRASH REMOVAL** and building cleanup is the responsibility of the applicant. Facilities must be returned to their original state. Failure to do so will incur a penalty fee.
- **TURN OFF LIGHTS & LOCK ALL DOORS** upon completion of event.
- **NO ALCOHOLIC BEVERAGES** except with special ABC permit. Renters are responsible for obtaining permits and ensuring proper handling of alcohol. The MLC accepts no responsibility for problems relating to the serving of alcohol.
- **NO ANIMALS** are allowed in the Activity Building at any time.
- **BUILDING CAPACITY** is limited to 100 people.
- **ALL ACTIVITIES** on MLC property will be limited to legal activities deemed appropriate by the MLC. In the event of inappropriate activities or behavior, the MLC has the right to immediately terminate the activity/ rental.
- **FOR ASSISTANCE**, please contact Operations Manager, Lynda Smith Greve, at (804) 725-8265 or lsmithgreve@gmail.com.