

**The Conference Center  
at  
Roan Mountain State Park**

1015 Hwy 143, Roan Mountain, TN 37687

**IN CASE OF EMERGENCY CALL 911** – Phone is located inside A on the cabinet under the TV

Ranger on Duty Phone: 423-735-9052

**To assist you with your event planning, we have compiled the following information for the use of this facility:**

**HOURS OF AVAILABILITY:**

Full day begins at 8:00 AM and ends at 10:00 PM.

Half day begins at 8:00 AM and ends at 2:00 PM or begins at 3:00 PM and ends at 10:00 PM

Three day rental: Begins at 3:00 PM on day 1 and ends at 2:00 PM on day 3.

You will be given a key to the facility at the beginning of your event. It is recommended that if you leave the building unattended that you lock the doors. We ask that you return the key to the Ranger on Duty when you leave. If you cannot locate the Ranger, please lock the doors and leave the key in the drop box beside the Park Office Door.

**ROOM SET UP:**

When you reserve the room, please give the clerk a description of how you would like the room to be laid out. Staff will set the room up as close to your description as possible. After that, you are allowed to rearrange tables/chairs to fit your needs. *If no set up details are provided at least 7 days before your event, it will be your responsibility to set up the room yourself.*

Tables available: 16- 5' Round, 16- 6' Long, 16- 8' Long. Chairs: 150

**KITCHEN:**

We offer a catering kitchen equipped with a sink, warming oven, refrigerator, ice maker, 2 microwaves, coffee urn, and coffee maker. We do not offer a stove or an oven. If you plan to bring a grill, please contact the Park Manager for permission.

**ALCOHOLIC BEVERAGES:**

If you wish to serve alcohol at your event, you must apply for an Alcohol Use Permit. It must be completed and returned to the park. There is a fee associated with the permit, and approval is at the discretion of Park Management. Service of alcohol is subject to local and state ordinances.

**DECORATING:**

NO CONFETTI OR GLITTER

Candles must be contained in glass cylinders where wax cannot escape.

Do not nail, staple, screw, etc. anything to the walls or mantle.

If you move the pictures on the wall, you must put them back. *You will be responsible for the cost of any damages to the room or pictures-subject to a fine of \$250.00 or more.*

**MANTLE DIMENSIONS:**

Whole Mantle: 12' long X 8" tall X 35" wide

33" from the top of the mantle to the ceiling

Fireplace: 7'2" long X 9'6" tall X 27" wide

**CLEAN UP**

Upon departure please clean off all tables and remove all decorations from the building. Trashcans/recycling bins are located in the kitchen and in the meeting room. Please leave bags in cans and inside the building. Extra liners and cleaning supplies you might need are located under the kitchen sink. Please clean up any decorations that you may have in the lobby or signage located outside the building. A broom and mop are located in the kitchen should you need them; however, you are not required to mop the room upon departure.

**MUSIC:**

You are allowed to have music, just keep the noise level low enough that it cannot be heard outside the building.

WIFI is available for your use. If you connect to MySpectrumWifi38-2G, you can be further away from the building but have slower speed, or if you use MySpectrumWifi38-5G, you must be at least on the porch of the Conference Center or in the building, but you will have faster speeds. The password for both networks is rainytiger049.

**FIREPLACE:**

There are gas burning logs in the fireplace that you can use during the colder months. Please make sure the logs are turned off upon your departure.

**OTHER USEFUL INFORMATION:**

Please only use bubbles for the newlywed departure.

No Fireworks are allowed in State Parks – including sparklers.

The Game Room and Restrooms are open to the public.

NO SMOKING in the building or on the porch.

NO Pets allowed in the building. Service animals only.

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Signature

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Date

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Print Name