



Paychex JA Discovery Center – Event Space FAQ

- **What is the address of the Paychex JA Discovery Center?**
 - We are located on the 3rd floor of Kodak Business Park, 200 West Ridge Road, Rochester, NY 14615.
- **Who do I contact with questions or schedule my next event?**
 - Please contact info.jacuny@ja.org
- **Is there a fee for renting the space?**
 - While we consider the Paychex JA Discovery Center a community resource, fees associated with use of the JA event space will be passed on to groups hosting events. The License Fee is \$250/hour (\$500 minimum) which covers event planning, set up, tear down, event day staff contact, and basic cleaning. Additionally, Optional Fees, based on event needs, will be passed on to the host organization and include items such as Kodak Security (\$35/hour), RPD crossing guards (\$880 min.), excessive cleaning fees (\$100/hour), etc. These fees are subject to change based on vendor pricing. Contact us for more details.
- **Is there parking?**
 - JA can offer complementary parking for the number of vehicles to accommodate event attendees. Parking is available at the Kodak lots across the street from the event facility. There may be exceptions to complimentary parking if other events are scheduled in the Kodak Theater. Specific parking map will be provided prior to the event.
- **What catering services are available?**
 - All guests are welcome and permitted to choose their own caterer and bring in outside food and non-alcoholic beverages. JA can provide a list of recommended caterers upon request.

- The event space does not have a full kitchen but does offer a small sink and refrigerator for use. We do not have potable water.
 - *Please note, use of catering fuel (i.e. Sternos) must be approved at least one week prior to your event.
- **Am I able to serve alcohol?**
 - It is recommended that alcoholic beverages be provided by Licensor only when served by a vendor with professionally trained, licensed and insured servers. Alcohol must always be free to guests and may not be served through a cash bar. If alcoholic beverages are provided by the Licensor, additional insurance must be provided.
 - *Please note, written approval for alcoholic beverages will need to be processed at least a week prior to your event.
- **How many people does your event space hold?**
 - While our maximum occupancy is up to 500 people, the needs of your event (seated, standing, reception, classroom-style, etc.) will determine how many people you are able to comfortably host.
 - Please note – for groups larger than 100 people (with parking across Ridge Road) event coordinators may want to consider hiring a crossing guard. JA can help coordinate through the Rochester Police Department. Current estimates for RPD are at \$110/hour with a 2-officer and 4 hour minimum (min. estimate of approx \$880).

We offer the following guidelines and encourage you to reach out for specifics:

- **Café area** – seating with 75 chairs and 20 tables (approx.. 3'x3') are available
 - *Please note, café area tables can be split apart, but cannot be moved out of the Town Center area or stored elsewhere.
- **Town Center** (behind Welcome to Rochester sign) - we can provide up to twenty 6-foot tables and 150 white folding chairs for table seating OR auditorium style seating for up to 225 people. Approximately 30 black tablecloths are available for your event.
 - *Please note, all guests are welcome to use their own rental vendor for tables, chairs, linens, etc. to set up town center area space as needed.
- **Storefront access** for additional seating or activities, these areas can be made available as needed. Restrictions apply.

- **Volunteer Training Center** with TV monitor is available and holds up to 12 seated.
- **Lobby area** with TV monitor is available for use. Seated, standing, reception or classroom style will determine the number of guests you are able to comfortably host in the space.

- **What is included in the event space rental?**

- Tables and chairs (linens may be available on a limited basis) – see above for details
- Basic set up and breakdown
- Access to restrooms (both inside JA Event Space and in Kodak 3rd floor common area)
- Wi-Fi
- Free Parking (some restriction apply – i.e. Kodak Theater Show days)
- AV availability is as follows:
 - Up to 4 TV monitors are available and can be moved within the event space (limited access to connect 3 monitors for simultaneous presentation)
 - 2 Microphones and podium (for larger groups, we recommend hiring a sound provider and can provide a list upon request)
 - Use of Event Space Laptop (as needed) – we are PC friendly and are not MAC compatible; you will need to provide your own adapters and back up.

- **Will supplies be provided?**

- We cannot make JA office equipment or supplies (copiers, additional computers, etc.) available for your use. Please plan to bring your own paper, staplers, flip charts, easels, staples, paper clips, writing utensils, etc.

- **How long is the rental period?**

- Rentals are typically 2 to 8 hours, which includes set up and clean-up time. Additional fees might apply for night and weekend hours and additional hours may be added if space is available.

*Please note, events outside of 8am-6pm will include a mandatory security fee per hour (approx. \$35/hour, but subject to change) charged by Kodak. Contact us for more information.

- **Are there any other rental period restrictions?**
 - An item to note, should your event fall on a date that coincides with a Kodak Theater Show, participants may be subject to additional procedures (such as security and wandering) before entering the JA Event Space. Complementary Parking may also be limited on Kodak Theater Show dates.

- **Is a deposit required to reserve the space?**
 - Yes, a **deposit** is required to secure your date. The remaining balance is typically due 7 days before your event.

- **Can we decorate the space?**
 - Yes, decorations are welcome if they do not damage property. Items like confetti, balloons, tape, nails, staples, or open flames may be restricted.

- **Is event insurance required?**
 - Yes, event liability insurance for Licensor, caterer and/or other service providers is applicable.

- **Will anyone from JA be available on-site during my event?**
 - There will be a JA staff member on-site for the duration of your event.
 - Your organization will be responsible for ensuring you have adequate staffing to support the needs of your event.

- **Is there storage available for our supplies and equipment prior to the event?**

How can I get equipment into your space?

 - We do not have space to store materials before or after your event
 - If equipment or boxes need to be moved into the event space, a staff member from your team must be present, JA staff members cannot help with the movement of any materials. Arrangements can be made for use of an available JA cart or hand truck to move items.
 - As needed, usage of the Kodak freight elevator is available. Contact us for more information.

- **What is the clean-up policy?**
 - Licensors are expected to leave the space in good condition. Basic cleaning is included in the License Fee, but excessive mess or damage will result in additional fees.

- **Can we schedule a tour of the venue?**
 - Absolutely! We encourage you to schedule a tour to see the space, ask questions and discuss event needs with us.

- **How do we book the venue?**
 - Contact JA to check availability
 - Tour facility and discuss event needs
 - Review and sign Event Space License Agreement
 - Pay required deposit, provide appropriate insurance.

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