

Rabun County Civic Center

Clayton, Georgia ❖ (706) 212-2149

Operating Guidelines

STATEMENT OF PURPOSE

The Rabun County Civic Center is a multi-use facility designed to be a setting for a variety of uses, with the main objective being to serve the citizens of Rabun County. General policies, procedures, rules and regulations have been established to insure the Rabun County Civic Center, its personnel, contract labor, and related personnel are working in a safe and orderly fashion and to insure the safety of lessees and guests. These policies, procedures, rules and regulations serve as guidelines for all concerned and will be enforced by the contract labor, staff and management of the Rabun County Civic Center. If you have any questions, problems or need clarification on these guidelines, please contact the Civic Center Director. Any request for variations or exceptions should be submitted in writing and approved by the Rabun County Civic Center Director. All guidelines are subject to change without prior notification.

STATEMENT OF DEFINITION AND CLAIRIFICATION

❖ When the term lessee is used this refers to the person, agent or entity that signs the lease and if applicable, the organization they represent. The terms and conditions of these guidelines shall likewise apply to the lessee's guest, ticket holders, invitees and/or vendors.

❖ When prior approval is needed for any requested changes to Guidelines, unless otherwise specified, the request must be made in writing to the Civic Center Director a minimum of 14 days prior to the event. A response to the request will be granted no later than five (5) days prior to the event.

❖ House sound and light refers to the lighting and sound that is available at no additional charge to the lessee. For the Diner, house lights consist of the overhead lighting. There is no house sound in the Diner, however there is an authentic Wurlitzer Jukebox that can be used by lessee and guest for a quarter a play. The Civic Center also has a portable public address system available for an additional fee. House lights for the Ballroom are the wall sconces and the overhead lighting. Switches are available for on/off purposes. House sound is subject to the Rabun County Civic Center's reasonable regulations of the public address system. This includes one microphone hooked to the system and turned on. There will be no control of volume once it has been set. Any additional needs or requirements will be charged additional fees.

❖ Lease period shall normally not exceed a maximum period of 15 hours, 9 am until 12 midnight. **The lease period includes move in and move out times.** Times used outside of this time frame will be subject to an additional charge. For more than one-day lease, refer to the lease for dates and time of lease period.

RESERVATION OF FACILITIES

❖ The Rabun County Civic Center requires that one person be selected as the spokesperson or chairman to work directly with the Civic Center Director or Event Coordinator. This person will be the person that will sign the lease and be held responsible for the Civic Center and key pick up/return. This person will be the contact person for both the Civic Center and the members of the lessee's organization, family, vendors or other group. All questions, needs or other items must be addressed through this person.

❖ The Rabun County Civic Center will conditionally book a date for a period of up to fourteen (14) days. During that time, the Lessee must either confirm the date with a \$50 deposit and a signed lease or release the

date. The reservation deposit is part of the rental fee. A date is not considered confirmed until the Lessee has submitted the required deposit and has signed the lease. At that time, the Civic Center office will assign a booking number. Deposits for holding dates are not refundable. If another request for the same date is submitted to the Civic Center two attempts will be made to contact the first perspective lessee to pay the deposit and sign the contract to hold the date. After two failed attempts the Civic Center staff will release the date to the party first to pay the deposit and sign a lease.

❖ The balance of the lease fee and any additional fees are due and payable in the Civic Center office a minimum of 30 days prior to the event. The service fee(s) and \$500 security/damage deposit are due and payable in the Civic Center Office a minimum of 15 days prior to event. The Rabun County Board of Education is exempt from paying the security/damage deposit and the key deposit with a full understanding that if obligations are not met they will be billed for any damages or misuse of the policies.

❖ Not-for-profit rates will be extended to those organizations maintaining a current 501(c) not-for-profit status with the Internal Revenue Service. A copy of the IRS tax-exempt certificate will be required prior to the execution of the lease; this copy shall remain on file at the Rabun County Civic Center office.

❖ The approved methods of payment for all event related expenses are payable in United States of America currency in one of the following forms. (a) check/bank draft utilizing a local bank, (b) company check, (c) certified check/cashiers check, or (d) money order. **CASH WILL NOT BE ACCEPTED.**

❖ All payments should be made to the Civic Center Office located at 201 West Savannah Street, Clayton, Georgia, unless other arrangements are made with the Civic Center Director.

❖ All checks should be made to the Rabun County Board of Commissioners with a note in the memo referring to the assigned booking number. There will be a \$25 service charge plus any legal fees on all returned checks.

❖ Event advertising, naming the Civic Center, may not be distributed prior to the Civic Center receiving the signed lease and deposit.

❖ The Rabun County Civic Center base rates are based on a 'four wall' policy and include water, overhead lighting and heating/air conditioning which, in its opinion, is adequate with the intended use for the assigned time of rental. The center will consider both the burdens placed by the intended use and the reasonable needs of the lessee. The failure to furnish air conditioning, heat, lights, water or janitorial services shall not abrogate the agreement and shall not entitle the lessee to any rebate in rental fees.

❖ The Rabun County Civic Center will provide access to 500+ chairs, 42 ~ 5' round (6 to 8 people), 6 ~ 6' round (8 to 10 people), and 60 ~ 6' rectangle (6 to 8 people) tables as a part of the basic lease. Additional table numbers and sizes may be available, please ask if you have a specific request. Set up of these items is to be done by the lessee. The day and date of set up must be scheduled with the Civic Center Director a minimum of 14 days before the event. The lessee may elect to pay additional fees to have the room set up. The lessee then may select from an approved set up or, for an additional charge, may customize the set up. For the Civic Center to set up, this option must be selected a minimum of 30 days prior to event. Any changes made after this time are subject to additional charges. All other services or equipment will be at the expense of the lessee.

❖ When a move-in/out day is needed or required, arrangements must be made at the time the lease is drawn up and an additional fee will apply. Move-in/out times must be completed within the date/time specified on the lease. The Civic Center Director must approve additional time and a fee will be charged at the current rate.

User rates between the hours of midnight and 8 am will be charged at a rate to be determined by the Civic Center Director.

❖ The Civic Center Ticket Booth is available to be used by lessee on the day(s) of lease at no additional charge. Please request to use this area if you need it. Times other than the lease period may be rented at a nominal fee and must be arranged through the Civic Center Director a minimum of 14 days prior to the beginning of usage time.

❖ The Rabun County Civic Center and the Rabun County Board of Commissioners reserve the right to refuse lease privileges to anyone (private citizen, public group, business or any other entity).

SAFETY REQUIREMENTS

❖ The lessee or his/her representative must remain at the facility at all times when the facility is unlocked. The lessee or representative must remain at the facility the entire time of the event. The lessee or representative must remain until the event is over and all participants, all audience, guest, equipment and/or property have been removed.

❖ Anyone found abusing, defacing, destroying or removing Civic Center property will be barred from the premises and subject to criminal prosecution.

❖ Abusive language, threats, assaults, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.

❖ All youth (persons under the age of 18) must be supervised during use of facilities and must not be allowed to roam the buildings or grounds. An adult supervisor must be present until all youth have left the premises. An adult must be present at all times and in all areas of the Civic Center that are in use by the lessee. A minimum of one adult (over the age of 21) must be present for each youth based on the following guidelines: grade K ~ 1 adult/3 youth, grade 1 to 6 ~ 1 adult/5 youth, grade 7 to 8 ~ 1 adult/7 youth, grade 9 to 12 ~ 1 adult/10 youth. The names of these adult supervisors must be submitted in writing to the Civic Center Director when the lessee picks up the key to the facility.

❖ No in-line skates, roller skates or recreational toys normally used outdoors will be allowed in the Civic Center or on the property.

❖ No obstructions (including but not limited to tables, chairs and decorations) are allowed in the aisles, walkways, sidewalks, entries, passages, vestibules, doorways or passageways. This is strictly enforced by the Fire Marshal.

❖ Injuries, breakage, damage, missing property or equipment should be reported to the Civic Center Director immediately.

❖ No large trucks or signs are to be placed in the parking lot areas. House trailers and tractor-trailers are prohibited on the property unless permitted by Civic Center Director.

❖ No person will be allowed to bring in or keep in the facility anything that may create fire hazards or be detrimental to the protection of the building. No open fires are to be built. No pyrotechnics may be used within the facility or on the property.

- ❖ No gasoline, explosives, oils or artificial lights are permitted in the building or on the grounds without the consent of Civic Center Director. The number, amperage and wattage of lights, fixtures or equipment for any event may be limited, subject to availability.
- ❖ The lessee must not sell tickets nor invite guests in excess of facility capacity. The lessor reserves the rights to monitor the attendance and to limit the admission should the facility reach capacity.
- ❖ The Civic Center does not furnish security as a part of the regular lease agreement. The minimum-security requirements (inside and outside) for lessee events will be determined by the Civic Center Director and paid for by the lessee. Unless otherwise arranged with the Director a minimum of 14 days in advance of the event, all security personnel and crossing guards will be contract labor contracted by the Civic Center.

EVENT PERSONNEL

- ❖ The Civic Center Director will contact and hire all contract labor to be used in the Civic Center. At no time should a lessee contact a member of the contract labor staff. If contact between these individuals is needed the Civic Center Director will contact the contracted employee and the lessee for a meeting or discussion time.
- ❖ Rabun County Civic Center lessee using the services of outside vendors must have them approved using the approved process of the Civic Center. A list of previously approved providers is available at the Civic Center office, upon request; however, they must be approved for each event in which their services are contracted. Lessee must deal directly with outside vendors. To be included on the provider list, contact the Civic Center Director.
- ❖ The Civic Center Director reserves the right to review and receive copies of any and all contracts between lessee and other providers involved in the event.
- ❖ Anytime the Ballroom sound or stage lighting system(s) are utilized the lessee will be required to complete a sound and light technician request form and to pay the fees associated with that service. This service will include a pre-event meeting (estimated at 1 hour) to discuss the needs for the event. Rental rates do not include technician fees. Please see Sound and Lighting Information Sheet for additional information on this service.
- ❖ Musical entertainment is allowed. However, prior approval of entertainment (band, DJ, etc.) is required, using form rccc1-va. This form is available in the Civic Center office and must be completed by the vendor, signed by the lessee and approved by the Civic Center Director.
- ❖ Planners/Consultants/Decorators are allowed. However, prior approval is required, using form rccc1-va. This form is available in the Civic Center office and must be completed by the vendor, signed by the lessee and approved by the Civic Center Director.
- ❖ Food Service Vendors may be used in providing food and beverages for an event. However, prior approval is required, using form rccc1-va. This form is available in the Civic Center office and must be completed by the vendor, signed by the lessee and approved by the Civic Center Director.
- ❖ Cake makers are allowed to provide this service in the Civic Center. However, prior approval is required, using form rccc1-va. This form is available in the Civic Center office and must be completed by the vendor, signed by the lessee and approved by the Civic Center Director.

❖ Rates for all personnel contracted between the hours of midnight until 8 am and on holidays will be charged at double the normal rate.

❖ Civic Center staff personnel are not on duty during events. If the lessee desires to have a staff person available for an event an additional fee will be charged. Arrangements for a staff person must be made with the Civic Center Director a minimum of 14 days prior to the event.

EVENT DECORATIONS

❖ When the lessee takes control of the Civic Center, the facility has been cleaned. If the preparations for the event result in messing up the floor, stage, bathrooms, concession area, lobby or other area, clean up will be the lessor's responsibility. Janitorial service is a one time, after event, service, unless otherwise provided for in lease.

❖ Tables that belong to the Civic Center are to be moved by a minimum of two (2) people picking them and placing them where they need to go. Tables are not to be dragged across the carpet or flooring. Chairs must be moved with a chair mover or one chair at a time, being picked up and carried. All items placed on the stage or dance floor by the lessee should have protective 'feet' so as to not scratch or damage the surface of these areas.

❖ Decorations must be approved by the Civic Center Director prior to being attached to any surface.

❖ No nails, tacks, staples, brads, or other attachments may be driven into any portion of the facility. No changes, repairs, painting, staining, or alterations that will change the finish, appearance or contours of the building will be permitted without the consent of the Civic Center Director. All use of tape, glue or similar material on Civic Center furniture, walls, equipment or building structure is prohibited. Written approval from the Civic Center Director may be obtained if need is proven and no damage can occur as a result.

❖ No construction type of work, including but not limited to sawing, hammering and drilling may be done inside of the Civic Center.

❖ No exhibits, banners or signs may be displayed outside of the facility or suspended from permanent fixtures without the written consent of the Civic Center Director.

❖ All decorative material must be flame retardant to be used inside of the facility.

❖ After unpacking, all boxes and packing materials must be removed from the building. If materials are to be reused for packing, materials may be stored in a neat, orderly and organized fashion in dressing room number 116 on the left side of the stage.

❖ Exhibits are not allowed in the lobby area without prior consent of the Civic Center Director. The Civic Center reserves the right at any time to display materials about any upcoming events.

❖ All articles, exhibits, fixtures, displays, decorations, etceteras shall be brought into and out of the building only at such entrances as may be designated by the Civic Center Director.

❖ Rabun County Civic Center permanent graphics, signs or displays may not be visibly blocked in any manner, nor may temporary signs or decorations be attached to permanent building graphics.

- ❖ Items such as planters, furniture, equipment and other items in such public areas, lobbies, restrooms, and food service areas, may not be removed or repositioned without prior permission from the Civic Center Director.
- ❖ Adhesive tapes of any kind (i.e. duct tape, masking tape, scotch tape) are not be used to secure cords or other items to the stage area, dance floor or carpet area. If items need to be secured, lessee may obtain special tapes from the Civic Center Director. There may be additional charges for this service.
- ❖ When glitter, confetti, birdseed or rice is used in conjunction with an event, an additional cleaning fee may be assessed and deducted from the damage/security deposit.

FOOD, BEVERAGE AND CONCESSIONS

- ❖ Tablecloths are available to be rented from the Civic Center. Lessee is responsible to coordinate tablecloth rental with the Civic Center Director a minimum of 14 days prior to the event. White table skirting in 13' sections and white cloths are available in 70" round, 90" round, 108" round, 54" square, 54" x 120" rectangle and 20" square napkins.
- ❖ No food or beverage shall be brought into the Civic Center without the prior approval of Civic Center Director.
- ❖ **No alcoholic beverages shall be sold on the premises of the Rabun County Civic Center without the express written consent of the Rabun County Board of Commissioners.** Alcoholic beverages may be consumed at the civic center in conjunction with weddings, receptions and dinners. All laws and ordinances set forth by local, state and federal authorities governing the consumption of alcohol, public drunkenness and disorderly conduct will be strictly enforced. Lessee is held responsible for all aspects of the serving of alcoholic beverages. The Civic Center Director reserves the right to require the lessee to hire an approved security officer when alcoholic beverages are to be served.
- ❖ The Rabun County Civic Center reserves all concession rights, including but not limited to food and beverage. The lessee is not allowed to serve any food or other edibles or drinks in the building or on the grounds unless the Civic Center Director gives prior approval. The Civic Center reserves the right for the operation of the concession stand for all events. Options for the lessee to operate the concession stand must be arranged with the Civic Center Director a minimum of 1 month before the event. A fee may be charged when the lessee operates the concession stand.
- ❖ Food and beverages are permitted in designated areas only. Consumption of food or beverages is prohibited in the stage area, including back stage and the dressing rooms. These areas are not to be used for storage of food, without the prior approval of the Civic Center Director.
- ❖ The food service area is equipped with a refrigerator, icemaker, microwave oven, sinks and counter space. Basic cleaning supplies are provided by the Civic Center and are located in a designated area.
- ❖ If the kitchen is rented for use, the lessee is responsible for the operation of the equipment and the cleaning of the kitchen. Civic Center staff can provide operating instructions. Lessee will be responsible for cleaning and replacing all Center equipment to its original state. Any missing or damaged equipment will be replaced at the lessee's expense. Lessee agrees to clean all equipment, kitchen and prep area after use. Failure to clean these items will result in an additional cleaning fee being charged against the damage/security deposit.

GENERAL GUIDELINES

- ❖ In the event of ticketed events (free or pay), the lessee must provide the Civic Center Director information on where tickets will be available for the event. Four complimentary tickets must be provided to the Civic Center for each event.
- ❖ Parking is available in the Rabun County parking lots. Unless otherwise specified, parking must be limited to lots on each side of Civic Center and lot directly across the street in front of the Civic Center.
- ❖ The Rabun County Civic Center is a **NO SMOKING** facility. If lessee violates this rule, the \$500 security/damage deposit will be forfeited. Smoking is allowed outside the building and cigarette butt containers are provided. Under no conditions are cigarette butts to be thrown into the lawn, shrubbery or on to the drives and parking areas. If lessee or their guest violates this rule, the County Marshall will issue a citation to the lessee for littering.
- ❖ The lessee is responsible to see that all garbage is removed from the Civic Center prior to their leaving the facility. Garbage collected from the event is to be placed into garbage can liners, then placed into the dumpster located behind the Health Department. The dumpster is locked and a key is issued to the lessee. It is the responsibility of the lessee to unlock and re-lock the dumpster. Can liners are provided by the Rabun County Civic Center. Garbage not removed by the lessee will be charged \$25 per bag and deducted from the damage/security deposit. Recycling is suggested if at all possible, and may be left at the Civic Center for pick up. This option must be coordinated with the Civic Center Director. Recycling guidelines are provided in the Supplies drawer. Large items to be discarded must be coordinated with Civic Center Director.
- ❖ Chewing gum, wax and other similar foreign in the carpet or on the tables and chairs is considered damage. If any area requires patching, paint, or is permanently marked or damaged, a portion of the security/damage deposit will be withheld. Any extraordinary cleaning efforts will be paid from the security/damage deposit.
- ❖ Animals and pets are not permitted in the Civic Center except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. The presence of animals in the Civic Center must be coordinated with the Civic Center Director. Seeing-eye dogs are permitted.
- ❖ Certain retail and wholesale lessees of the Rabun County Civic Center may be required to obtain a City of Clayton business license. Contact the City of Clayton for additional information at (706) 782-4512.
- ❖ No pamphlets, inserts, advertising matter, political handbills or the like may be distributed on the property of the Civic Center without the prior consent of the Director. Pickets and solicitors are prohibited on the Civic Center property. The Civic Center reserves the right to advertise for any upcoming events at any and all functions held in the Civic Center.
- ❖ The Rabun County Civic Center assumes no responsibility for items left by users, their guests, or lost and found items. The Civic Center is not responsible for items left for pick-up. The Civic Center reserves the right to remove from the building or grounds all property remaining in the building or on the grounds after the lease expires (see contract for time, midnight in most cases) or to charge the lessee a storage fee of \$25 per day or any portion thereof. Stored property left by the lessee will be disposed of at the discretion of the Civic Center Director.

- ❖ The Rabun County Civic Center assumes no responsibility for items delivered to the Civic Center by sub-lessees relating to events. A delivery/pick-up request form must be completed and approved a minimum of seven (7) days prior to scheduled delivery/pick-up or the delivery/pick-up may not be made. These items must be stored in an orderly, organized manner in a pre-designated area. Items may not be delivered more than three (3) days prior to event, nor left for pick-up more than three (3) days after the event, providing space availability. Failure to meet the above requirements may result in a fee charge of \$25 per day or any portion thereof. Any such fees will be assessed against the damage/security deposit.
- ❖ The sound/light booth is for technicians only. No one else is allowed in this area to take pictures, video, record or any other reasons. Only sound/light technicians will be allowed to operate the Civic Center equipment. All technicians will be paid for their services.
- ❖ Both levels of the facility and the stage area of the Rabun County Civic Center are handicapped accessible and handicapped parking is designated near the entrances to both levels.
- ❖ The lessee may check out one set of keys to the facility they are leasing. Arrangements for key pick-up must be made with the Civic Center Director a minimum of one week prior to the event. Keys must be checked in according to the key agreement. Once keys are checked out, the lessee is responsible for the protection of all property. In order to conserve air conditioning/heating for your event, outside doors are not to be propped open except for loading and unloading. Doors must not be left unlocked when the lessee (or lessee's agent) is not on the premises. The locking and unlocking of doors is the responsibility of the lessee. Keys not turned in according to the key agreement will be subject to a late charge of \$25 per day or any portion thereof. Late charges will be deducted from the security/damage deposit.
- ❖ Lessee is responsible to see that:
 - All decorations and personal belongings are removed by the end of the lease period.
 - All tables used by the lessee are wiped clean, placed on the table caddies and returned in an orderly fashion to the storage building.
 - All chairs used by the lessee are stacked 10 high, with like kinds (armed/armless) stacked together and returned in an orderly fashion to the storage building.
 - Spills on the floor (either dry or liquid) are cleaned up by either sweeping, mopping or vacuuming.
 - Food Service areas are to be left cleaned without food, trash, spills, etc.
 - All trash is picked up, removed from the facility and placed in Civic Center dumpster.
 - All lights are turned off when leaving the building.
 - All doors are locked and checked for security before leaving the property.
 - Heat/Air Condition is turned off or left as directed by Civic Center Director.
- ❖ Nothing contained in the rental agreement shall be construed to prohibit the Rabun County Civic Center Staff, Health Department, Police Departments and any other agency of the City of Clayton or the County of Rabun, its agents or its employees from entering the leased premises for the purpose of discharging their lawful duties.
- ❖ No facility furniture or equipment is to be used as stage sets by anyone leasing the facility (this includes office equipment) without the prior consent of the Civic Center Director.
- ❖ The building of theater sets is limited to the upper parking lot area. The work area must be kept clean at all times. The driveway must be left open and unblocked and cleared upon completion of construction, before opening night. Parking spaces on the building side must not be blocked with construction items. No props, sets

or other materials are to be transported through the lobby area. All sets, props and other materials must be removed by the end of lease period or be subject to removal by Civic Center staff with an additional fee being assessed, a storage fee being charged and the items disposed of at the discretion of the Civic Center Director.

- ❖ Lessee accepts the building in good order and repair and agrees to return it to the County in the same condition, normal wear accepted.
- ❖ The lessee will be liable for any and all damages caused through the lessee's actions or the acts of any of its employees, agents, providers or anyone visiting the facility upon the invitation of the lessee, as well as damages caused to the building, persons or property for which the County may be held liable.
- ❖ No portion of the facility may be sub-leased by the lessee. The facility is only to be used by the lessee for purpose stated in the lease.
- ❖ Any and all inside painting of any type must be approved by the Civic Center Director a minimum of 24 hours before painting can begin. Areas around the paint area must be completely covered with approved coverings. For outside painting, care must be taken to insure that paint is not allowed on the facility, the parking lot or placed in any way that paint can be tracked into the facility.
- ❖ The Diner furnishings are to be used exclusively in the Diner. If lessee needs additional tables or chairs to be used in the Diner, additional charges will be incurred and the lessee will be responsible for moving the items to and from the Diner. This activity must be scheduled with the Civic Center Director a minimum of 15 days prior to event.
- ❖ If a band or Disc Jockey performs in the Diner; a carpet must be placed under the area in which they will set up to protect the flooring. The Civic Center has for rent a carpet and small stage that can be used. Contact the Civic Center Director for additional information.
- ❖ The electronic message board in front of the Civic Center can be used to advertise events scheduled at the Civic Center. In addition, Birthdays and Anniversaries may be advertised at the rate of \$10 per day, with a minimum of 3 days notice. The information that is on the sign will be at the discretion of the sign input operator and the Civic Center Director. Please contact the Civic Center Director for more information or to request use time. Payment for this service must be made in full before the message will run.