

TERMS AND CONDITIONS FOR RENTAL OF CASWELL COUNTY CIVIC CENTER

RATES LISTED BELOW ARE FOR A "FOUR WALLS" RENTAL OF ANY SPACE (ACCESS, "FOUR-WALLS", AND NORMAL MAINTENANCE) FOR UP TO AN EIGHT (8) HOUR PERIOD, BUT DOES NOT INCLUDE PERSONNEL, SET-UP, EQUIPMENT, OR SERVICE CHARGES, ETC.

A school system employee MUST be present at all times for supervision of events, paid for in advance by the user. All personnel must be paid for in advance, with funds sent to the finance department of Caswell County Schools. Hourly rate is subject to periodic review and adjustment.

Prevailing Hourly Rate \$30.00 per hour Janitor \$35.00 per hour Technician

***Performance Event** applies to any use requiring:

- 1) Any or all of the house technical systems (sound system, stage lighting)
- 2) Telescoping seating units in the Large Auditorium
- 3) The stage or space adapted for use as a stage
- 4) The dressing rooms

Stage lighting and sound requirements must be specific and made well in advance.

Users are responsible for all labor involved in setting and running lights and sound for the event. Failure to make specific needs known in advance will result in having available only what stage lighting exists at time of presentation, **as is.**

Time used after contracted limits shall be charged at the **rate of \$50.00 per hour – per room plus hourly wages of personnel.**

****SECURITY DEPOSIT**** A security deposit of \$200.00 is required at time of booking to secure a date. This charge is made to EVERYONE and refunded following use provided that the facilities are left **as found**, cleaned to the satisfaction of the Superintendent or designee, and nothing is damaged or broken. Any part or all of the security deposit may be forfeited for failure to comply.

Actual replacement costs will be charged for any damages, including the cost of furnishings, equipment or supplies misplaced, destroyed or damaged. A janitorial fee may be charged when extraordinary cleanup is required after use.

THERE IS A NON-NEGOTIABLE **CANCELLATION FEE** ON ALL CANCELLATIONS.

TECHNICAL AND SET-UP REQUIREMENTS: It is imperative that a representative of the renting organization set up an appointment with the Superintendent or designee at least 10 days prior to the event date to discuss all technical and set-up needs for the event. Technical aspects include the set-up of stage, dressing rooms, amplified sound, lighting requirements, equipment needs, number and arrangement of tables and chairs, etc., as required. If a performer is scheduled, a copy of their contract and any contract riders should be brought and discussed with the Director at this meeting.

Lighting and sound personnel **MUST** be Civic Center trained and/or approved. A trained, qualified Civic Center technician **MUST** be present for all performance events utilizing house sound, lights, or stage equipment. Unless prior permission is received - in writing - all technicians operating Civic Center lighting, sound or stage equipment **MUST be employees of the Civic Center** and hourly wages paid in advance.

Un-authorized personnel are not permitted in Civic Center control booths at any time. Nor are food and drinks permitted in control booths at any time.

Effective AUGUST 1, 2008 North Carolina law prohibits the use of any and all tobacco products in or on Board of Education owned buildings and property, which includes the Caswell County Civic Center, its grounds and parking lots.

THANK YOU for your cooperation in adhering to this new state law!

A school system employee MUST be present at all times for the supervision of events, paid for in advance by the user. This employee's primary functions are to assure the safety and well-being of the renting public; to preserve and protect the building, grounds, furnishings and equipment of the facility; and to ensure that facility rules and regulations for use are enforced and adhered to.

It is the responsibility of staff:

1. To open the building at the appointed time.
2. To provide access to rented areas, and assure that any and all requested furnishings and equipment are provided
3. To assure that everything provided is clean and in good working order.
4. To demonstrate proper transport and set-up of tables and chairs.
5. To adjust heating and/or cooling as necessary.
6. To supply trash cans, liners, paper towels, and toilet paper as necessary.
7. To handle any maintenance problems which might occur, involving electrical, plumbing, heating, or cooling systems, and/or the fire alarm system.
8. To call for emergency assistance if required, including police, fire, or medical emergencies.
9. To provide cleaning materials, and to supervise cleaning and restoration to original condition prior to departure.
10. To secure the building upon renters departure.

It is NOT the responsibility of staff to:

1. Load or unload renter's supplies and equipment.
2. Set-up or take down events, unless **agreed to and paid for in advance.**
3. To provide stage lighting or sound. **A theatre technician must provide those, as agreed to and paid for in advance.**
4. To clean areas used or restore them to original condition (**PLEASE SEE "THE FACILITY CARE AND MAINTENANCE CHECK LIST" IN YOUR APPLICATION PACKAGE**). Renters assume full responsibility for leaving areas used as found, nothing damaged or broken, and cleaned to our satisfaction in order to receive full refund of their deposit.

FACILITY CARE AND MAINTENANCE DURING AND FOLLOWING USE

In making the Caswell County Civic Center available for public use, **it is understood that each person, persons, or organization utilizing the facility assumes responsibility for the care and maintenance of the property, building, furnishings, and equipment during their use.** Further, it is understood that immediately following each use said person, persons, or organizations **SHALL RESTORE THE PROPERTY, BUILDING, FURNISHINGS AND EQUIPMENT TO THE CONDITION FOUND UPON ARRIVAL.**

Routine Maintenance:

- _____ Furnishings & Equipment Restored to Original Order
- _____ Trash & Debris Removed
- _____ Tables Wiped Off
- _____ Trash Cans Emptied Into Dumpsters Outside
- _____ All Spots, Stains or Spills Cleaned Immediately
- _____ Turn Off Lights

It is the lessee's responsibility to police Civic Center parking and grounds and remove trash and debris following events.

Similarly, lobby and restrooms should be restored to order following each use on evenings and weekends and user is the only occupant.

Restrooms:

- _____ Toilets Flushed
- _____ Sinks Rinsed
- _____ Trash Removed
- _____ Lights Off

Kitchen:

- _____ Appliances Cleaned
- _____ Counters Wiped
- _____ Trash Removed
- _____ Restored to Order
- _____ Appliances & Lights Off

Any part or all of the \$200.00 security deposit paid may be retained for failure to comply. Cleaning supplies may be found in janitor's closet next to the Ladies Room.

All advertising and promotion is the responsibility of the renting organization.

All sales on the premises must have prior consent from the superintendent or designee, and a commission may be collected.

POLICIES GOVERNING THE USE OF THE CIVIC CENTER
(Revised 9/12/22)

1. The Civic Center is available for use between the hours of 8:00 AM and 12:00 midnight. All activities must be scheduled through the office of the Caswell County Schools personnel designated to schedule Civic Center activities. Please refer to the online application and fee schedule.
2. County based organizational activities shall have preference in scheduling. At the discretion of the superintendent or designee, and with sufficient advance notice, public bookings may take precedence over daily academic / rehearsal use. Scheduling for use of the Civic Center on a regular basis by any group must be approved by the Caswell County Board of Education.
3. Groups using the facility must accept responsibility for the facility reserved. Groups must clean their areas after each use and leave as found. The security deposit of \$200.00 will be charged and refunded if the areas are left as found. A reimbursement for cost of furniture, utensils, or equipment misplaced, destroyed or damaged will be charged. Under no circumstances may Civic Center property be removed from the premises.
4. The renter shall be accountable for returning all kitchen facilities to a neat and clean condition to the satisfaction of the Superintendent or designee. The user will be responsible for furnishing all materials needed for dishwashing, cooking, etc.
5. Outdoor grills, barbecue cookers, etc. are permitted only on paved areas outdoors. and must be approved prior to the activity. Under **NO circumstances** are they permitted on the grass or sidewalks.
6. All youth groups, 21 years of age and under, must have chaperones, one of whom must come to the superintendent or designee and sign that he/she will be responsible for conduct and damages. No one under 21 will be permitted to lease the facility for any purpose.
7. As a matter of policy, dances for teens and/or young adults which are open to the public **are not permitted** in Board of Education owned facilities.
8. The renter shall be responsible for the cost of all personnel necessary for operation and security within the facility and its environment. A bona-fide school system employee must be on duty at all times, paid for by the user. Payment for salaries must be forwarded to the Caswell County Schools Finance Department for disbursal.
9. It is understood that: The superintendent or designee reserves the right to refuse or cancel applications and permit for use if, in his/her opinion, it is in the best interest of the public to do so.
10. There is a non-negotiable **CANCELLATION FEE** on all bookings. If an individual or organization does not cancel and does not show for a scheduled booking, the entire rental charge will be assessed. **CANCELLATIONS** made with **less than a thirty (30) day notice** will result in forfeiture of the entire \$200.00 security deposit. The only exception is for major weather emergencies.
11. Upon occupancy of the building, the intended user shall notify the Civic Center Rental designated staff of any damages, deficiency, or similar fact observed by him, either in the building or on the grounds, so that such might not be attributed to the user in the course of occupancy.

12. No alcoholic beverages shall be served in the building or on the premises, and no one shall be admitted who has been drinking elsewhere. There shall be no drugs or illegal substances, gambling, or vulgar language used at any time. Similarly, no weapons or firearms, **WHATSOEVER** will be permitted on the premises at any time. Violators of policies prohibiting alcohol, drugs, and firearms are subject to arrest under existing state law.
13. Pursuant to current federal regulations, the Caswell County Civic Center is a smoke-free facility. **The use of any and all tobacco products and vaping products within the facility is strictly prohibited**
14. **NO TAPE, nails, screws, or fixtures of any kind may be driven or applied to the walls, woodwork, floors, or ceiling without written permission of the superintendent or designee. No refunds will be given if written permission is not granted.**
15. Lighting and sound personnel for the Civic Center must be obtained from the approved technician list provided by Caswell County Schools. An approved technician **MUST** be present for all performance events utilizing house sound, lights, or stage equipment.
16. Commercial use, by a private business or for-profit organization, on a regular or on-going basis, is not permitted. No private business or commercial enterprise may be based or operated in the building or on the grounds of the Caswell County Civic Center.
17. The Civic Center reserves the right: to sell all concessions within the building; to prohibit the importation of food or drink from outside the building; to prohibit food or drink in specified areas; to prohibit any and all sales within the building without prior consent of the superintendent or designee and collect a commission on said sales.
18. In renting, leasing, or making available for use the Civic Center facilities, the Board of Education, assume no responsibility (a) for loss of or damage to any property placed on the renter, user, lessee, or (b) for loss or damage of any property or personal effects, including motor vehicles and their contents of the user, renter, or lessee, its members, employees, agents, participants' guests, or attendees.
19. Users shall indemnify and save harmless the Caswell County Board of Education from all loss, damages, cost and expense arising out of liability, or claim of liability, for injury and damage to persons or property sustained or claimed to have been sustained by anyone whatsoever, by any reason of the use or occupation of the Caswell County Civic Center, whether such use or occupation is authorized or not, or by any act or omission of User group or any of its officers, agents, employees, guests, patrons, invitees, attendees, or licensees, and user group shall pay for any and all damage to the property of the Caswell County Civic Center, or loss or theft of such Civic Center property, done or caused by such person.
20. Rental contracts and fee schedules for profit and non-profit organizations can be located on the Caswell County Schools website at www.caswell.k12.nc.us.