

Allan Farris Community Center Use Policy Rules & Regulations

The City of Bessemer City owns and manages the Community Building at 220 South Fourteenth Street, which is available for use by governmental, civic, and community groups as well as the general public on a fee basis, with certain restrictions. The City's programs and services have priority over other Community Building usage. Fees and charges for rental of the Community Building have been approved by the City Council and City Manager. User/rental fees offset tax supported funds to operate the building.

SERVICES PROVIDED

Meeting Rooms-The Community Building offers one large meeting/banquet area room. The facility can accommodate audio-visual presentations. Tables and chairs are available for use and can be arranged in a number of different configurations to fit the occasion. The capacity allowed by city is as follows:

Capacity seated (chairs only) – 150 Capacity seated, with tables – 100

The new facility does not have a kitchen. There is a food preparation area, with a refrigerator and ice maker, sink and counter space necessary to serve/tray food for an event. **NO COOKING IS ALLOWED IN THE BUILDING.**

RENTAL OF BESSEMER CITY COMMUNITY BUILDING:

All rentals are for 5 hour increments. If additional time is needed for set up, clean up, etc. additional rental fees will apply. If the facility is needed for decorating, rehearsals for events, it would have to be rented for the day prior to the event. Arrangements can be made to come in early the day of the rental if 15 days prior notice is given. Additional fees will apply.

All 5-hour rentals includes application fee, use of tables and chairs, one (1) staff person on site during event.

Time frames for rental are between the hours of 10:00 a.m. and 11:00 p.m. on Saturday or Sunday. (Additional hour can be paid for at the earlier side, no added hours on late side of event.)

6:00 p.m. – 11:00 p.m. weekdays. (Facility is used during other hours by City.)

FEES:

- 5- Hour Rental - \$250.00
- Each additional hour approved - \$50.00
- Security/Cleaning Deposit (refundable) - \$100.00
- Additional Staff per event - \$50.00 (Police - \$30/hour)

Fees apply to all users. In some instances, a discount may be offered for recognized not-for-profit groups with a tax-exempt certificate under the Internal Revenue Code. In some instances, fees may not be assessed for city government functions if determined to be for official called business meetings of at least 20 persons of an approved city sponsored groups, such as Community Watch, etc. The City reserves the right to adjust fees for extraordinary circumstances with the City Manager approval.

Deposit will be refunded unless the City finds that there is damage to building or grounds, damage to equipment or appliances, failure to properly clean up food, beverage, trash, incomplete removal of

decorations, rental furniture or equipment, failure to vacate after scheduled conclusion of event, or other reasons as outlined in the Policies and Procedures.

RESERVATIONS:

Each person/party/group renting the facility must designate one individual to act as a liaison between the group and City Recreation staff. Any issues that arise during an event shall be resolved between this person and the Recreation staff.

The person completing the application is responsible for advising any party organizer/planner, caterer, etc. of the rules and regulations. The party signing application is the final responsible party.

An application/rental agreement must be completed in full to begin the reservation process. All appropriate fees will be determined at the time of application and noted on the application.

Fees will be determined in accordance with the Fee Schedule and the hours that facility is made available to the user. This includes opening of the building for rental equipment, florist, or catering company deliveries, furniture set-up and decorating. Full payment of fees must be received at least 30 days prior to the event.

Payments of cash, check, or credit cards are accepted. Checks shall be made payable to the City of Bessemer City. Payments may be made at the Community Building, Kiser Senior Center or City Hall.

Cancellation of events must be made in writing at least 15 days prior to the date of the event in order for refund of deposit. Cancellations made less than 15 days prior to the event will result in loss of the entire deposit.

ON SITE STAFF POLICY:

City policy requires that a building attendant (designated staff) be in attendance at all events. Staff attendant will arrive no later than 30 minutes prior to agreed rental time to open the facility, do a walk-through with liaison to insure facility is in good condition and make note of any questions from renter. The on-site staff is not expected to do the following: act as guardian or security for any personal belongings; assist with set-up, clean-up, or take-down; supervise minors. Offering staff attendant payment for any type services/privileges is strictly prohibited.

GENERAL REGULATIONS:

Reservations are for use of the Community Building only. The adjoining park, playground and nature trails are for public use and cannot be reserved or restricted from public access.

All functions must conclude by 10 PM, with an hour allowed for cleanup. Facility will be closed no later than 11 PM.

City staff is responsible to assist you for the following: unlock building/room at scheduled time; work with designated liaison to answer questions and provide assistance; ensure that events end promptly as scheduled on the Rental Agreement; ensure the facility and equipment is clean and ready for the next scheduled use; ensure the building/room is locked and secured.

Events deemed to be high risk, or having large crowds, may require having Police on site. This will be at the expense of the party renting the facility. Staff will make the determination as to when and how many police may be required.

Outside doors must be kept closed at all times. Heat/AC thermostats are not to be changed. City Staff will work with liaison to set temperature at a manageable level before and after use of facility.

City Recreation Staff/Bessemer City Police and Management can enter the facility if he/she feels it is necessary for the safety, protections, or security of the facility. If prior approval of audio visual equipment has been secured, the city staff attendant will assist with getting equipment out and returning it to storage. Staff will not operate the equipment during events.

No tobacco use (includes smoking and smokeless tobacco); consumption of alcohol or drugs; or gambling are permitted on City Park property, inside or outside of facility.

Pets will not be allowed in the building with the exception of service dogs.

ALLOWED USES: Permitted Uses include:

Meetings (civic clubs, church groups, neighborhood associations, boards and commissions, political gatherings, town meetings, etc.)

Arts & Educational Activities (recitals, art shows, lectures, children and youth programming, dance instruction, self-help and how to courses, lectures, training sessions, clinics, private instruction through health agencies, etc.)

Celebrations (weddings, anniversaries, birthdays, graduations, retirements, showers, reunions, pot lucks, private banquets, etc.).

Other appropriate uses approved by the City Manager.

PROHIBITED USES: Prohibited Uses include:

Open invitation parties and similar events where alcoholic beverages are being served.

Gatherings that may lead to disorderly conduct of any type prohibited in the Bessemer City Code of Ordinances.

No sale of items without the approval of the City. The Community Building will not be used for revenue generating events (garage sales, business sales, etc.). Exceptions may be made for special City sanctioned events and City approved special events for non-profit organizations. The collection of money or admissions is not permitted unless approved on Rental Agreement.

Any activity/use deemed inappropriate by City Management.

FOOD: Cooking is not allowed in the facility. Any food served must be catered or brought in. With written approval (on application/permit) the kitchen may be used for arranging, plating food. No grills or fryers can be brought on property or used for functions without the written approval of the Recreation Director, and then, only outside.

No alcoholic beverages are allowed on the property.

SET-UP: Building set up (tables, chairs, etc.) may be set-up as you like, but lessee is responsible for setting building back up as it was found. Table and chairs are provided. It is the renter's responsibility to set them up and make sure they are clean before putting them away. No furniture is to be taken outside the confines of the community building. Any special set-up requests such as weddings, special events, and outside use must be approved by the Recreation Director. **NO EXCEPTIONS**

Nails, tacks, glitter, staples or any other type of object that may damage park property may not be used for decorating. Candles may be used ONLY if in glass enclosures.

Music inside and outside the facility must be kept within reasonable limits. All music must end by 10 P.M.

Bubbles, bird seed, and natural flower petals may be used outside of the building as long as they are cleaned up after the event.

In the event of accident, injury or criminal action, a written report must be filed within 24 hours to the City.

CLEAN-UP PROCEDURES: The lessee is responsible for the cleaning of the facility. Please make sure you have enough people to help you clean the building and the area around it within the time allowed. If building is not cleaned, decorations and trash removed and vacated by the stop time indicated on the reservation agreement, the cost of cleanup and additional hourly usage will be deducted from the damage deposit.

Clean up includes:

Removal of all trash - trash must be tied up in plastic bags and put in roll out cans provided at Community Building. Bags will be provided for cans inside the building.

Removal of any food or drink from facility, including refrigerator - No food may be stored at the facility prior to or following an event.

Removal of all decorations - it is the responsibility of the user to have any rental equipment and furniture removed from the Building at the conclusion of the event. Failure to do so may result in the loss of damage deposit.

Check to insure that bathrooms are clean, toilets flushed, trash removed.

Wipe down tables, chairs, countertops, etc.

Sweep and spot mop floors, including bathrooms used during event.

Replacement of tables and chairs to proper storage place.

Damages in excess of the deposited amount will be assessed by the City and charged to the lessee, in addition to the loss of deposit.

KEYS – keys will not be given to lessee or other parties. On-site staff do all opening/closing for events.

The lessee will be held financially responsible for any missing items or damage to park property.

I have read and understand all policies pertaining to this facility.

Signature of Lessee _____

Park Representative _____

Date: _____

The following must be reviewed and approved by staff prior to use.

_____ Request for use of Audio-Visual Equipment

Adopted 6/13/2016 by City Council.