



East Point City Annex Auditorium

Facility Rental Policy

AUTHORITY TO WAIVE OR CHANGE

The City Council or its authorized representative may make exception to any of the facility use rules and regulations, including rental rates.

RENTAL PRIORITY

Thank you for your interest in our facility. Our goal is to provide safe, clean and aesthetically pleasing facility for your recreational, cultural and social uses. We appreciate your cooperation in helping us achieve this goal.

This Facility Rental Policy provides you with information on our facility, the reservation process, and conditions of use and fees.

To meet the needs and interests of the community, the following City facilities listed below shall be available for lease by residents, non-residents and private entities:

- **Annex Auditorium;**
- **Historic Auditorium;**
- **Community Room at Fire Station 3**
- **Community Room 4 at Fire Station 4;**

(all other city building/facilities shall not be rented or leased)

These building and facilities will be reserved in the following order:

1. Programs administered by the City of East Point
2. Organized non-profit youth groups under adult supervision whose major objective is serving the youth of East Point
3. Organized non-profit service, community, government and public groups/agencies that serve East Point
4. Organized non-profit, self-serving, special interest community groups who serve East Point residents

5. Private parties such as, wedding receptions, corporate parties, banquets and other similar functions
6. Business and commercial meetings
7. Private or public promotional events and fundraisers

Reservations must be submitted a minimum of 60 days in advance. A mandatory meeting between the applicant and the City Clerk's Office must occur before the application can be approved. Deposit amount, insurance rates and security requirements (minimum of four security guards) are all subject to revision. ***No tickets can be sold at the door.***

Rentals for Film Production purposes shall be governed by the East Point Code of Ordinances Sec 10-2096.

RESERVATIONS & CANCELLATIONS

In order to give customers, the best possible service, we recommend making an appointment to tour the rental facility. Advance appointments are required to reserve the facility. All appointments should be made directly through the City Clerk's Office during regular business hours.

During Regular Facility Operating Hours

- Regular operating hours are:
Monday - Friday 9 A.M. to 4 P.M.
Weekday Evenings (When a facility attendant is present.)
* Offices may be closed during lunch.
- Event or meeting is scheduled a minimum of two (2) weeks in advance and does not conflict with on-going programs, rentals or classes.
- Event must be a "regular" meeting (not a banquet, social, etc.) of an open membership group without discrimination.
- Organization or group chairperson has approved or authorized the event.
- Permittee will be required to do their own set-up, take down and clean-up. □ Event liability insurance or a certificate of insurance will apply.

Reservations must be made in person, on the proper Facility Use Application. Proof of Residency will require the following valid identification to process an application:

- Valid Georgia Driver's License OR Valid Georgia Identification Card
- Copy of a current utility or telephone bill listing the permittee's name and address

Facility Use permits will be issued to adults 21 years or older. Approval by City Clerk's office takes two (2) weeks for group meetings and one (1) month for social uses. A processing fee will be charged for any changes to the permit following its acceptance. Once a permit application is

approved, applicant will be notified by phone or e-mail by the Clerk’s staff. Deadlines to pay fees and security requirements will be mailed approximately 60 days prior to event. Invitations should not be sent out until approval is received. The permittee or alternate contact must be present in the facility during entire rental period. The alternate contact should be someone who will be able to make any decisions for the permittee, who will be able to direct any contracted services (DJ, caterer, etc.) and who will be at the facility during the entire rental hours. It is recommended that the alternate contact is not someone who will be attending a service prior to the start of the event.

Facility Rental Applications will be accepted in advance according to the following guidelines, depending on the eligibility of residency status and event type:

	AT LEAST	UP TO
East Point Residents (Res)	Two (2) Weeks	One (1) Year
Non-Residents (Non)	Two (2) Weeks	Six (6) Months
Meetings	Two (2) Weeks	Six (6) Months
Special- Use Groups	Two (2) Weeks	One (1) Year
Private or Public Promotional Fundraising Events or Dances	Two (2) Weeks	One (1) Year

Exceptions will be dependent upon staff availability and supervisor approval, and are subject to an additional \$20 per hour premium. Reservations for private/public promotional or fundraising events or dances made less than sixty (60) days in advance will not be accepted.

Please inquire with the staff at the facility for more information regarding the hours of your event. Hours of use must include set-up, decorating, and clean up time.

The minimum reservation time for events is a five (5) hour time block. There is a two (2) hour minimum for meetings held during operating hours. Department policy dictates that there will be no events scheduled beyond 11 P.M. on Friday and Saturday evenings or after 9 P.M. on Sunday through Thursday evenings. If there are special circumstances that additional time is needed for clean-up or closing beyond 12 A.M. Friday and Saturday or past 10 P.M. Sunday through Thursday, the permittee will be billed at **DOUBLE time (x 2)**, in one hour increments upon prior approval on a case by case basis.

HOLIDAY RENTAL

The facility will be closed and is generally unavailable for rental on the following holidays:

- | | |
|--|-------------------------|
| New Year's Eve and Day | Labor Day |
| Martin Luther King Jr.'s Birthday | Thanksgiving Day |
| Easter | Christmas Eve |
| Memorial Day | Christmas Day |

Independence Day

Special arrangements may sometimes be made, dependent upon staff availability. **PLEASE NOTE:** All fees will be **doubled** on holidays.

CANCELLATIONS

After a reservation is made, the permit and deposit will be held for three business days*, during which time the permittee may cancel their facility reservation without penalty. After the end of the three day grace period, the permit will be processed for approval. After approval notification, the following rules for cancellation apply:

- Activities cancelled less than three (3) months prior to the event will forfeit the entire deposit.
- Cancellation notices received more than three (3) months prior to the event will receive a refund of 50% of the deposit.
- Cancellation with less than one (1) month notice will forfeit all paid fees unless the facility can be re-booked.
- The City may cancel a group's reservation upon reasonable notice to the group (a minimum of three days in advance) for events scheduled during operating hours. For private weekend events, the reservation will not be canceled except in the case of a facility emergency or a natural disaster.
- The City reserves the right to cancel any event that is misrepresented during the application process.

*This does not apply to permits submitted less than one (1) month in advance.

SECURITY DEPOSIT

A refundable security deposit is required for all uses. This deposit is due with your application. Any event reserved by a non- East Point resident requires an additional deposit and the presence of security guards. Any disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit.

PAYMENT OF DEPOSIT

Deposits may be paid by cash, money order or cashier's check. All cashier's checks or money orders must be made payable to the City of East Point, and paid by the permittee. We will not accept deposit payments from a second party.

REFUND OF DEPOSIT

The deposit will be refunded in approximately 6 - 8 weeks after the event, assuming all conditions were met and no damages or additional fees were incurred during rental. The City will bill the permittee for any balance if damages, services or fees exceed the deposit. Refunded deposits will be made payable by check to permittee and mailed to address listed on the permit only. No refunds will be processed to second parties.

The entire deposit will be forfeited if it becomes necessary to contact or dispatch the Police Department or Fire Department (including pulled fire alarms or prank 911 phone calls) during the course of an event.

All or part of your deposit may also be forfeited and your event may be shut down early or cancelled if any of the following occurs:

- Misrepresentation of your activity or yourself or organization on the permit application or during the permit application process.
- Exceeding maximum capacity stated on the permit application.
- Misuse or mistreatment of City personnel, facilities, equipment or supplies by permittee or their guests.
- Disregard of any of the rules on the Facility Reminder Sheet ☐ Event is shut down by Police, Fire or City Staff.
- Evidence of hard alcohol use.
- Use of any equipment or supplies having an “open flame.” ☐ Facility set up and clean up requirements are not met.
- Damage to or excessive mess in or around the facility.

Forfeiture of part or all of your deposit may result in the denial of future applications for use of City designated leased facilities.

FEES & CHARGES

Full payment of fees and all other pertinent information required by the City for use of the **rental hall** are due **one (1) week to (1) month prior to the event date**, otherwise the permit will be automatically cancelled and the deposit will be forfeited. **Fees may be paid with cash, money order, cashier’s checks or credit card (Visa / MasterCard / Discover). No personal checks will be accepted.** Full payment of fees for use of **meeting rooms** are due **two (2) weeks prior to use**. All meeting room use fees must be submitted with the permit application. No group will be allowed to meet without approved permit and prior payment of fees.

Commercial rates (COM) are available, though determined by type of event and contract only. Any changes to a processed Facility Use Permit will incur a charge of \$25 for the first change and \$50 for the second change. Permittees are limited to a **maximum of two (2) changes per facility permit.**

Room	Type of Use	Maximum Capacity	Fee Per Hour for Normal Operating Hours	Fee per Hour for Non-Operating Hours
City Annex	Meeting Business	228	\$60 (Res) \$80 (Non)	\$85 (Res) \$105(Non)
Fire Station 3 Community Rm	Meeting Business	57	\$20 (Res) \$30 (Non)	\$30 (Res) \$40 (Non)
Fire Station 4 Community Rm	Meeting Business	37	\$20 (Res) \$30 (Non)	\$30 (Res) \$40 (Non)

DEPOSITS

\$200 resident / \$400 non-resident

*There is a five (5) hour minimum for private rentals.

*There is a two (2) hour minimum for meetings during operating hours.

A maintenance fee and liability insurance are required for each rental.

INSURANCE

Groups or individuals using East Point facilities for meetings and social events will be required to purchase Special Event Liability Insurance or provide proof of private insurance. The cost of the one-day coverage varies according to event, number of attendees and hazard classification. **The average premium cost is \$175 - \$225.** An additional insurance fee will be added when alcohol is sold. Individuals or organizations have the option of using their homeowners or business insurance if the following conditions are met:

- The City of East Point must be listed on the policy as additional insured.
- The coverage amount for damage liability limits must be at least \$1,000,000 for a onetime event.

MAINTENANCE FEES

A **mandatory maintenance fee** is charged for each rental of a facility room, depending on the size of the room rented. The maintenance fee covers the cost of professional janitorial services to thoroughly clean the facility after the completion of the event (including cleaning and disinfecting of restrooms; sanitizing of kitchens; mopping and buffing of floors).

Old Auditorium	\$150
Annex Auditorium	\$150

The maintenance fee does not cover all cleaning duties. The permittee is still responsible for the removal of decorations, food and trash. If additional janitorial time is needed to clean any excessive mess that occurred during rental period or from a guest's actions, additional fees will be billed or deducted from deposit.

DECORATIONS

All tables must be completely covered with a table cloth or some type of liner. Permittee must provide own table covering. If no table coverings are brought by the permittee, Community &

Recreation Services staff may provide a basic table covering and permittee will be responsible for the cost (approximately \$25/per roll).

- Nothing may be used to affix table coverings to tables (e.g. tape, staples, and tacks).
- All decorations must be completely removed at the conclusion of event. Tables and chairs must also be wiped clean.
- No colored crepe paper is allowed near the kitchen area (stains when wet).
- Absolutely no flames or smoke/fog machines (includes: candles, torches, incense burners, gas stoves, etc.)
- No confetti, bird seed, rice, glitter, etc. may be thrown or used before, during or after events.

RULES AND REGULATIONS

SMOKING

No smoking is allowed inside any City facility, including any atriums, patios and courtyards. There is no smoking within 25 feet of entrances and exits of buildings.

ALCOHOL

No alcohol is permitted.



Application for the Rental of The City of East Point City Annex Auditorium

This rental agreement is entered between _____ and the City of East Point for the rental of the City Annex Auditorium for the date(s) of _____, 20__ at the rental rate of \$_____.

I have read the attached Rules and Regulations and agree to abide by these provisions for the use of the City Annex Auditorium.

I have made a deposit in the amount of \$_____ on _____, 20__ for the reservation and agree that the balance of the rental fee shall be paid no later than 12:00 noon on the last business day prior to the date of the event. ***If the remainder of the fee is not paid before the deadline, this contract will become null and void.***

Please Print Name

Date

Signature

Email Address

Address

Home/Business Number

Cellular Number

Fax Number (if applicable)

Signature of City of East Point Representative

Date