

**CITY OF NORCROSS  
CULTURAL ARTS DEPARTMENT  
COMMUNITY CENTER**

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## I. RENTAL FEE SCHEDULE

### I-1: Meeting Rooms

		<u>Day</u>	<u>Night/Weekend</u>	<u>Additional Hrs.</u>
a.	College Street Playhouse	Managed by Lionheart Theatre Company		
b.	Norcross Banquet Room**	50.00/hr	50.00/hr	
c.	Summerour Conference Suite	25.00/hr	40.00/hr	
d.	Meeting Room # 1 (Athletic Room)	10.00/hr	15.00/ hr	
e.	Meeting Room # 2	15.00/hr	25.00/hr	
f.	Meeting Room # 3	15.00/hr	25.00/hr	
g.	Meeting Room # 4	15.00/hr	25.00/hr	
h.	Meeting Room # 5	15.00/hr	25.00/hr	
i.	Brundage Pavilion	10.00/hr		
j.	Brundage Picnic Pavilion	5.00/hr		
k.	Thrasher Gazebo	20.00/hr		
l.	Thrasher Pavilion	10.00/hr		
m.	Thrasher Amphitheater**	N/A	100.00/hr (special permit required)	
n.	Thrasher Park**	N/A	150.00/hr (special permit required)	
o.	Lillian Webb Gazebo	25.00/hr	25.00/hr	
p.	*Brundage Baseball Field (Extended practice dates will be based on availability and a negotiated fee.)	25.00 (w/o lights)	45.00 (w/ lights)	

**NOTE: Additional fees required for field prep before practices and games.**

### I-2: Kitchen

		<u>Flat Rate added to Room Fee</u>
a.	NCACC Kitchen	50.00

### I-3: Wedding Rates

For any weddings at Lillian Webb Community Park or Thrasher Park, there is a flat fee of \$200.00.

**\*\*NOTE: Norcross Ballroom requires a \$200.00 cleaning/damage deposit; Thrasher Park rentals (by permit) require a \$250.00 cleaning/damage deposit at the time of the reservation. Deposits are refundable upon satisfactory inspection by NCACC staff.**

## **II. RENTAL POLICIES**

### **II-1: Deposits**

- a. Norcross Ballroom requires a \$200.00 cleaning/damage deposit; Thrasher Park rentals (by permit) require a \$250.00 cleaning/damage deposit at the time of the reservation.
- b. Deposits will be refunded only if the building staff is satisfied of the facility's condition.
- c. All clean up is the responsibility of the user and user is required to furnish all cleaning materials.
- d. If staff is not satisfied, the group will lose the portion of the deposit that would cover any repair and/or clean up costs.
- e. If damages and/or clean up costs is more than the deposit, the group will be billed for the difference.
- f. Groups will not be allowed to use a City of Norcross facility until all additional damage fees are paid.
- g. Each facility will follow a checklist to document the condition of the building before and after the group is finished.
- h. The checklist will be derived from the rules and regulations of that specific facility and will be completed with the user present. Customer will get the checklist ahead of time.
- i. Facility Use Agreement must be completed at the time the reservation is made.

### **II-2: Fees**

- a. Day fees will be charged for groups using a facility during its regular hours of operations.
- b. Night/weekend fees will be charged for groups using a facility outside of its regular hours of operations. City recognized holidays, if available, will be considered night/weekend rates.
- c. All fees, including the deposits, must be paid upon approval of the Facility Use Agreement by the appropriate supervisor.
- d. All fees are based on two hour minimum use. There will be no prorated fees for time not used.
- e. Hours of use are requested upon completion of the use agreement. Any time group stays over the hours requested would result in charges for another one hour minimum use.
- f. Fees must be paid by credit card, cash, money order, or check.

### **II-3: Facility Availability**

- a. The facilities and the surrounding park areas must be vacated **no later than 11:00 PM.**
- b. Requests for use may not be guaranteed inside of 10 business days.
- c. Requests for use will not be granted to groups that have exhibited unacceptable conduct during previous rentals at that building or any other City of Norcross facility.
- d. City facilities will not be available when a City of Norcross program or approved activity is being conducted.
- e. The City reserves the right to deny requests for facility use on City recognized holidays.

### **II-4: Staffing**

- a. Reserved hours after the regular hours of operation will require a minimum labor surcharge of 15.00 per hour which are based on the minimum use of 2 hours and are reflected in the established fees.
- b. Full time and/or Part time department staff member(s) must be present during rentals of facility. (Exception: rentals by City of Norcross employee.)

### **II-5: Staff Responsibility/Authority**

- a. Staff must be present during any and all usage.
- b. Attending staff member is only present to assist the user. They will not be responsible for nor permitted to assist in any set up or clean up for the group in regards to the function.
- c. Attending staff member will walk through the building with the user before and after the function is held to document the condition of the building.
- d. A checklist will be completed during the routine walk through which will have the attending staff member and user's initials.
- e. Attending staff member is not required to conduct any city nor Department business when working functions outside of the regular hours of operation for that facility, i.e. program registration, phones messages, etc."
- f. Center Director or designated staff is the only staff to have the authority to approve facility usage, deposit refunds, and/or charge against the deposit. No use agreement is valid otherwise.
- g. Attending staff member will have the authority to dismiss any group due to their misconduct or misuse in or around the facility.
- h. If the group does not vacate the facility upon being asked, attending staff member is authorized to call Norcross Police Department for assistance.

**II-6: Fee Waivers/Deductions**

- a. All requests for fee waivers or reductions will only be at the discretion of the Center Director or designated staff.
- b. All requests must be submitted in writing at least one month before the date requested.
- c. Fee waivers or reductions only apply to the user fees. Staff costs and deposits will not be waived for any reason.

**II-7: City Department Rates**

- a. Rates determined by the Department Director or designated staff.

**II-8: Non-Profit Organization Rates**

- a. Non-profit organizations must provide proof of non-profit status to the Center Director or designated staff when requesting a fee reduction for a facility rental.
- b. Non-profit organizations may receive up to a 50% fee reduction from the established fees provided that the operational cost to rent the facility is covered by the fee paid. Operational costs will vary depending on the facility. Non-profit organizations are not guaranteed the fee reduction until fees are determined by staff and approval is given by the department director or designated staff.
- c. The deposit will not be reduced or eliminated.
- d. A group must submit a request for use in writing to the Center Director or designated staff at least one month before the date of use. The request must include proof of the group's non-profit status.
- e. Non-profit groups are defined as any civic clubs, public and private schools, churches, and other organization chartered by the State of Georgia with non-profit status.
- f. Non-profit groups are not guaranteed approval of rental request.

**II-9: Use Agreements**

- a. Use agreements must be completed and approved by the Director and/or designated staff member before the agreement is valid.
- b. Groups will be required to designate and honor the times of use that they list in the agreement.
- c. The Department reserves the right to void a use agreement to any outside group due to scheduling conflicts.
- d. In the event of cancellation of the use agreement, the group will be given at least 14 business days notice.

- e. The Department reserves the right to immediately cancel a use agreement due to the misconduct or misuse of a City of Norcross facility without refund.
- f. The Department reserves the right to deny a group use of a facility due to past unacceptable conduct.
- g. Each facility will have its own specific rules and regulations outlined on the use agreement.
- h. No one under the age of 21 may enter into a use agreement for the purpose of securing a facility rental.
- i. Youth groups, or rentals on behalf of youths, must have a minimum ratio of 1 to 20, adults to youth.
- j. The Department reserves the right to deny long-term (recurring) rentals based on plans for facility use.

#### **II-10: Simultaneous Use**

- a. The facility may have more than one group or program using different areas at the same time.
- b. The attending staff member has the authority to deny use to multiple groups if they feel that there will be a conflict.
- c. A room may be rented to more than one group during any given day at different times.

#### **II-11: Changing Rooms**

- a. The Department reserves the right to switch rooms for outside groups when the need arises.
- b. The group will be given 14 business days notice in the event that the Department makes any room changes.
- c. The rate will not increase if the Department moves the group to a more expensive room.
- d. The rate will decrease if the Department moves the group to a lessor room.
- e. A group can only change rooms if the attending staff member approves the request.
- f. Rates will increase if the room that the group changes to costs more if the request to move was initiated by the group.
- g. Rates will NOT decrease if the room that the group changes to cost less.

#### **II-12: Refunds**

- a. Full refunds will be granted when the Department cancels a reservation.
- b. Refunds will be granted up to two business days prior to the function with a \$5.00 service charge.
- c. Refunds for weekend events must be requested no later than 4:30 PM the Wednesday prior to the reservation.
- d. Refunds will not be granted when a group does not show up for their reserved time without notice.

#### **II-13: Equipment Use**

- a. The Department does not guarantee the availability of any equipment for use during reserved events.
- b. If equipment is used, the group will be responsible for the set up and break down of the equipment.
- c. Equipment used must be returned to the proper location.
- d. Equipment damaged will result in the deduction of a portion of the damage deposit that will cover any replacement or repairs.
- e. The use of tables and/or chairs is not guaranteed.

#### **II-14: Kitchen Use**

- a. The kitchen must be reserved at the time of the original room reservation.
- b. The cost will be an additional \$50.00.
- c. The kitchen is restricted to warming and cooling purposes only.
- d. If the kitchen is used for any reason without prior reservation, the \$50.00 fee will be deducted from the damage deposit.

## **ADDENDUM TO POLICIES**

- Facility Rental Policies cover most situations, but not all – when in doubt, follow the policies as written. It is always possible that city authorities could waive a policy for a group.
- All rentals for fundraisers must be pre-approved by Center Director or designee.
- NCACC's (Norcross Cultural Arts and Community Center) goal is to provide quality customer service to the citizens.
- Rental groups should be out of the facility no later than 11:00pm. Exceptions may be made for NCACC-sponsored groups.
- Deposits should be made with a credit card (hold). If a deposit is paid with a check or cash, then it must be deposited per the City's Financial Guidelines.
- Staff working rentals are not allowed to accept tips from renters.
- Rentals are charged on an hourly basis, with a two-hour minimum.
- Alcohol is prohibited on the NCACC property with no exceptions.