

Deposit Paid - \_\_\_\_\_

Rent Paid - \_\_\_\_\_

PO Box 160 Yanceyville, NC 27379 (336) 694-4116 FAX (336) 694-5154

**APPLICATION FOR USE OF CIVIC CENTER  
FOR PROFIT ORGANIZATIONS**

(1) Applicant Name: \_\_\_\_\_

(2) Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

(3) Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

(4) Room(s) Desired: \_\_\_\_\_ Large Auditorium \_\_\_\_\_ Lobby Gallery  
\_\_\_\_\_ Small Auditorium \_\_\_\_\_ Community Room/Kitchen  
\_\_\_\_\_ Studio (Basement)

(5) Date(s) Desired: \_\_\_\_\_

(6) Time(s) \*From: \_\_\_\_\_ To: \_\_\_\_\_

\*Please allow sufficient time on either end of your event for preparation and clean-up.

(7) Explain fully the character of the intended meeting: \_\_\_\_\_

(8) Admission will be by: \_\_\_ Invitation \_\_\_ Membership \_\_\_ Open to Public \_\_\_ Other

(9) Will Admission be charged? \_\_\_\_\_ If so, list price: \_\_\_\_\_

(10) To whom will the proceeds be paid? \_\_\_\_\_

**RENT AND ALL FEES MUST BE PAID, IN FULL, ONE (1) WEEK  
BEFORE SCHEDULED EVENT TAKES PLACE.**

(11) Intended Audience: \_\_\_\_\_ Children  
\_\_\_\_\_ Youth  
\_\_\_\_\_ Adults  
\_\_\_\_\_ Mixed

(12) Estimated Attendance: \_\_\_\_\_

**Note:** Public Events with an anticipated attendance of 100 or more MUST Provide a minimum of two (2) security officers at the lessee's expense.

(13) Equipment Needs (Available at NO FEE):  
\_\_\_\_\_ Tables required (30" x 72")  
\_\_\_\_\_ Chairs required  
\_\_\_\_\_ Speaker's Lectern (Table-Top)  
\_\_\_\_\_ Speaker's Lectern (Standing)

Available for a fee:

\_\_\_\_\_ 60" Round Tables (20 available) (per table cost)  
\_\_\_\_\_ Speakers Lectern (with sound)  
\_\_\_\_\_ Microphones (2 wireless)  
\_\_\_\_\_ Microphones (2 lapel)  
\_\_\_\_\_ Center  
\_\_\_\_\_ Large Auditorium Mounted Laser Projector, speakers & screen  
\_\_\_\_\_ Small Auditorium Mounted LCD Projector, speakers & screen  
\_\_\_\_\_ Large Auditorium In-house Sound System  
\_\_\_\_\_ Large Auditorium Stage Lighting System  
\_\_\_\_\_ Studio Piano \_\_\_\_\_ Ice Service \_\_\_\_\_ Marquee

Arrangements for use of the stage, technical systems (stage lighting, sound), Large auditorium seating and/or dressing rooms must be made 10 days in advance of any events.

The organization, department, or agency to whom a permit is issued shall be liable for any loss, damage, or injury sustained by any person whatever by reason of the negligence of the person, persons, or organization to whom such a permit shall have been issued.

**The Superintendent or designee may require such public liability insurance as he deems to be in the best interest of the Civic Center.**

The undersigned certifies that he/she is familiar with the Civic Center policies and Regulations as stated on accompanying pages, and that these shall be enforced as well as honored by the renting group. The undersigned further certifies that he/she is an adult, 21 years of age, and authorized to act for and accept the legal responsibilities of the leasing Organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FEE SCHEDULE (Effective 08-27-2018)

### PROFIT IN COUNTY & OUT OF COUNTY

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 \$20.00 per hour Janitor \$25.00 per hour Technician**

Space	In County Profit M-F	In County Profit Weekends / Holidays (starts 5:00 pm Friday)	Out of County Profit M-F	Out of County Profit Weekends/Holidays (starts 5:00 pm Friday)
<b>Large Auditorium Performance Event</b> - 8 Hour Minimum 912 seats (950 Maximum Occupancy)	\$700.00	\$800.00	\$900.00	\$1,000.00
<b>Large Auditorium Non-Performance Event</b> – 8 Hour Minimum (Banquet up to 500)	\$600.00	\$650.00	\$700.00	\$800.00

**\*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.**

Space	In County Profit M-F	In County Profit Weekends/Holidays (starts 5:00 pm Friday)	Out of County Profit M-F	Out of County Profit Weekends/Holidays (starts 5:00 pm Friday)
<b>Small Auditorium Banquet-style</b> 8 Hour Minimum <b>Banquet-style</b> 125 - 150 people <b>Auditorium-style</b> 250 people	\$300.00	\$350.00	\$350.00	\$450.00

<b>Community Room/Kitchen</b> Maximum Occupancy 75 people	\$150.00	\$200.00	\$200.00	\$250.00
<b>Lobby/Gallery</b>	\$150.00	\$200.00	\$200.00	\$250.00
<b>Studio (Basement)</b>	\$150.00	\$200.00	\$150.00	\$200.00

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

**\*\*SECURITY DEPOST\*\*** 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.

Agreed to and accepted: \_\_\_\_\_ Dated: \_\_\_\_\_

**SERVICES CHARGES AND EQUIPMENT FEES**  
**Effective 8-27-2018**

a) **Set up charges** may be assessed at the following rates:

Number	In County Profit/Non Profit	Out of County Profit/Non Profit
50 – 100 people	\$100.00	\$150.00
101 – 200 people	\$150.00	\$200.00
201 – 300 people	\$250.00	\$350.00
301 people or more	\$350.00	\$450.00

b) Rental equipment available for use: (On premises only – As a matter of policy, the Civic Center does not rent or loan furnishings or equipment for off-premise use.)

Microphone (2 wireless)	\$50.00
Microphones (2 lapels)	\$50.00
Center	\$100.00
Large Auditorium Mounted Laser Projector, speakers, screen	\$100.00
Small Auditorium Mounted LDC Projector, speakers, screen	\$60.00
Large Auditorium In-house Sound System	\$100.00
Large Auditorium Stage Lighting System	\$100.00
60" Round Tables (20 available )	\$5.00
Studio Piano	\$20.00
Marquee (when available, and only for events scheduled at the Civic Center)	\$50.00
Ice Service	\$5.00

Marquee to Read: \_\_\_\_\_

- c) Food, refreshments, beverages, and coffee service are available for a fee and must be negotiated with the superintendent or designee.
- d) All advertising and promotion is the responsibility of the renting organization.
- e) 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 8/27/18)**

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. Rentals can be scheduled up to one year in advance upon receipt of the completed application and receipt of security deposit. Once approved the requested rental dates will be confirmed. 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.
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](http://www.caswell.k12.nc.us).

Accepted and agreed to: \_\_\_\_\_ Date: \_\_\_\_\_

**RENT AND ALL FEES MUST BE PAID, IN FULL, ONE (1) WEEK BEFORE SCHEDULED EVENT TAKES PLACE.**

**NON-PROFIT ORGANIZATIONS  
IN & OUT OF COUNTY**

<b><u>Space</u></b>	<b><u>In County Non-Profit M-F</u></b>	<b><u>In County Non-Profit Weekends/Holidays (starts 5:00 pm Friday)</u></b>	<b><u>Out of County Non-Profit M - F</u></b>	<b><u>Out of County Non-Profit Weekends/Holidays (starts 5:00 pm Friday)</u></b>
<b><u>Large Auditorium Performance Event</u></b> – 8 Hour Minimum 912 Fixed Seats (950 Maximum Occupancy)	\$300.00	\$350.00	\$700.00	\$900.00
<b><u>Large Auditorium Non-Performance Event</u></b> – 8 Hour Minimum (Banquets up to 500)	\$250.00	\$275.00	\$600.00	\$700.00

<b><u>Space</u></b>	<b><u>In County Non-Profit M-F</u></b>	<b><u>In County Non-Profit Weekends/Holidays (starts 5:00 pm Friday)</u></b>	<b><u>Out of County Non-Profit M-F</u></b>	<b><u>Out of County Non-Profit Weekends/Holidays (starts 5:00 pm Friday)</u></b>
<b><u>Small Auditorium Banquet Style</u></b> – 8 Hour Minimum <b><u>Banquet –style</u></b> 125 – 150 people <b><u>Auditorium-style</u></b> 250 people	\$150.00	\$200.00	\$300.00	\$350.00
<b><u>Community Room/Kitchen</u></b> Maximum Occupancy 75	\$75.00	\$100.00	\$150.00	\$200.00
<b><u>Lobby/Gallery</u></b>	\$75.00	\$100.00	\$150.00	\$200.00
<b><u>Studio (Basement)</u></b>	\$75.00	\$100.00	\$150.00	\$200.00

**FOR PROFIT ORGANIZATIONS  
IN & OUT OF COUNTY**

<b><u>Space</u></b>	<b><u>In County Profit M-F</u></b>	<b><u>In County Profit Weekends/Holidays (starts 5:00 pm Friday)</u></b>	<b><u>Out of County Profit M-F</u></b>	<b><u>Out of County Profit Weekends/Holidays (starts 5:00 pm Friday)</u></b>
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<b><u>Small Auditorium Banquet Style –</u></b> 8 Hour Minimum <b>Banquet-style</b> 125 – 150 people <b>Auditorium-style</b> 250 people	\$300.00	\$350.00	\$350.00	\$450.00
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<b><u>Lobby/Gallery</u></b>	\$150.00	\$200.00	\$200.00	\$250.00
<b><u>Studio (Basement)</u></b>	\$150.00	\$200.00	\$150.00	\$200.00

