



**FACILITY USE GUIDE
FOR THE
THOMAS C. RAGSDALE, SR.
CIVIC CENTER**

Facility Rental

The Ragsdale Civic Center is available for rent to all interested parties. The facility is located on the Town Hall campus and is attached to the main building, however the center is only accessible from the courtyard area located at the back of Town Hall. Jamestown residents and business owners will be given precedent to rent the Ragsdale Civic Center for events.

Physical address: 301 East Main St, Jamestown, NC 27282

Accessed from the rear parking area behind Town Hall by either Guilford Rd or Teague St.

A Full Day Rental is available Monday through Sunday from 8:00 AM to 6:00 PM. If additional time is needed for setup, then prior day facility usage must be considered. If the facility is available, the renter will be allowed into the facility during normal town hall operation hours for minor event setup (check Jamestown website for operational hours). Event setup should be kept to a minimal time or an additional fee may be charged. It is recommend to rent the facility for two days to allow for event preparation one day and the event on the second.

A Half-Day Rental is available Monday through Friday during Town Hall normal operating days at the times specified. Setup for the event must occur within the specified time of rental or a full day rent will be required. This schedule excludes weekends and holidays.

With permission from the Town Manager, non-profit Civic Groups may use the facility after regular business hours for their regularly scheduled club meetings.

A Deposit is required of all renters. The Deposit will be returned to the renter if the facility is properly cleaned, furnishings are replaced as found, key is returned, and no facility or furnishing damage is found. A pre and post event inspection of rented areas will be conducted for damage with the renter. Failure to comply with this procedure will forfeit any right to contest damage. The renter agrees to be responsible for any damages to the room or furnishings.

The Rental and Deposit Fee is due at the time the reservation is confirmed and the rental Agreement is signed. The facility is not considered reserved until proper documentation and rental and deposit fees are provided the Facility Coordinator at Town Hall.

The Deposit is required for each event and must be paid when the Rental Agreement is signed. The Deposit Fee will be applied to any outstanding amounts due on your final bill. The Deposit is refunded if the facility you rent is left in satisfactory condition, or will be retained if excessive clean-up or repairs are required after your event. To assure that you are leaving the facility in satisfactory condition, ask the Facility Coordinator to inspect before you leave or arrange a meeting shortly after the event.

Residency consideration:

For determining residency within Jamestown, a resident is considered someone that owns property within the corporate limits of the Town of Jamestown.

Jamestown Non-Profit Civic Organizations

A fee of \$40 per half day will be billed for each use of the Civic Center. The organization must declare a responsible person to sign the rental agreement on behalf of the organization. The agreement should be renewed at a minimum annually. The organization may request up to three keys to the facility and must pay for the key duplication.

Local Governments, Jamestown Church Groups, and Jamestown School Faculty Events when Sponsored and Supervised by Faculty

A fee of \$80 per half day is due at the time the reservation is made and the application is signed.

Political Parties

Political parties, as defined in G.S. 163-96, may request use the civic center for the express purpose of annual or biennial precinct meetings and county and district conventions, or as allowed by North Carolina General Statutes. A reimbursement fee of \$50 is due for utility and custodial charges.

Security

The town reserves the right to require security officers at the event. If required, the Renter is required to pay the town-provided security officers at the rate of \$30 per officer per hour.

The following groups may use the room at no charge:

1. Town sponsored events (ex: employee or council functions, senior programs, JBA)
2. Regional government meetings in which Jamestown has a role.
3. Official meetings of elected officials. (ex: County Commissioners)
4. Current town employees and town council up to twice a year.

Requirements for Rental

1. Individuals and business owners may rent the Civic Center no more than two times each calendar year, unless approved by the Town Manager under special circumstances.
2. The renter must be at least twenty-one (21) years of age with proper identification.
3. Profit-making events may only be held in the Civic Center when sponsored by a Jamestown church or non-profit agency. In this situation, full rental payment applies no matter the organization non-profit status. Individual and business fund raising may be allowed as approved by the Town Manager.
4. Pets are *not* allowed inside the facility with the exception of service animals.
5. The renter must sign a “hold-harmless” agreement with the Town of Jamestown and agree to abide by all the rules established by the Town Council for use of the Civic Center.
6. The renter must pay the applicable usage fee and deposit at the time the reservation is confirmed.

7. The renter will receive a full refund of Rental and Deposit Fees if the reservation is cancelled thirty days or more (30 days) prior to the function or if the town must close the facility. If the renter cancels the agreement within 30 of the rental date, then the town will refund the full Deposit Fee and a partial Rental Fee. The town will withhold an Administrative fee of \$10 or 10% of the Deposit Fee, whichever is greater.
8. Alcoholic beverages are not allowed on the premises.
9. The Civic Center is a *tobacco free* facility.
10. Any decorations brought on site must be flame retardant and any live greenery must be cut within 24 hours of the function. You cannot affix anything on the walls, floors or ceiling with nails, staples, carpet tape or any other substance that might damage the facility. Glitter, confetti, sparklers, canned string, or like products are not permitted. Bubbles and birdseed are allowed outside only. All decorations brought in by you must be removed at the conclusion of the event unless special permission and arrangements have been made in advance. Only enclosed flames are permitted (votive candles, candles floating in glass container, hurricane lamps, etc.).
11. Catering Services: You are welcome to use any caterer on the list of approved caterers. If you find a caterer you want to use not on the list, we will work with them to add them.
12. Food Provided by You: You may bring in your own food or have your guests bring covered dishes. You will need to bring everything related to your food service. If you use the kitchen you are expected to leave it clean and ready for use. Be sure to ask the Facility Coordinator to inspect it before you leave to avoid cleaning fees being deducted from your Deposit. You are responsible for clearing your tables of all your trash. The trash should be placed in the storage room at the back of the civic center. All or a portion of your Deposit will be retained, if necessary, to cover the expense of excessive cleanup or any damages
13. Per the Guilford County Fire Marshall's Office, the occupant capacity is as follows:

Number of People	Room Set-up
128	Table and Chairs
274	Chairs only
384	Standing room only

Pursuant to North Carolina state building code, occupancy by more than the above-stated is dangerous and unlawful.

A First Half-Day rental is 8:00 a.m.-12:00 p.m., a Second Half-Day Rental is 1:00 p.m.- 6:00 p.m. For events scheduled to end later than 12:00 p.m. or customers who need access to their room(s) earlier than 1:00 p.m. the Full-Day Rate applies. A Full Day Rental is 8:00 a.m. – 6:00 p.m. The Civic Center is not available for rent on Christmas Eve and Christmas Day.

	Monday-Thursday 1/2-days & full-days & Fridays 1st half-days			Fridays 2 nd half-days and full-days, Saturdays, Sundays & Holidays		
	1 st Half-Day Base Rate	2 nd Half-Day Base Rate	Full-Day Base Rate	1 st Half-Day Base Rate	2 nd Half-Day Base Rate	Full-Day Base Rate
Jamestown Resident & Business	\$110	\$145	\$180	\$220	\$290	\$360
Non-Resident	\$160	\$195	\$230	\$320	\$390	\$460

Ragsdale Civic Center Rental Fee Schedule	
Renter	Fee
Local Governments, Jamestown Church Groups, and Jamestown School Faculty Events (half day), Jamestown Non Profit Civic Organizations (full day)	\$80
Political parties as defined in G.S. 163-96	\$50
Jamestown Non Profit Civic Organizations (half day)	\$40
Non-profit Organizations (min. 4 rental per month over a 12 month interval)	\$25
Deposit (required by all)	\$100

Effective August 16, 2016 as adopted by Town Council.



**RENTAL AGREEMENT
FOR USE OF THE
THOMAS C. RAGSDALE SR.
CIVIC CENTER**

By signing below, you agree to and will abide by all terms specified below and in the Facility Use Guide.

1. Usage will be limited to the date and time agreed upon and paid. Additional facility usage may be deducted from the Deposit.
2. Renter will perform set-up/clean-up before and after the function. (checklist provided)
3. Renter will report any damage to the room or furnishings to the Facility Coordinator / town office.
4. No alcoholic beverages are permitted on the premises.
5. No smoking / tobacco products allowed in the Civic Center.
6. Lights must be turned out and doors locked before leaving the Civic Center.
7. A key to the Civic center may be obtained at the town office.
8. A completed inventory and cleaning checklist must be returned with the key to apply for the refund of the deposit.

The renting individual or group, their guests and invitees, understand and agree that the Town of Jamestown will not be responsible for injury to persons using the premises under the terms of its application, nor for damage to or loss of property brought onto the premises, and that the Town of Jamestown will be held harmless for any such injury, damage or loss resulting from the use of its property, including any court cost and attorney fees.

The renting individual or organization, their guests and invitees agree to abide by all rules and guidelines established by the Town Council for use of the Civic Center. By signing below, you are stating you have read usage requirements for the Civic Center and agree to comply with all requirements.

Signed Rental Agreement & Deposit due to Jamestown Staff by:

Date Estimate Prepared:	By:
Event Name/Contact Person :	
Phone:	Email:
Address:	
Event Day/Date:	Event Hours:
Estimated Number of Guests:	
Deposit Required: \$100.00	Fee Required: \$
Are Security Officers Required?	Event Hours X \$30 per officer = \$
Total Due: \$	

Renter: _____ Date: _____

The Civic Center has been reserved for the date and time requested and all fees have been paid.

Town Staff _____ Date: _____



**INVENTORY AND CLEAN-UP CHECKLIST
FOR USE OF THE
THOMAS C. RAGSDALE SR.
CIVIC CENTER**

To assure that you are leaving the room in satisfactory condition, ask the Facility Coordinator to inspect before you leave or arrange a meeting shortly after the event. Please return completed checklist with the key to the town office.

Name: _____ **Date of Use:** _____ **Key #** _____

Clean-up

_____ Clear the facility of all trash produced while the facility was rented by you. Place your trash in the trash cans we provide. Town staff will remove the trash bags.

_____ Restrooms should be neat, all commodes flushed. Trash in receptacles.

_____ Dishes should be washed and returned to the cabinets.

_____ Sinks, stove tops, and counters cleaned.

_____ Floors swept / vacuumed. (please report any spills)

_____ Food and drinks removed from facility.

_____ Decorations removed from facility.

_____ Lights must be turned out and all doors locked before leaving.

Report any damage to facility: _____

Report any damage/ loss of furnishings: _____

Rev. August 2016