

Golden Leaf Commons

Use Policy

GENERAL INFORMATION

The Southside Virginia Education Center Board of Directors makes its facilities available for use by groups and organizations on a first-come, first-served basis. The center's facilities are available for use by community organizations for functions consistent with the Board's mission. Facilities may be used by non-profit community organizations, governmental agencies, and business/ industry partners. Individuals may request the use of campus facilities if consistent with the usage policies set forth in these guidelines. SVEC reserves the right to deny use of its facilities for reasons deemed sufficient by the Board.

TYPES OF FACILITIES & RESOURCES AVAILABLE

The facility is a 9,000 square foot open room that can be divided into thirds. The facility is equipped with tables and chairs for banquet seating of 450 (**maximum capacity 450**). There is a catering kitchen available for the renter's use.

RENTAL FEES

- Friday - Sunday - \$1000* for one day (9am – 1am)
 - Additional day - \$500/each
- Monday – Thursday - \$450* for one day (8am – 12am)
 - Additional days - \$275/each

ADVANCE SECURITY DEPOSIT -\$500 (CASH OR MONEY ORDER ONLY)

- Due **10 DAYS PRIOR** to event and must be paid prior to obtaining rental key. (Returned on the following business day upon completion of conditions listed under Security Deposit Conditions, pg. 6)
- AV System/Equipment Fee - \$250
- Cocktail Tables - \$10 each
- Sectional Rentals – Monday - Thursday (per day)
 - Section #1 (South end) - \$200 (**maximum occupancy 125**)
 - Section #2 (Center) - \$250 (**maximum occupancy 200**)
 - Section #3 (Kitchen) - \$350 (**maximum occupancy 125**)

_____ Renter

_____ Manager

Reservation Fee

A non-refundable Reservation Fee, of 50% of the rental fee, will be collected to ensure the scheduling of the facility. The remaining payment will be due no later than **60 days prior** to the first day of rental. This final payment will not be refunded less than 60 days prior to the first day of rental. **NO PAYMENTS ACCEPTED AFTER 4:30 P.M.**

Rental of the facility includes the following:

54 - Round tables (60" each)
16 - Rectangular tables (8' each)
450 - Chairs
6 - 32-gallon trash cans with bags
2 - Utility carts
Set up (see pg. 3 for set up requirements)
Wi-Fi
Use of the catering kitchen facilities (If renting entire facility or Section#3)
DJ Connection to wall system (Must be requested in advance)

AUDIO VISUAL EQUIPMENT

AV equipment is available for use during a rental period. The renter will be SOLELY responsible for the AV system and all of its components, including but not limited to, its 3 CD players, 3 blue ray players, microphones (ear and handheld), wall plates and all cables. Renter will be liable for replacement costs of any and all missing and/or damaged AV system components. **DO NOT** use any personal cords for the AV system. They will be provided by the facility. No decorations are to be in, on, or around any AV system apparatuses. (Including projectors and screens) **A separate fee is required for the use of the equipment.** Any local, state, or federal government agencies, renting the facility, may request the waiver of the Audio Visual rental fee upon request.

SCHEDULING PROCEDURE

Reservations are made through the facility manager, Debbie Norwood Drummond. Her contact information is:

Debbie Norwood Drummond
1300 Greensville County Circle, Suite B
Emporia, VA 23847
(434) 348-4125
goldenleafcommons@gmail.com

Renter

Manager

Once an event is placed on the Boards master schedule, the renter is required to submit a completed Reservation Form (see attached – pg. 7). Forms may be electronically submitted to goldenleafcommons@gmail.com. The reservation fee of 50% of the rental fee will be collected to ensure the scheduling of the facility. **Please make checks payable to Greensville County Treasurer and send to the address above.**

All parties, including the renter, coordinators, decorators, caterers, DJ, bands, and all others involved in any event, are required to meet with the facility manager/staff member to discuss the policy requirements.

In unusual circumstances, cancellation of a scheduled event may be necessary to accommodate an emergency evacuation of residents east of the facility. The cancelled event may be rescheduled as facility availability allows. If other adequate facilities are available, the group may be moved in order to avoid canceling the event.

CANCELLATION BY RENTER

If the rental fee is paid in full and the renter cancels their event more than 61 days prior to the event, 50% of the full rental fee will be refunded. Cancellation less than sixty (60) days prior to an event forfeits all payments.

RESERVATION PROCESS

A reservation form must be completed, signed by the renter, and submitted along with the required fees, to the facility manager within the timeframe noted above.

TYPES OF EVENTS AND LIMITATIONS

The facility is available for a variety of events, including receptions, reunions, meetings, workshops and seminars. Activities shall not be discriminatory or abusive of others by reasons of age, sex, religious beliefs, national origin or handicap.

Renters are required to adhere to the Code of Virginia with respect to all event activities including Virginia Health Department and Alcohol Beverage Control permits (Title 4.1 – copies provided upon request). **It is the renter's responsibility to acquire any permits necessary for their event.**

SET-UP BY GOLDEN LEAF COMMONS PERSONNEL

Arrangements for any room set-up must be submitted at least ten (10) days prior to the event. Staff will not be able to set up the facility if the plan is not received in time. A renter must contact the Golden Leaf Commons to schedule an appointment on the calendar to view the facility.

_____ Renter _____ Manager

DECORATIONS

Decorating must be done within the rental period; if you or your decorator need additional days to decorate or break down, you need to rent the additional days. Do not place tables or chairs against the walls of the facility. Either the renter or the decorator must notify the Golden Leaf Commons of any ceiling decorations being provided. **Attachment of any type of decorations to the walls of the facility is strictly prohibited.**

There is to be nothing attached in any manner to the flagpoles outside. The lamp posts, brick columns, building facade, foyer, lobby, and hall can be decorated as long as surfaces are not defaced or damaged in any way. Do not decorate foyer, lobby, or hallways during business hours or when in use by staff. No permanent fasteners or tape of any kind is allowed on walls, windows, ceilings, floors and work station. No staples are allowed to be used on the tables or chairs. No decorating is allowed on or around the work station. Nothing is to be suspended from the drop ceiling or overhead, or around any AV system apparatuses, including projectors and screens.

WEDDING DEPARTURE CELEBRATIONS

The use of birdseeds, rice, or any flamed sky lanterns are prohibited within or outside of the facility. All celebration props must be discussed with facility manager.

PYROTECHNICS, OPEN FLAMES, TENTS AND AIR SUPPORTED STRUCTURES

All pyrotechnic displays and open flames (excluding tabletop candles) indoors or outdoors will require permits and approval by the Greenville County Fire Official. Tents and air supported structures with an occupant load greater than 50 persons or with an area greater than 900 square feet will require a permit from the Greenville County Building Department.

LIABILITY

Sponsoring individuals and organizations are responsible for the conduct of their guests while in the facility. Renters must agree to assume full responsibility for liability, injury or damage to persons or property to the extent caused by the negligence or willful misconduct of renter and their guests. A statement of insurance covering use of the facility may be required prior to use. SVEC accepts no liability for loss or damage of renter's personal property except to the extent such loss was caused by SVEC's negligence or willful misconduct.

In consideration thereof, it is understood and agreed that the renter will indemnify and save harmless the Greenville County Industrial Development Authority, its agents and employees from any and all liability, claims, expenses, costs, and attorney's fees caused directly or by its negligent use of the facility. It is further understood that the IDA Board shall not be responsible for any property damage to others or personal injury to others, including death, that may arise out of the use of the facility, except to the extent caused by the IDA's negligence or willful misconduct.

Renter

Manager

THE RENTER AGREES TO LEAVE THE FACILITY AND/OR GROUNDS IN THE SAME CONDITION THAT EXISTED PRIOR TO THEIR USE.

REFRESHMENTS AND OTHER SERVICES

Food and refreshments may be served in the facility. The renter is responsible for providing refreshments, cleanup, placement of trash in containers, and for the cost of the repair of any damaged or soiled furniture, floors or walls. The renter is also responsible for the cleanup of any outdoor areas that are utilized. Board personnel will not assume responsibility for any aspect of food and refreshment service. The renter must provide items such as tablecloths, water pitchers, eating and cooking utensils, glasses, paper products, etc.

PARKING

Ample parking is available around the facility. Handicap spaces are clearly marked and should be utilized only by vehicles bearing official handicapped driver designation.

SECURITY

Security may be required at the expense of the renter and must be approved in advance by the facility manager.

THIRD PARTY RENTALS

Patrons may not book the facility for the purposes of renting to another party ("third-party rental"). Third-party rentals will result in the loss of rental privileges for all parties involved.

RENTER RESPONSIBILITY

The undersigned renter shall be at least 21 years of age and shall be legally responsible for compliance with all articles of this policy, and any damages, which may occur to the facility as a result of the usage covered by this rental. The undersigned renter shall be present at all times during the reservation period.

ALCOHOL

Renter may provide alcohol in the facility in strict compliance with all the laws of the State of Virginia. Rules governing alcohol and applications can be found at the following link: <http://www.abc.virginia.gov/licensing.html> Please provide a copy of license once obtained. All guests must keep alcoholic beverages inside the facility. Guests should not wander onto the grounds, classroom areas and/or parking lot with alcoholic beverages. Any person who cannot act responsibly will be asked to leave by the Sheriff's Department. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the Sheriff's Department.

_____ Renter _____ Manager

SALES

An organization must be organized and operated exclusively for exempt purposes as set forth in section 501(c)(3) of the IRS charity requirements, and none of its earnings may inure to any private shareholder or individual in order to include the sale of any item(s) at its event. Proof of exemption must be provided with reservation form.

Renters can provide alcohol in the facility in strict compliance with all the laws of the State of Virginia. See Alcohol section above.

DRUGS AND OBSCENITIES

Absolutely no drugs of any kind are allowed in the facility or on the grounds. Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises either by the attendant or the Sheriff's Department. **No refund shall be given.**

TOBACCO/SMOKE FREE ENVIRONMENT

No tobacco products, lit or otherwise, including, but not limited to, cigarettes, cigars, chewing tobacco, dip, snuff, vapors, electronic cigarettes (e-cigs), etc...may be used within the facility.

TICKETS/ADMISSION CHARGES/DONATIONS

Advanced ticket sales will be allowed only with prior approval from the Board. Written requests must be submitted to the Board before ticket sales are advertised or a minimum of 2 months prior to the event. No person may use the facility for personal profit. **All non-profit organizations must provide a copy of their tax exempt 501 (C) (3) letter to be placed on file for all current and future events.**

REQUIRED EXITS AND EGRESS

All marked exit doors and corridors shall remain clear and free of obstructions.

SECURITY DEPOSIT CONDITIONS

Thank you for choosing the Golden Leaf Commons for your special event. Please do us the courtesy of leaving the building the way you found it. Failure to do so may result in the loss of your security deposit.

_____ Renter _____ Manager

Clean up tasks:

Renter is responsible for cleaning the facility. The County provides garbage cans and garbage bags for the convenience of the renter. All cleaning supplies can be found in the kitchen area (broom, dustpan, mop & bucket) along with extra trash bags. Renter must complete the following clean up tasks:

- *Clean off all tables and wipe up any spills.
- *Mop kitchen floor with cleaning solution provided (if kitchen was included in rental).
- *Clean up any food and/or drink spills on flooring within the Commons with water only.
- *Carefully remove all decorations from facility, halls, restrooms, lobby and grounds.
- *Facility must be cleared of your supplies including the kitchen, storeroom and lobby.
Do not leave personal items in the facility. Staff is not responsible for items left behind.
- *All food and drinks must be removed from refrigerators and freezers.
- *Sinks, countertops and stovetop should be cleaned.
- *Dispose of all trash items in the dumpster provided (There is a dumpster located behind the facility. Leave empty garbage cans inside the kitchen.)
- *Check/clean restrooms so they are left in the same condition as found.
(Pick up all paper, empty all trash receptacles, flush all toilets, and turn off all lights.
- *Check the grounds around the facility and parking lot where guests might have dropped cups, cans, and other debris. Leave the grounds in the condition the renter found them.
- *All lights must be turned off.
- *AV system must be turned off.
- *Projector must be turned off.
- *All exterior and interior doors must be tightly shut and locked.
- *Return facility keys to the key box.

Maintenance Issues

If an issue arises with the facility, an attendant will be on the premises to assist you.

_____ Renter _____ Manager



Terms and Agreement

I, the undersigned, have read and understand the terms and agreement for the rental of the Golden Leaf Commons (facility). The provisions of the guidelines have been thoroughly discussed with me by the facility manager/staff member, and I agree to uphold these regulations in accordance with said policy. All renters must consent to the terms of the policy in order to have access to the facility.

Signature of the Renter

Date

Signature of Facility Manager/Staff Member

Date

Golden Leaf Commons
Facilities Reservation Form
Use Policy and Security Deposit Agreement

I, the undersigned, have read and understand the rental policy attached. I will adhere to the policy and security deposit conditions throughout my event.

Signature of this form and a non-refundable Reservation Fee of 50% of the rental amount will ensure your reservations.

Renter

Date

Organization/Individual: _____

Date(s) Needed: _____

Purpose/Type of Event: _____

Time Needed: Set up/clean up ____ (am/pm) to ____ (am/pm)

Actual hours of Event: ____ (am/pm) to ____ (am/pm)

Estimated Number of Participants: _____

Ticket Sales: ____ NO ____ Yes (Advance Sales only) *see notes pg. 6

Alcohol: ____ No ____ Yes *see notes pg. 5

Contact Name: _____

Address: _____

City, State, zip _____

Daytime Phone Number: _____ Cell Phone: _____

Email address: _____

For questions contact Debbie Norwood Drummond, (434) 348-4125
goldenleafcommons@gmail.com

Balance on rental fee due: _____ (60 days prior to event date)

Security Deposit due: _____ (10 days prior to event date)

Set-up plan due: _____ (10 days prior to event date)

FOR OFFICE USE ONLY - Record of payments by renter

Weekday Use _____ Weekend Use _____ Extra Day(s) _____ Section (s) _____

Total Amount Owed \$ _____

50% Rental Fee Paid \$ _____ Date _____ Staff Initial _____

Balance of Rental Fee Paid \$ _____ Date _____ Staff Initial _____

 Paid \$ _____ Date _____ Staff Initial _____

Security Deposit Paid \$ _____ Date _____ Staff Initial _____

AV System/Equip. Paid\$ _____ Date _____ Staff Initial _____

Cocktail Tables Paid\$ _____ Date _____ Staff Initial _____

