



65 Kissam Street, Jefferson, GA 30549
Phone: 706-367-5754 Fax: 706-367-1383
www.cityofjeffersonga.com

Rules, Policies and Conditions for Use
(Effective July 2006)

1. The person signing the Lease Agreement form accepts the role of Lessee and all responsibilities thereof as outlines on this form.
2. Jefferson Civic Center personnel will be required in the building during events and must have access to all areas of the building at all times.
3. Children must be with an adult at all times and any type of "horse play" is not permitted.
4. Any damage to the Jefferson Civic Center or to any of the surrounding area that is deemed a consequence of any event held at the Civic Center will be the responsibility of the Lessee. This will include any damages incurred by any individual attending said event. Additional charges may be billed to the Lessee for damages if accessed by the Civic Center Manager.
5. A deposit is required to reserve any part of this facility. Deposit must be made within 7 business days of making reservation.
6. Rental fees must be paid in full a minimum of seven (7) business days before the event.
7. The rental period begins when the rented space is unlocked for the Lessee and ends when it is cleaned up to the satisfaction of the Civic Center Management.
8. Cancellation within 15 days of an event will result in forfeiture of the deposit. Cancellation more than 15 days in advance of an event will result in the return of the deposit, less a \$50.00 cancellation fee.
9. Following an event, Lessee is responsible for leaving the facility clean and orderly. This includes all trash and debris put in garbage cans; no damage to tables or chairs; and all decorations removed. Lessee may be refunded the damage/clean-up deposit if the final walk-through checklist is signed before departure by Lessee and Civic Center Staff. Carpeted areas must be vacuumed, kitchen areas must be mopped, linens must be removed from tables and bagged. Trash and debris should be bagged and placed in the outside dumpster, no damage to tables or chairs; and all decorations removed. (Please see the attached checklist).
10. Stains and spills should be reported to the Civic Center Management immediately.
11. Table and chairs will be set up by Civic Center personnel. Written instructions are due to Civic Center Management no less than seven (7) business days prior to event. Tables and chairs can only be moved with prior approval. Tables cannot be used without cloths.
12. Only authorized persons are allowed to operate sound, lighting, rigging, stage equipment and audio visual equipment. Authorization can only be granted by Civic Center Management and is given on an event by event basis.
13. Bicycles, skateboards, roller skates, roller blades or other such recreational devices are not allowed inside the facility or on exterior grounds.
14. No animals except seeing-eye dogs are allowed anywhere in the facility.
15. Smoking, dipping, chewing or spitting of any tobacco product is not allowed anywhere inside the building or outside the building except in the designated smoking area.

16. Decorations must be approved by the Civic Center Management. Taping, gluing, tacking, or stapling of any material to Civic Center property or building is not allowed. Glitter, confetti, loose live flower petals, open flames or burning of material of any kind is not allowed. Candles and helium balloons are only allowed on a case by case basis and must be approved by the Civic Center Management.
17. All caterers must have a Georgia business license.
18. Security personnel may be required at certain events, including any event where alcohol will be served.
19. The Jefferson Civic Center Management and the City of Jefferson will not be responsible for any lost or stolen items. The Lessee shall have no recourse or cause of action to be compensated if anything is left in or on the grounds of the Jefferson Civic Center.
20. The Lessee shall insure that an attendance count shall be kept at all times and that the stated capacity of any space in this facility shall not be exceeded at any time.
21. Any accidents must be reported to the Civic Center Management immediately.
22. This facility shall only be used for the purpose stated on the Lease Agreement. Any illegal activity found to be occurring will result in immediate cessation of the event, loss of deposit, and notification of law enforcement personnel. The Civic Center Management reserves the right to cause a cessation of any event at any time and the Lessee will have no cause to request a refund of any monies paid.
23. All events shall end by 12:00 a.m. and the building shall empty of all persons by 1:00 a.m. No event shall start earlier than 6:00 a.m.
24. Alcoholic beverages will only be allowed by special permission. At no time can any transaction involving money or any type of script for any alcoholic beverage take place on Civic Center property. The selling of cups to be used primarily for drinking alcoholic beverages is a circumvention of the law and is not allowed. It is strictly prohibited for any alcohol to be served or furnished to or by any persons under the age of 21 years of age. The serving of alcohol must be stopped one hour prior to end of event.
25. Lessee agrees to hold Civic Center Management, City of Jefferson, its Mayor and Council, Departments, other elected officials and personnel wholly harmless against any lawsuit resulting from usage of this facility.
26. Lessee acknowledges that there will be no discrimination in the use of this building regarding race, religion, sex, or nationality.
27. Lessee acknowledges that use of the facility is subject to all City of Jefferson, State of Georgia, and Federal laws and regulations.