



Copeland Hall Facility Usage Policies

Please read the policies outlined below, carefully. If you need additional explanation, or have questions, contact Jan Gibbs, Bowdon City Hall, 770-258-8980, during normal business hours. Initial each section in the area provided, sign and date the document, and return to Jan Gibbs, Bowdon City Hall, 136 City Hall Ave, Bowdon, GA 30108.

SAFETY REQUIREMENTS

The sidewalks, passageways, halls, stairways, seating areas and exits may not be obstructed by lessee or any other person or object. No large trucks, house trailers, tractor trailers or signs may be placed on the property without consent of management.

Injuries, breakage, damage, missing property or equipment should be reported to management immediately. Outside facility doors should be kept closed and locked during rehearsal and move-in.

No person will be allowed to bring in or keep in the facilities anything that may create a fire hazard or be detrimental to the fire protection of the building.

No gasoline, explosives, oils, or artificial lights are permitted in the buildings on the grounds without consent of management. The number amperage and wattage of lights, fixtures, or equipment for any event may be limited, subject to availability.

The lessee must not sell tickets in excess of facility capacity. The City of Bowdon reserves the right to monitor attendance and limit the admission, should the facility reach capacity. Capacity shall be determined by the fire marshal.

Only water based, non-flammable paints are allowed to be used in set preparation and only in areas pre-approved by the facility coordinator. Tools and materials will not be furnished by the City of Bowdon.

Smoking is prohibited in all City of Bowdon facilities per the Official Code of Georgia as adopted by the Bowdon City Council February 2, 2002.

EVENT PERSONNEL

The lessee or his/her representative must remain at the facility until the event is over and all participants, audience, equipment and/or property has been removed.

The lessee is responsible for providing ticket sellers, ushers, doormen, or parking attendants, as needed. These employees would be subject to the following: approval of management, knowledge of the facility rules and ability to enforce the facility use guidelines. The approval of stage hands and technical production personnel should be arranged with management prior to event.

The lessee will arrange for all move-in and move-out personnel. City staff is not available to assist with loading or unloading event equipment or materials.

Personnel hired by the lessee for cleaning of the building or grounds should be approved by facility coordinator.

If a performer does not appear or perform, as advertised, the promoter will explain to tickets holders why there was no performance and will make refunds if requested.

Only authorized personnel, subject to management approval, will operate lights, sound, curtains or stage equipment in the facility. All equipment should be returned to original configuration or lessee will be charged prevailing rates for restoration.

_____ SOUND SYSTEM

Copeland Hall will provide general, minimal operation of light and sound equipment at no additional cost. Specialized operation of light and sound equipment may require additional fees, depending on the scope of need. Lessee may provide their own sound and light technician, but approval of that personnel must be obtained at least 2 weeks prior to the event, and must be approved by Copeland Hall management.

_____ FACILITY USE GUIDELINES

_____ Move-in/out time is expected to be completed within the date/time specified on the facility lease agreement. Additional time must be approved by facility coordinator and a fee will be charged at the current rate.

_____ Nothing contained in the agreement shall be construed to prohibit the Bowdon Police Department, Carroll County Health Department, State Fire Marshall, or any other agency of the City of Bowdon, its agents or its employees from entering the leased premises for the purpose of discharging their lawful duties.

_____ No pamphlets, inserts, advertising matter, political handbills or the like may be distributed at the facility without the consent of the management. Pickets and solicitations are prohibited.

_____ No large trucks or signs are to be placed in the parking lot areas. House trailers and tractor trailers are prohibited on the property unless permitted by the management.

_____ Anyone found abusing, destroying, or removing city property will be barred from the premises.

_____ No furniture and or equipment is to be moved by anyone except City personnel. No facility furniture is to be used as stage sets, nor is equipment to be used by anyone renting the facility (this includes any office equipment) without the consent of management.

_____ The building of the theater sets is limited to backstage areas adjacent to the loading dock. The work area must be kept clean and closed upon completion of construction. No props, sets or other materials are materials are to be transported through the theater. All loading and unloading should be done via the loading dock.

_____ The loading dock should be kept clear of debris. Parking in this area shall be limited to the time necessary for loading and unloading. Loading zone regulations will be strictly enforced. Fire lanes must remain open at all times.

_____ Animals may not be brought into the facility without the express consent of the management.

_____ Event advertising naming the facility may not be distributed prior to signing a facility lease agreement and paying a deposit.

_____ Lessee is to have an approved agent available to receive and ship all freight within the date/time on the agreement. Freight will not be accepted prior to event dates and the City of Bowdon will not be responsible for any freight shipped to or from the facility.

_____The City of Bowdon assumes no responsibility for items left by users or for lost and found items. The City reserves the right to remove from the building all property remaining in the building after the leased time has lapsed or to charge the lessee \$100 for the first day and \$25 for each additional day up to 30 days. Property will be disposed of at the discretion of management.

_____Lessee accepts building in good order and repair and agrees to return in to the City of Bowdon in the same condition, normal wear accepted. Theater systems must be restored to the prescribed configuration or lessee will be required to pay a minimum of four hours technical time at the prevailing rate.

_____The lessee has read and understands the Time Requirement Policy, contained in the contract. Lessee understands she/he will incur additional charges if not vacated by the agreed upon time.

_____The lessee will be liable for all damages caused through its own action or the action of any of its employees, agents, or anyone visiting the building upon the invitation of the lessee, as well as damages caused to the building, persons or property for which the City is held liable.

_____Management reserves the right to review any contracts between the lessees and other parties involved in the events.

_____No portion of the facility may be subleased out by the lessee without the consent, in writing, of the facility coordinator. No building may be used by the lessee for any purpose except as specified on the agreement.

_____The City of Bowdon will furnish air conditioning, heating and lighting which, in its opinion, is adequate with respect to the intended use. However, the City shall consider both the burdens placed by the intended use and the reasonable agreement and shall not entitle the lessee to any rebate in rental fees.

_____The City of Bowdon reserves the right, at any time, to order removed any persons, animals, furniture, fixtures, wiring, exhibits or other items, and to terminate the agreement without notice or liability.

_____ **EVENT DECORATIONS**

No chairs, tables, decorations or any other items are allowed in aisles, doorways or passageways. This is strictly enforced by the Fire Marshal.

Open flames of any type are prohibited, i.e. candles, flashpots, etc. all decorative material must be flame proof before it will be allowed in the facility. After unpacking, all boxes and packing materials must be removed from the building.

No nails, tacks, staples, brads, etc. may be driven into any portion of the facility. No changes, repairs, painting, staining or alterations that will change the finish, appearance or contours of the building will be permitted without the consent of management.

Use of tape on city furniture, equipment or building structures is prohibited unless prior authorization by management. **This includes the stage floor.**

Helium-filled balloons are prohibited.

No exhibit may be displayed outside of the facility or suspended from permanent fixtures without the permission of the management.

_____ **FOOD SERVICES**

If use of concession area is included in lease agreement: lessee should coordinate the use of concession area equipment with the recreation director.

Food or drinks are not to be taken into the auditorium. All concessions must be consumed before entering the performance area. Garbage should be placed in garbage receptacles.

_____ **ALCOHOLIC BEVERAGES**

Alcoholic beverages are not permitted on City property. City of Bowdon police officers will strictly enforce this rule.

_____ **INSURANCE REQUIREMENTS**

Commercial lessees and lessees taking orders or selling merchandise, distributing food, or events with a higher risk factor must agree to carry comprehensive liability insurance in a company authorized to do business in the state of Georgia. Minimum insurance coverage is required as follows: \$500,000 bodily injury to any one person; \$1,000,000 for bodily injury from any one accident; \$100,000 for property damage for any one accident. Coverage must also protect lessee and show the City of Bowdon as an additional insured during the period of the event. Certificates of insurance must be delivered to the facility coordinator prior to the event. Failure to provide proof of required insurance coverage will result in cancellation of the event.

All ratified contracts contain waivers of liability and should be reviewed thoroughly by lessee.

_____ **BUSINESS LICENSING REQUIREMENTS**

In some cases, vendors may be required to have a business license. Check with City Hall for details.

_____ **SECURITY REQUIREMENTS**

Security for events may be required at the discretion of the facility coordinator. All security must be coordinated through the Bowdon Police Department.

I have read the Facility Usage Policies outlined in this document, regarding use of Copeland Hall, Bowdon, GA. I agree to abide by these policies, as stated. I understand that my failure to abide by these policies could result in my loss of rental privileges for this and other City facilities, additional charges, or both.

_____, Lessee, Date: _____

_____, Copeland Hall Event Coordinator
Jan Gibbs

Date: _____