

# North Carolina Cooperative Extension Currituck County Center

## Policies and Procedures for Use

The North Carolina Cooperative Extension - Currituck County Center is a governmental facility designed to accommodate the staff in facilitating the mission of Cooperative Extension as an educational outreach of the land grant universities including North Carolina State University and NC A&T State University.

### **Availability of Facility**

The North Carolina Cooperative Extension - Currituck County Center staff shall have priority use of the facility and shall be the contact agency for approval and scheduling of all events. Other county departments or agencies will be allowed to use the auditorium and classrooms explicitly for departmental or official county business without charge by completing a request for facility form up to six months in advance. The building use will be determined on a space available basis with the intent to provide educational outreach or training of personnel.

Clientèle groups and affiliates of North Carolina Cooperative Extension - Currituck County Center will be permitted to use the facility for educational purposes at no charge. (4-H Clubs, Extension Master Gardeners, etc.). Currituck County Schools are permitted to use the facility for educational or official business purposes at no charge during regular business hours. Events outside normal business hours are subject to a custodial fee.

**The auditorium has a maximum seating capacity of 467.** The auditorium is available for lease by outside groups and organizations. Classrooms and conference rooms are also available for lease *for the expressed use of education and training and may not be used for other purposes.*

The Currituck County Board of Commissioners shall reserve the right to schedule the use of the facility at any time for business emergency.

The North Carolina Cooperative Extension, Currituck County Center or County of Currituck reserve the right to refuse any request for use of facility based on concern for the health, safety, and welfare of the users, invited guests, or general public; as well as the protection, security, and image of the center.

### **Summary of Procedures**

1. All groups must complete a facility use request form online at <https://go.ncsu.edu/currituckextensionfacilityrequest2023>.
2. A \$50, non refundable deposit is required within 5 days of approval of the request.
3. The Event Holder shall provide Currituck County with a Certificate of Insurance (in the amount of \$1,000,000.00) naming Currituck County as the additional insured and listed at the certificate holder.
4. Payment in full as well as the completed certificate of insurance are required 10 days prior to the event to avoid cancellation.

## **Charges and Fee Schedule**

Rental fees are applicable for all private parties, citizens or residents. **Failure to submit payment in full by 10 days prior to the event will result in event cancellation.** Payment will be made to the *County of Currituck* by cash, cashiers check or local personal check with proper identification.

## **Rates**

**Sales Tax will be charged on all rentals**

Elizabeth P. Sanderlin Auditorium	\$500.00/per day
Conference Room	\$100.00/per 2 hours (2 hour minimum)
Classrooms	\$50.00/per 2 hours (2 hour minimum)
Staffing Fee	\$25.00/per hour (4 hour minimum)
Reserved time for set up	\$100.00 (11 am - 4 pm on the business day prior to event)

## **Procedures for Scheduling use of the Center Facility**

1. All groups must complete a facility use request form online at <https://go.ncsu.edu/currituckextensionfacilityrequest2023>. If a rental fee is applicable a \$50.00, non refundable, deposit is required at the time the request is submitted. Please contact Susan Lenda, County Extension Support Staff, Currituck County Center at (252) 232-2262 or by email [selenda@ncsu.edu](mailto:selenda@ncsu.edu) with any questions.
2. Reservations shall not be considered complete until deposit is received. County groups and those not subject to fees must complete and submit the post-event checklist at the conclusion of use.
3. The length of time for use shall be scheduled at the time of request and will be adhered to during the event. No events may be scheduled before 8:00 am or after 10:00 pm without prior approval.
4. All events that are outside of normal business hours will be subject to a staffing fee of \$25.00 per hour (four hour minimum) in addition to the rental charge. A member of the staff must be on site for the duration of the event.
5. • Initial: The Event Holder shall provide Currituck County with a Certificate of Insurance (in the amount of \$1,000,000.00) naming Currituck County as the additional insured and listed as the certificate holder. The Event Holder is also responsible for ensuring that all vendors (including an Officiant) hired by the Event Holder have provided Currituck County with a Certificate of Insurance (in the amount of \$1,000,000.00 naming Currituck County as the additional insured and listed as the certificate holder). The event will not be allowed to take place without all Certificates of Insurance on file.
6. Appeals to applications will be determined by the Currituck County Board of Commissioners.

## Regulations Governing Use of the Facility

1. The sponsoring organization or individual shall be responsible for the well-being and orderly conduct of all those involved in the event.
2. Lessee shall hold harmless Currituck County, its employees, agents the Currituck County Commissioners, for any loss, damage or injury resulting from the use of any county facility or grounds.
3. Alcohol is not permitted in or on the grounds of the NC Cooperative Extension, Currituck County Center. No intoxicated persons or illegal substances will be allowed on the grounds.
4. All County facilities including the North Carolina Cooperative Extension, Currituck County Center are smoke-free facilities.
5. No tape, nails, pins, screws, or any other device may be used to affix signs, posters, or decorations to any wall surface in the facility.
7. Lessee shall notify the Administrative Assistant of North Carolina Cooperative Extension - Currituck County Center or county designee of any cancellation or change.
8. Cancellation notices must be received seven business days prior to the event in order to receive a full refund of rental fees **less the deposit**. Refunds will be issued by the Currituck County Finance office and will be processed in the normal manner for payment of any bill.
9. Set-up of tables and chairs is ultimately the responsibility of the lessee and should be completed during regular business hours, or within the rental time. It is also the responsibility of the **lessee** to return all items in the room to their original location at the close of the event and leave the building clean and orderly.
10. Facility can be reserved for set up (to be completed by lessee) from 11 am to 4 pm on the business day prior to the event for an additional fee of \$100.00 based on facility availability.
11. Only cold, boxed lunches are allowed to be served in the classrooms and conference room. For all other food consumption the auditorium must be reserved and utilized.
12. Food safety guidelines require that all tables must be covered with appropriate materials before serving any food.
13. Food preparation/on site cooking is not allowed in the Extension Demonstration Kitchen. This area can be used only for catering purposes and all utensils, appliances etc. must be provided by the caterer. **The use of appliances including stoves, refrigerator, dishwasher and microwave is prohibited.**
14. Garbage must be placed in appropriate containers and removed from the building and placed into the dumpster **by the lessee**.
15. Securing law enforcement to provide for safety and traffic control shall be the responsibility of the reserving party. Certain events may be required to provide security personnel. The lessee will be responsible for providing personnel from a reputable, bonded company with proof of bond and workers compensation insurance.

16. Any damages incurred to furnishings, building, or grounds will be the responsibility of the user and will be charged accordingly.
17. Media/AV equipment is to be the responsibility of the lessee.
18. In the event of extenuating circumstances the North Carolina Cooperative Extension, Currituck County Center reserves the right to cancel activities. However, every effort will be made to honor approved reservations. Notice will be given in advance as conflicts arise.
19. Failure to comply with policies and procedures will result in forfeiture of privileges to rent/use the facility.

**In the unlikely event you arrive at the building on your reserved date and time and find the facility locked and custodian not on the premises please call Currituck Communications at 252-453-3633 for assistance.**

