

# Brunswick County Conference Center Use Policies and Procedures

## I. GENERAL INFORMATION

The Brunswick County Board of Supervisors (Board) makes the Brunswick County Conference Center (Center), located at 100 Athletic Field Road, Lawrenceville, Virginia 23868, available for short term use by governmental, civic and community groups and organizations as well as County citizens (User) on a first-come, first-served basis, with certain restrictions. The Center is available for use consistent with these Policies and Procedures. User fees offset County expenses to operate the Center.

## II. TYPES OF FACILITIES, FEES & RESOURCES AVAILABLE

The Center consists of two (2) rooms and kitchen area that can be used for meetings or events. The Center is equipped with tables and chairs for banquet and theatre style seating.

### A. Center Use Fees

<b>John E. Thomasson Room</b>	<b>User Fee 8:00 a.m. – 12:00 a.m.</b>	<b>Maximum Capacity</b>
User Fee <i>(Includes room set-up fee)</i>	\$300.00	146
Security deposit <i>(Refundable per Section II-C)</i>	\$150.00	
Law Enforcement	<i>Required for evening events or those events in which alcohol is consumed. Contact Sheriff's Office for pricing.</i>	

<b>Saint Paul's Room</b>	<b>User Fee 8:00 a.m. – 12:00 a.m.</b>	<b>Maximum Capacity</b>
Saint Paul's Room <i>(Includes room set-up fee)</i>	\$250.00	100
Saint Paul's Room & Bowling Alley* <i>(Includes room set-up fee)</i>	\$300.00	
Security deposit <i>(Refundable per Section III)</i>	\$150.00	
Law Enforcement	<i>Required for evening events or those events in which alcohol is consumed. Contact Sheriff's Office for pricing.</i>	

*\*See Section D below.*

<b>Kitchen</b>	<b>User Fee</b>
	\$50.00
<b>Bowling Alley*</b>	<b>User Fee</b>
	\$125.00

*\*See Section D below.*

- B. Use of Facility. Refer to Section III. Reservation Procedure to request use of facility. One-half (1/2) of the user fee (Refer to Section II-A), and all of the security deposit fees (Refer to Sections II-A and II-C), must be paid by the prospective User to ensure the reservation of the Center. The remaining user fee payment will be due no later than 30 days prior to the day of use. See Section IV, Cancellation by User.
- C. Security Deposit. A security deposit in the amount of \$150 must be paid in addition to one-half of the user fee to ensure reservation of the Center. The security deposit is refunded within five (5) business days provided that all requirements of these Policies and Procedures have been complied with. The Board shall be entitled to keep all or any portion of the Security Deposit to satisfy any amount owed by User or to reimburse the Board for any costs or expenses resulting from User's failure to comply with these Policies and Procedures.
- D. Bowling Alley. The Bowling Alley is available for rental on Fridays and Saturdays only between the hours of 2:00 p.m. and 8:00 p.m. A request may be made to rent the Bowling Alley outside of these hours and will require additional approval.
- E. Use of Parking Lot Only. Use of the parking lot only for drive-thru events is allowed at a rate of \$150 for four (4) hours. User will not have access to the building or its facilities; however, requirements for use of the building outline in this policy still apply.
- F. Cleaning Requirements. User is responsible for cleaning. The Board's staff provides garbage cans and garbage bags for the convenience of the User. User must complete the following clean up:
- Clean off all tables and wipe up any spills.
  - Clean up any food and/or drink spills on "main floor"
  - Carefully take down decorations.
  - Check restrooms so they are left in the same condition they were at the beginning of the event. Pick up all paper and flush all toilets.
  - Clean the grounds around the Center and parking lot where guests might have dropped cups, cans, and other debris.
  - Leave the grounds in the condition the User found them.
  - The User is responsible for trash disposal. There is a dumpster located in the rear of the Center.
  - Kitchen area must be cleaned.
  - Failure to comply with any provision or requirement of this policy shall result in forfeiture of security deposit and either no refund or only partial refund.
- G. Room Set Up. Arrangements for any room set-up must be indicated at least ten (10) working days prior to the event. Center staff may not be able to honor late requests.
- H. Use Time Period. Use of the room from 8:00 a.m. to 12:00 a.m. includes set up and cleanup after the meeting/event. All events are to conclude by 12:00 a.m. midnight, and user will

have one hour after the event concludes to cleanup. Any use beyond this period will be charged an additional fee of \$75.00 per hour.

- I. Capacity. Events may not exceed the Maximum Capacity stated in Section II-A, Types of Facilities & Resources Available. Any event that exceeds the Maximum Capacity will be terminated.
- J. Government Fees. The County of Brunswick, Commonwealth of Virginia and Federal Government, and their departments and agencies, may use the Center in accordance with these Policies and Procedures without paying a user fee.
- K. 501(c)(3) Entities. Organizations with 501(c)(3) status will be charged a user fee of \$145 for the John E. Thomasson Room and \$125 for the Saint Paul's Room. All 501(c)(3) entities must also pay security deposit and law enforcement fees. The organization must provide proof of 501(c)(3) status at the time it submits its Reservation Form for use of the Center.
- L. Resources Available:
  - a. Tables
  - b. Chairs
  - c. Trash Cans
  - d. Kitchen

### III. RESERVATION PROCEDURE

The Center may be reserved by contacting Brunswick County Government per the information below. This form must be completed and signed by an authorized representative of the User group.

Form may be electronically submitted via the website or to the address below. One-half (1/2) of the User fee and security deposit must be collected to ensure the scheduling of the Center. You may pay by Money Order, Cashier's Check, Debit or Credit Card. Personal checks are not accepted. **Please make Money Orders and Cashier's Check payable to Brunswick County Conference Center and send to address below. An appropriate surcharge may be applied for credit card use.**

Brunswick County Government  
228 North Main Street, Suite 300  
P. O. Box 399  
Lawrenceville, Virginia 23868  
434-848-3107

### IV. CANCELLATION BY USER

If the User cancels their event within 7 days prior to the event, 2/3 of the full User fee will be refunded and one hundred percent (100%) of the security deposit will be refunded.

### V. TYPES OF EVENTS AND LIMITATIONS

The Center is available for the following types of recreational events:

- A. Meetings for such groups as civic clubs, church groups, neighborhood associations, board and commission.
- B. Arts and Educational Activities for such events as recitals, workshops, seminars, art shows, lectures, children and youth gatherings, dance instruction, self-help and how-to courses, health clinics and health agency events.

- C. Celebrations such as weddings and wedding receptions, family reunions, birthday parties and similar events.

Conduct that violates *the requirements of* any Virginia or federal statute or regulation governing discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, or disability *is prohibited at the Center and* shall be *deemed* an "unlawful discriminatory practice."

## **VI. DECORATIONS**

Decorating must be done within the designated use of the room, from 8:00 a.m. to 12:00 a.m. Either the User or the decorator must notify the Center's staff of any ceiling decorations being provided. Do **not** attach any type of decorations to the walls of the center.

## **VII. LIABILITY**

User individuals and organizations are responsible for the conduct of their members, representatives and guests in the Center. User agrees to assume full responsibility for liability, injury or damage to persons or property to the extent caused by the negligence or willful misconduct of User or User's members, representatives and any other guests attending User's event.

In consideration of the license granted to User to use the Center, it is understood and agreed that the User will indemnify and hold harmless the Board, its agents and employees from any and all liability, claims, expenses, costs, and attorney's fees caused directly or by User's use of the Center.

It is further understood that the 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 Center.

The User agrees to leave the Center and/or grounds in the same condition that existed prior to their use.

## **VIII. REQUIRED CERTIFICATE OF INSURANCE POLICY**

In order for an event to be held and a renter to use the facility, Event Insurance is required to be purchased. The Certificate of Insurance will note the following included as additional insured: Brunswick County, its Board of Supervisors, Employees, and Volunteers under the County's direction.

The renter will be required to purchase the Tenant Users Liability Insurance Program (TULIP), now referred to as "**GATHERGUARD**", Event Insurance through VACORP. Per VACORP, "**TULIP (GATHERGUARD)**" is the Tenant Users Liability Insurance Program that provides inexpensive, short-term liability insurance for "tenant users" or individuals and groups seeking to hold events or conduct organized activities on VACORP Members' property. Additional information in regards to **GATHERGUARD** is as follows:

- The cost of the policy begins at \$100 and the price may increase depending upon specific details in regards to the event.
- GATHERGUARD provides \$1,000,000 in liability coverage for the tenant user (purchaser) for the event and it protects the VACORP Member from a tenant's actions.
- For events serving alcohol, host liquor liability insurance is included in the basic GATHERGUARD.

To purchase GATHERGUARD, navigate to (<https://app.gatherguard.com/>) and complete the following:

- Scroll to the bottom of the webpage and locate the “GET GATHERGUARD” link. Click on this link to begin the online application process.
- On **Step 1, Confirm Venue**, enter the address for the Brunswick County Conference Center: 100 Athletic Field Road Lawrenceville, Virginia 23868.
- On Step 2, Event Details complete the following:
  - Selecting the eligible activity that relates to your event’s purchase.
  - Answering a series of questions in regards to your event
  - Provide the date(s) for your event. If you are renting the venue for more than one day, even if one day is setup/tear down, you will be required to list all dates.
  - For the question in regards to requiring liquor liability coverage, the answer should always be NO. As alcohol sales are not permitted, liquor liability coverage is not required.
  - Provide the average daily attendance
  - As vendors and selling at events are not permitted, the answer should remain 0 (zero) for concession/exhibitor/attractions questions.
  - Click on Get Quote to complete the process.
- On Step 3, Get a Quote, enter information in regards to Premium Quote and Contact Information. Your estimated premium cost will be shown.
- Complete Step 4, Confirm and Step 5 Summary to proceed to payment options.
- Once you complete Step 6, Make Payment, a certificate of insurance will be emailed upon completion.
- The renter is required to submit the GATHERGUARD Certificate of Insurance to Brunswick County Administration prior to the event. The Certificate of Insurance will need to be posted in the designated area as directed by Brunswick County Administration.

## **IX. REFRESHMENTS, USE OF KITCHEN AND OTHER SERVICES**

Food and refreshments may be served in the Center. The Board’s personnel will not assume responsibility for any aspect of food and refreshment services.

Use of the kitchen for cooking may require a permit from the Virginia Department of Health. A copy of the permit must be presented within 3 working days prior to the event.

## **X. PARKING**

Parking is available at the Center for 70 vehicles. Handicap spaces are clearly marked and should be utilized only by vehicles bearing official handicapped driver designation. The User is also responsible for the cleanup of the parking lot.

## **XI. LAW ENFORCEMENT**

Brunswick County Sheriff’s Office personnel are required at the expense of the User and must be approved by the Board’s personnel. The User is required to complete the Special Assignment Law Enforcement form. Verification of security personnel must be provided to the Board’s staff within 10 working days prior to the event.

## **XII. THIRD PARTY USER PROHIBITED**

Users may not book the Center for the purposes of providing use rights to another party ("third-party user"). Third-party user will result in the loss of current and future use privileges for all persons and parties involved.

## **XII. USER RESPONSIBILITY**

The undersigned User or authorized representative of User represents that they are at least 21 years of age and agrees that User shall be legally responsible for compliance with all provisions and requirements of these Policies and Procedures. The undersigned User or authorized representative of User shall be present at all times during the User's use of the Center.

In addition to other requirements of these Policies and Procedures, the following rules apply to the use of the Center:

- A. User is responsible for all damages to the Center and related grounds in connection with and occurring during User's use of the Center.
- B. User must comply with all smoking, fire, alcoholic beverage, noise and other lawful regulations.
- C. No pets or animals are allowed at the Center (with the exception of service dogs).
- D. Amplified sound systems may be used but must be held to the minimum volume for the purposes used such that no sound from such system may be heard across a residential real property boundary.
- E. No use of tobacco or vaping products is permitted inside or within 25 feet of the exterior of the Center.
- F. Any promotional materials, advertising materials and decorations must not list the County as a sponsor or co-sponsor of any event without prior written approval of the County.
- G. Use of tape or adhesives, nails or tacks on doors, windows or ceilings is prohibited.

## **XIII. ALCOHOL**

User may provide alcohol in the Center only in strict compliance with all the laws of the Commonwealth of Virginia and requires a permit or permits. Rules governing alcohol and applications can be found at the following link: <http://www.abc.virginia.gov/licensing.html>. NO PERSON UNDER THE AGE OF 21 CAN CONSUME ALCOHOL UNDER ANY CIRCUMSTANCES. All guests must keep alcoholic beverages inside the Center. BYOB (Bring your own bottle/booze) is not permitted. Guests should not wander onto the grounds, undesignated areas and/or parking lot with alcoholic beverages. Any person who cannot act responsibly will be asked to leave by law enforcement personnel. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the law enforcement personnel.

It is the User's responsibility to acquire a Virginia Alcohol Beverage Control (ABC) license permit in the User's name for the event. A copy of the license must be provided to the Board's staff within a minimum of 3 working days prior to the event.

## **XIV. DRUGS AND OBSCENITIES**

Absolutely no drugs of any kind are allowed in the Center or on the grounds. All County buildings are non-smoking facilities. User 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 law enforcement personnel or staff.

**XV. TICKETS**

No ticket selling, admission charges or donations may be solicited. No person or organization may use the Center for profit making activities.

**XVI. PYROTECHNICS, OPEN FLAMES AND AIR SUPPORTED STRUCTURES**

All pyrotechnic displays, fireworks, sparklers, open flames and air supported structures (excluding tabletop candles and liquid fuel) are prohibited.

**XVII. REQUIRED EXITS AND EGRESS**

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

**XXI. TERMS AND AGREEMENT**

I, the undersigned, have read and understand the terms and agreement for the use of the Center. The provisions of the guidelines have been thoroughly discussed with me by the Center staff and Board representatives, and the User agrees to comply with these Use Policies and Procedures. Violation of the Policies and Procedures results in the termination of User's right to use the Center. All Users must consent and agree to the terms of the Use Policies and Procedures in order to have access to the Center.

\_\_\_\_\_  
Name the User (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the User or User Authorized Representative

\_\_\_\_\_  
Date

**Brunswick County Conference Center  
Facilities Reservation Form  
Use Policy and Security Deposit Agreement**

I, the undersigned, have read and understand the rental policies attached. I will adhere to the policies 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's Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Renter's Driver's License Number

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Organization/Individual: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Purpose/Type of Event: \_\_\_\_\_

**THE BUILDING IS NOT AVAILABLE PRIOR TO 8:00 A.M. (Special requests may be granted).**

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

Actual hours of Event: \_\_\_\_\_(am/pm) to \_\_\_\_\_(am/pm)

Estimated Number of Participants: \_\_\_\_\_

Alcohol:    \_\_\_No\_\_\_Yes

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

For questions contact Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

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Reservation fee collected:    \$ \_\_\_\_\_

Balance on rental fee due:    \$ \_\_\_\_\_

Security deposit due:         \$ \_\_\_\_\_

Room set up:                    \$ \_\_\_\_\_



**FOR OFFICE USE ONLY - Record of payments by renter**

Weekday Use \_\_\_\_\_

Weekend Use \_\_\_\_\_

Extra Day(s) \_\_\_\_\_

Option #1 \_\_\_\_\_

Option #2 \_\_\_\_\_

Option #2 – Additional Hrs. \_\_\_\_\_ Section (s) \_\_\_\_\_

Total Amount Owed \$ \_\_\_\_\_

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

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

Security Deposit                      Paid \$ \_\_\_\_\_      Date \_\_\_\_\_      Staff Initial \_\_\_\_\_