

East Carolina Agriculture and Education Center:

***1175 Kingsboro Road
Rocky Mount, NC 27801***

POLICIES AND PROCEDURES

STATEMENT OF POLICY

It is the policy of the East Carolina Agriculture and Education Center to provide a service to the community by allowing the occasional use of buildings and facilities for civic, cultural, educational, recreational and other activities within the policies and regulations of the East Carolina Livestock Arena Board.

PRIORITY

No group, organization, or individual will be allowed to use any facilities at any time such usage would conflict with the use of the facilities by the governing body of the East Carolina Agriculture and Education Center.

CIVIC RIGHTS

Certain users whose purpose is education and where there is no cost to participants, will be allowed to use the Center's facilities at no cost during regular working hours (weekday schedule).

The users include, but not necessarily limited to the following:

Edgecombe County Cooperative Extension Center Edgecombe County Government

The facilities of the East Carolina Agriculture and Education Center will not be rented to anyone to use for the support of a political candidate or candidates, or for any political reason other than as a forum open for all candidates to participate. Facilities may be used for single or short-term events. The facilities will not be rented on a continuing or long-term basis in lieu of an organization's own facilities.

Any exceptions to the stated rules and regulations will be determined by the East Carolina Livestock Arena Board.

RULES OF UTILIZATION OF THE FACILITIES

Public use of the East Carolina Agriculture and Education Center facilities will be at the discretion of the East Carolina Livestock Arena Board. The Board reserves the right to deny usage which interferes with the normal operation of the Board's activities or which, in the opinion of the Board members is not in keeping with the Center's philosophy.

Each group, agency or organization shall:

- a. make initial contact by phone or in person to determine if the desired date and time is available.
- b. must sign a contract for the use of the facilities and submit the reservation fee of \$500 (NON-REFUNDABLE) to confirm reservation.
- c. All checks shall be made payable to East Carolina Livestock Arena, PO Box 129, Tarboro, NC 27886 and presented along with the signed contract.

Balance of applicable fees is due when keys to the facilities are issued. Designate a person to be held responsible for the group and its activities in the facility.

Provide approved chaperons for youth groups (21 years of age or under) and assume responsibility by signing a statement of responsibility for conduct and damages.

Not permit any vendors to sell products, goods, or services at the Center without the expressed approval of the Board Chairman.

Not bring in flammable oils, fluids, fireworks, explosives, or hazardous materials onto the premises. All such materials, including materials under high pressure are prohibited unless approved by the East Carolina Agriculture and Education Center.

The following are not allowed in the East Carolina Agriculture and Education Center:

- a) No animals are allowed in the banquet room, lobby, restrooms, kitchen, work room or board room.
- b) Holes may not be drilled, cored or punched in the building. No tape or glue is allowed on the walls. No confetti. Painting is prohibited anywhere on the premises. In any instance where there is risk of damage to floor, a protective coating, such as plastic, must be used. The Licensee is responsible for the repair or replacement of any damage or disfiguration to the facility.

Licensors has the right to stop any activity when contracted time has expired or a board member or their representative finds activity to be adverse or destructive.

Inappropriate behavior on the part of the presenter, performers, and/or audience may result in the cancellation or cessation of the event at the discretion of the Arena Board or his/her designee. Inappropriate behavior includes, but is not limited to, the following:

- a) The obstruction of aisles, exits, doorways, stairwells, or passageways;
 - b) Willful destruction of and/or damage to East Carolina Agriculture and Education Center facilities, property, or equipment;
 - c) Deliberate disruption of a performance or event in progress;
 - d) Failure to abide by any of the rules, procedures, or policies stipulated in this document; or
 - e) Perceived danger to staff, patrons, or performers.
- Caterers must abide by all Local, State and Federal Health Standards.

Parking for all events is allowed only in designated parking areas. No parking is allowed on the grass, on sidewalks, or along streets unless directed by designated security personnel.
Violators may be towed at the vehicle owner's expense.

For each event, a rental agreement must be completed, signed and submitted to the East Carolina Livestock Arena Board. By signing the agreement, the presenter agrees to abide by all policies and procedures of the facility.

The kitchen is a serving kitchen and not to be used for cooking. Policies are subject to change without prior notice.

USE OF BEER, FORTIFIED WINE AND SPIRITUOUS LIQUOR

- Organizations and individuals who rent or lease all or a portion of the East Carolina Agriculture and Education Center may, in limited circumstances, serve beer fortified wine and spirituous liquor at a function, provided that:
- The organization/individual is external to the Livestock Arena Board. · The function is not an activity with youth present (21 years of age).
- The organization/individual provides evidence of liability insurance, and assumes, in writing, liability for matters arising from the serving of beer fortified wine and spirituous liquor. The liability policy shall have limits of at least \$1M and will name East Carolina Livestock Arena Board as an additional insured. A copy of the policy should be turned into the Board at least 48 hours prior to the event.
- All necessary ABC permits and license should be obtained by the licensee from the North Carolina Alcoholic Beverage Control Commission (919-779-0700) www.ncabc.com . A copy of the permit is required when the certificate of insurance is provided.
- As a minimum, one security officer will be required for the first 200 people expected in attendance. Based on the nature of the event, additional security officers may be required. One additional officer will be required for any above 200 people and up to the limit of 280 people.
- The maximum capacity for the front building is 280 and must be adhered to by the licensee.
- Failure to submit this certificate of insurance will void the lease agreement of that Licensee.

SAFETY

The licensee shall use and occupy said premises in a safe and careful manner and shall comply with all applicable municipal, state and federal laws, and rules and regulations as prescribed by the fire and police departments and other governmental authorities, as may be in force and effect during the tenancy period.

The maximum capacity for the front building is 280 and must be adhered to by the licensee.

Users may not obstruct sidewalks, passageways, entries, doors, passages, vestibules, halls, corridors, stairways and all means of access to public utilities. While in the building all participants are under all ADA (American with Disabilities Act) regulations.

The licensee must ensure that attendees and organizers abide by generally accepted safety practices to reduce injury or harm to persons or property.

The Licensee may not bring into the premises any material, substance, equipment or object which is likely to constitute a hazard to the property thereon without prior written approval. The Board reserves the right to refuse any such material, substance, equipment or object to be brought on the premises and, if found, the further right to require its immediate removal.

For safety purposes, all youth groups under 21 years of age must have chaperons, one of which must present picture ID responsibility for conduct and damages.

The Licensors reserves the right to terminate any performance/event in the interest of public safety and/or when contracted End-of-Show time has expired.

~ Complete the attached contract ~

East Carolina Agriculture and Education Center

Physical Address: 1175 Kingsboro Road, Rocky Mount, NC 27801 **Mailing Address:** c/o Edgecombe County Extension Office PO Box 129, 201 St. Andrew St, Tarboro, NC 27886 Extension Telephone (252) 641-7821

Rental Contract Terms and Conditions of Use

This agreement is made and entered into the _____ day of _____ 20____ by and between East Carolina Agriculture and Education Center hereinafter referred to as the Licensor, and _____ hereafter referred to as the Licensee.

Licensee Information:

Name _____ Phone _____ Fax _____
Address _____
City _____ State _____ Zip _____ Email _____
Contact Person _____ Phone _____ Other _____

The Licensee agrees to rent areas specified in this Contract from the East Carolina Livestock Arena Board during the time(s) and date(s) specified in this Contract. The specified areas will be available to the Licensee during the indicated time(s) ONLY; therefore, the Licensee should include sufficient time for set-up and clean-up.

Event Information:

Date(s) Rented: _____

Nature of Event: _____

Expected Attendance _____ Event time: Start _____ End _____

Area Rented:

- Banquet/Meeting Room & Kitchen _____ (\$900 per day)

(Monday-Thursday)

- Weekend Rental _____ (\$1350 per weekend)

(5:00PM Fri. – 1:00PM Sun. Kitchen included)

extended hours past these contracted hours MUST be approved prior to the event and will result in \$250 additional charge per half day

- Barn & Sales Ring _____ (3 day sale \$1000 + \$200 per day after 3 days)
- Sales Ring & Theater _____ (\$300 per day)
- Show Ring _____ (\$250 per day)

projector and sound system in the building are not included in the rental

Total Rental of: \$ _____ - \$500 Reservation Fee = Remaining Fee of: \$ _____

I have read and understood the above statements and agree to comply.

_____ Initials & Date

- ⇒ A **signed rental contract** and a **\$500 Reservation Fee** are due within two (2) weeks of making your reservation to hold your reservation. **This reservation fee is non-refundable**; however, it is deducted from the total rental fee.
- ⇒ The remaining rental fee is due when the keys are picked up from the Extension Office.
- ⇒ Make check payable to **East Carolina Livestock Arena, PO Box 129, Tarboro, NC 27886**
- ⇒ Renters are responsible for set up & take down of tables for event, in addition to cleaning up the trash after the meeting.

Will alcohol be served? Yes _____ No _____ (No alcohol where youth 21 or under are present).

If yes – initial all lines below.

_____ The necessary **ABC Permit** will be obtained from the North Carolina Alcoholic Beverage Control Commission (919-779-0700) and a copy will be provided before my event.

_____ One **security officer** will be provided by the licensee for the first 200 people in attendance and two security officers for any above 200 and up to the limit of 280 people.

_____ The licensee will provide a **Certificate of Liability Insurance for at least \$1 Million** which assumes, in writing, liability for matters arising from the serving of beer, fortified wine or spirituous liquor. The liability policy shall be secured for the above event and will name the **"East Carolina Livestock Arena Board"** as **additional insured**. A copy of the policy will be turned in at least 48 hours prior to the event if not sooner.

Will outdoor activities such as bouncy houses, grilling or other outdoor games/activities be included?

If yes – initial lines below.

_____ The licensee will provide a **Certificate of Liability Insurance for at least \$1 Million** which assumes, in writing, liability for matters arising from outdoor activities. The liability policy shall be secured for the above event and will name the **"East Carolina Livestock Arena Board"** as **additional insured**. A copy of the policy will be turned in at least 48 hours prior to the event if not sooner.

Upon signature of this contract, the Licensee agrees with the Policies and Procedures provided to them by Licensor.

LICENSEE:

Signature _____ Print Name _____

Organization _____ Title _____

Phone _____ Date Signed _____

EAST CAROLINA AGRICULTURE AND EDUCATION CENTER:

Signature _____ Print Name _____

Organization _____ Title _____

Phone _____ Date Signed _____

| | |
|--------------------------|--------------------------|
| Office Use Only: | Balance: |
| Contract Amount: _____ | Date Balance Paid: _____ |
| Date Deposit Paid: _____ | Check # _____ |
| Check # _____ Deposit | Amount Paid _____ |
| Amount Paid _____ | |

~Include copy of the contract & facility directions to the licensee~