



William O. Beach Civic Hall

Policy

The William O. Beach Civic Hall in Clarksville, Tennessee accommodates large groups and may also be divided into three smaller meeting rooms. The room versatility meets the needs of social events and business conferences as well as banquets. Please carefully review and meticulously follow these policies and procedures.

RESERVATION PROCESS:

- Complete the Facility Use Contract and submit with deposit.
- Please make all checks or money orders payable to Montgomery County Trustee.
- Reservations are accepted for Facility rentals, Monday – Friday, 8:00 AM – 4:30 PM at the Facilities & Maintenance Department, located at 350 Pageant Lane Suite 201, Clarksville, TN 37040. Reservations may also be submitted via mail.
- Reservations must be made by an adult 21 years of age or older.
- Meeting room reservations requested by not-for-profit organizations must include a copy of the 501(c) (3) certificate, Federal Tax ID number, or applicable non-profit status certificate. The certificate copy will be kept on file.
- When scheduling event time, please remember that set-up and clean-up must be conducted and completed within the hours of operation of the contracted rental agreement.
- Facility Use Contracts may be submitted up to one year in advance.
- The Facility Use Contract with deposit must be submitted at least two weeks prior to event. Any required fees must be paid in full at least one (1) week prior to the event.
- Tables and chairs may be configured in a variety of ways. Please indicate on the Facility Use Contract the room layout that best meets your needs. The Special Services Manager is available for assistance at (931) 648-5765.
- The Montgomery County Facilities & Maintenance Department reserves the right to refuse rental or use to groups of individuals who have previously used the facility and left it in poor condition or have outstanding debts with the Department. In the event that the reserved space is needed for County use or maintenance, the Department reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much notice as possible and a full refund will be given.
- Meeting rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Allowing a group to meet in the Civic Hall does not constitute the County's endorsement of the group's policies, beliefs or practices. Advertisements or announcements by any group implying such endorsement are not permitted.
- Meeting rooms are available for use Sunday through Thursday from 8:00 AM – 10:00 PM and Friday - Saturday from 8:00 AM to midnight. When planning an event, please take these hours

into consideration when arranging the set-up and clean-up of the event. Set-up needed beyond hours of operations will be at an additional full day or half day rental fee.

DEPOSITS:

- Deposit for William O. Beach Civic Hall is \$200.00 and is due at the time of reservation.
- Deposits will be refunded in full if the Special Services Manager or staff reports the facility in good and working condition. If any of the following or other damages are found, then the deposit fee will not be refunded:
 1. There is damage to the facility, furnishings, equipment, grounds, etc.
 2. The facility furnishings, grounds are not left in as a clean condition (as what was found upon rental) following the rental time agreement.
 3. Any rental guests or invitee displays improper conduct as determined by facility staff. Improper conduct shall include, but not being limited to, abusive or threatening language, physical violence, lewd behavior or apparent intoxication.
 4. If damages and/ or clean-up cost more than the deposit required, the renter will be billed for the difference.
 5. If no damages or required clean-up is found, deposit will be returned within 10 business days of event.

SPACE & RENTAL FEES:

	Square footage	Theater style seating	Classroom style seating	Banquet style seating	U-shaped seating	Half day	Whole day FRIDAY SATURDAY SUNDAY
1 room	1500	100	48	64	48	\$200	\$300
2 rooms	3000	200	96	128	56	\$300	\$400
3 rooms	4500	300	144	192	64	\$400	\$500

- Half-day rentals are available Monday-Thursday and rental hours are Mornings 8:00 AM – 4:00 PM & Evenings 2:00 PM – 10:00 PM.
- Audio-Visual Equipment usage fee is \$50.00 per day.
- Kitchen usage fee is \$100.00 per day.
- Fee discounts may be requested by non-profit groups. To receive the discounted 20% not-for-profit rate, the organization must present proof of its 501(c) (3) or incorporation status.

CANCELLATION FEES:

- A cancellation of one half of the deposit will be forfeited if the renter cancels event thirty (30) days prior to the event. If the event is canceled two (2) weeks or less prior to event, 100% of the deposit will be forfeited.
- A full refund will be granted when the Department cancels a reservation.

ACCESS TO BUILDING:

- Access code to building will be given to Facility User via email, text or phone by 7:00 AM the day of rental.

STAFF RESPONSIBILITY/ AUTHORITY:

- Respond to correspondence in a timely manner.
- Ensure that tables, chairs and any equipment (County owned) is set-up prior to the contracted event time.
- Enforce all rules governing the use of County owned facilities.
- Terminate contracted event if activity or any guests in attendance misuse the facility or fail to conform to rules and regulations governing use of the facility.
- Conduct a walk-thru before and after the reservation to document the condition of the facility.
- Provide Facility User with access code to building.

EQUIPMENT USE:

- Furniture available for use consist of 72" round tables, 2' x 8' rectangle and stackable banquet chairs. Furniture is not to be taken outside of facility.
- Audio Visual Equipment is available for use at a charge of \$50.00 per day. The equipment includes: podium with wired microphone and DVD/VCR; additional wireless microphones; overhead projector; projection screen; and Wi-Fi access.

KITCHEN USAGE:

- Kitchen facilities are available for use at a charge of \$100 per day. Kitchen use is limited to preparation only. Cooking is not available. This means that food may be assembled and may be kept warmed using the warming ovens and perishables and beverages may be chilled in the refrigerator. Kitchen use includes an ice maker, dish washer and coffee pots.
- The Facility User is responsible for all kitchen clean-up. The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, refrigerator, sinks and floors. The Facilities & Maintenance Department will provide broom, dustpan, and mop and mop bucket, cleaning supplies, paper towels, and other items needed to return the rented area to original state.
- Only clear liquids may go down the kitchen drain. Grease and other food items clog plumbing.

FOOD & BEVERAGES:

- Refreshments may be served in the small meeting rooms and should be limited to those items easily disposed of, e.g., light snacks, box lunches. Banquet or buffet style food will require rental of kitchen.
- No alcoholic beverages are allowed on County property. If evidence of alcohol is found, the event will immediately be closed and participants asked to leave and will be subject to full cancellation fees.

FACILITY RULES:

1. When scheduling event time, please remember that set-up and clean-up must be conducted and completed within hours of contracted rental agreement.
2. NO storage is permitted either before or after the event. All items, including catering and supplies must be removed the day of the event. The Facilities & Maintenance Department accepts no responsibility for any items left behind.
3. Facility User must be available and on site for the entire duration of the event.
4. Alcoholic beverages are not permitted on County property.
5. Use of tobacco/vapor products is prohibited inside County buildings.
6. Minor children must be supervised at all times and remain in rented area.
7. All decorations must be approved by Facilities & Maintenance staff. Use of nails, tacks, staples or tape is not permitted and nothing may be hung from the ceiling or light fixtures.
8. Use of birdseed, glitter, confetti, fireworks, including sparklers is prohibited both inside and outside the facility. Any violations will result in a forfeiture of a portion of the deposit.
9. Open flames such as candles are prohibited.
10. Outdoor grills and onsite grilling is prohibited.
11. The use of sound amplifying equipment must be kept at a minimum noise level that does not disturb surrounding residents.
12. All garbage/ trash must be removed, by Facility User, from the facility following the event and placed in the dumpster outside the building. The Facilities & Maintenance Department will supply trash liners.
13. All floors must be vacuumed and swept before you leave following the event. The Facilities & Maintenance Department will provide the necessary cleaning equipment.
14. All equipment must completely be turned OFF before exiting the premises. This includes: A/V equipment, ovens, coffee pots and lights.
15. All public access areas, entrances, exits, corridors, doorways and/or other doorways shall not be impeded or obstructed by Facility User or attendee. Any vehicles, materials, or equipment in fire lanes or blocking exits will be removed at Facility User's expense.
16. Furniture cannot be set-up in the hallway or foyer.
17. Use of appliances beyond those provided with kitchen rental is prohibited.

