

Policy for Community Centers

Facility Usage

As Adopted by the Cherokee County
Board of Commissioners

(Adopted by the BOC 00/00/06)

The Cherokee County Board of Commissioners' Office is proud to have five (5) county community centers strategically placed throughout the county for your use. Please review our policy regarding facility usage and as we try to maintain safe, clean facilities in each of our centers. Thank you for your interest in using one of your community rooms.

1. **Prohibited Uses:** Use or possession of **Alcohol/Intoxicants, Gambling** – bingo¹, lotteries, etc., **Smoking Flames/ Fires/Grills/Open Flammable Materials, Weapons/Firearms/Ammunition** – unless use is contingent upon the employment of approved security guards. **Excessive Noise** – no person may make or create excessive noise which may disturb the peace of the surrounding community. (Food should be limited to finger foods; less messy; easy clean up type items).

2. **Hold Harmless:** The party to this agreement will indemnify, defend and hold the County harmless from all losses, damages, claims, suits and actions (including court costs and reasonable attorneys' fees) ("Claims") arising out of use of the facilities and grounds.

3. **Condition of Facilities:** During the use of the premises (community room, lobby, restrooms, and grounds) the party shall maintain said premises in good repair and clean condition. If the premises are not returned clean and in good repair, the party may be subject to a minimum one hundred dollar (\$100) cleaning fee, and pay for all damages. *The party is responsible for returning the premises to its original condition.*

4. **Personal & Private Celebrations:** **Limited Reservations** of facilities for parties and celebrations that are essentially private in nature. This includes **birthday celebrations, anniversary celebrations; wedding receptions, and other similar activities, and public dances** – unless they are sponsored by the County.

Fee Structure

For the following organizations, beginning **January 1, 2007** the fee structure is as follows:

Nonprofit/Youth Oriented Community Service Organization (e.g. Boys and Girls Club, Scouts, YMCA) **and**

Nonprofit/Community Sponsored Activity (e.g. religious organization, cultural celebration, civic association, political organization); ***Other Services*** (e.g. garden clubs, quilting)

All Nonprofit/Youth and Community events will be assessed a \$25.00 fee for a once monthly event. The maximum number of events per group allowed is 2 per week with a \$50.00 per month fee to partially cover the cost of cleaning.

Private celebrations (birthday parties, receptions, private meetings, etc.) will require a **non-refundable \$100 usage fee and a \$75 cleaning fee**. A total of \$175 to use the facility for private events.

Capacity: No meetings or events should exceed the maximum number of 79 persons as mandated by the Fire Marshal of Cherokee County.

Billing: The appropriate fee assessment for your meeting/event is required at the time of key distribution. If a facility is used on multiple occasions within the same month/quarter, the fee assessment is expected either upon key distribution or on the last business day of the month in use. No one will receive an invoice; however, payment to the County is the responsibility of the contact person of the organization using the facility. Failure to comply with this policy may affect future use of the facilities. All checks should be made out to Cherokee County Government and on the "memo" line state the specific facility in which you're referring, such as BridgeMill, Waleska, etc. **Credit card (Visa/Mastercard) or checks only.**

Keys: Effective January 8, 2007, all existing Community Room keys MUST be returned. New keys will be issued to ALL users based on the following policies.

All keys require a \$75.00 CASH ONLY refundable deposit. Deposit refunded at the time keys are returned. Keys are to be picked up at the Board of Commissioners office located at 90 North Street; Suite 310, in the Justice Center, downtown Canton. Keys will be distributed no more than 2 days prior to an event and keys must be returned within 48 hours of an event/meeting. **Keys are to be picked up and returned between the hours of 9:00 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m. Monday through Friday.** Failure to comply may affect one's use of the facility. **ALL COMMUNITY ROOM DOORS MUST BE LOCKED WHEN YOUR EVENT IS COMPLETE. IF DOOR IS REPORTED TO BE LEFT UNLOCKED, THE LAST PERSON REGISTERED TO USE THE FACILITY COULD BE RESPONSIBLE FOR THE FORFEITURE OF THE KEY DEPOSIT.**

Those groups who have multiple events within a month will be responsible for keeping the key **on a Quarterly basis ONLY. Key must be returned by the last day of the month for each quarter.** You will be contacted as a reminder, to return the key to the BOC office.

Reservations for Community Centers

HOW TO RESERVE SPACE?

1. PLAN AHEAD!

You can reserve the community room in one of the five (5) Cherokee County Community Services Center sites anytime during the year with at least seven days notice for Monday through Friday use. We suggest that you allow at least two weeks notice to reserve weekend and holiday use. You may visit the County's web site at www.cherokeega.com to check availability and also apply to reserve your space. The community room will be reserved on a first come first service basis; however, the rooms can only be reserved within a 90 day time-frame. No one will be allowed to reserve any community for more than a quarter in advance.

2. CONTACT A SCHEDULING REPRESENTATIVE TO RESERVE SPACE

Contact Tammy McPherson with Cherokee County Fire Department at 678-493-4000 to reserve space.

Cherokee County Community Center
at Airport Industrial Park
1190 Evenflo Drive
Canton, GA 30114

Cherokee County Community Center
at BridgeMill
9550 Bells Ferry Road
Canton, GA 30114

Cherokee County Community Center
at Bells Ferry
100 Ridgemill Court
Acworth, Georgia 30102

Cherokee County Community Center
at Freehome
9253 Freehome Highway (SR 372)
Canton, GA 30115

Trammel Carmichael Community Center
at Hickory Flat
7675 Vaughn Road
Canton, GA 30115

Cherokee County Community Center
at Waleska
9081 Fincher Road (Hwy 108)
Waleska, GA 30183

3. SELECT YOUR ACTIVITY/GROUP CATEGORY

Public Agency (e.g. Fire, Sheriff, GADOT, Commissions/Boards appointed by Board of Commissioners); **Nonprofit/Youth Oriented Community Service Organization** (e.g. Boys and Girls Club, Scouts, YMCA); **Nonprofit/Community Sponsored Activity** (e.g. religious organization, cultural celebration, civic association, political organization); **Other Services** (e.g. garden clubs, quilting).

4. COMPLETE AND SIGN A BUILDING USE FORM

All users **MUST** complete the **Building Use Form** and acknowledge understanding the terms of use by checking the box at the bottom of this form and submit to Community Services when requesting a key.

Be sure to read the cover sheet of the building use form which contains important policy information.

Remember, the building use form is a contractual agreement. In signing, you are accepting responsibility for the group and the activity and must insure that participants and attendees abide by all guidelines for community use.

FOR ADDITIONAL INFORMATION AND ASSISTANCE, PLEASE CONTACT:

Tammy McPherson
Cherokee County Fire

Office: 678-493-4000

Community Room Location (select one only)

Airport _____
Bells Ferry _____
Bridge Mill _____
Freehome _____
Hickory Flat _____
Waleska _____

Reserved: _____ (mm/dd/yy) _____ (time – hh/mm)

¹ *Bingo is allowed only under the following conditions: 1) there is no charge of any kind to play; 2) there is no fund-raising element; 3) prizes given to winners would be non-monetary items such as baked goods donated by participants and/or local merchants; and 4) there are no "cash" gifts.*

Name: _____
Title: _____

Organization: _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____

Home Telephone: _____ **Work Telephone:** _____
Fax Number: _____ **E-Mail Address:** _____

GROUP (select one only) **Estimated Attendance:** _____
_____ **Public Agency** (For Fire Code Purposes)
_____ **Non-Profit (Youth)**
_____ **Non-Profit (Community)**
_____ **Other**

In signing, you are accepting responsibility for the group and the activity and must insure that participants and attendees abide by all guidelines for community use.

I, _____, am authorized to sign for the group/organization.
Print Name

Signature *Date*

For billing purposes, please list the contact person/organization and the address that the is responsible for the invoice:

Name: _____
Address: _____
Phone #: _____

Method of Payment (Credit Card or check only) () Check () Credit Card (MC/VISA/AMEX)

Office Use Only:
Facility: _____
Reserved: _____
Date: _____
Time: _____
Initial: _____

- I have read and understood all of the NEW Facility Use Policies effective January 1, 2007.
- I understand that it is my responsibility to contact the BOC Office at 678-493-6015 should I find that the facility is not clean prior to my event. If your event is after normal business hours (8:00 – 5:00) please leave a Voice Mail message regarding the condition of the facility. Failure to assume this responsibility may lead to loss of your \$75.00 deposit.