

**AUBURN CENTER
SCHEDULE OF RENTAL FEES**

The Auburn Center is located at 16 College Street in Auburn, Georgia. The Center serves as a public meeting space for civic and community meetings as well as providing space for banquets, weddings, receptions, and celebrations of all occasions.

With multiple event spaces available the Auburn Center can accommodate multiple events and large crowds

RENTAL FEES

Rates are available: Monday - Thursday, 8:00 a.m. to 10:00 p.m. and Friday - Sunday, 7 a.m. to 12:00 a.m. (midnight).

All room rental fees include tables and chairs (indoor use only). Room rental fees are charged for the entire event to include the customer's set-up and clean-up times. Certain restrictions may apply.

Anyone associated with the event (caterers, decorators, entertainment, etc.) may enter the building no earlier than the set-up time indicated on the contract. Entering the Auburn Center any earlier will result in additional fees. Charges are based on a whole hour rate system.

WEEKDAY RENTAL FEE SCHEDULE Monday - Thursday Base Rate per 4 Hours		
1	Main Floor Board Room	\$500.00
2	Third Floor Banquet Hall	\$1,000.00
3	Entire Facility	\$1,500.00
4	Additional Hours	\$100.00

WEEKEND RENTAL FEE SCHEDULE Friday - Sunday Base Rate per 8 Hours		
1	Main Floor Board Room	\$1,000.00
2	Third Floor Banquet Hall	\$1,500.00
3	Entire Facility	\$2,500.00
4	Additional Hours	\$200.00

***Non-Profit/Education Use: Subtract \$200**

- DEPOSITS AND FEES TO BE PAID

Deposit- 50% of rental fee

The city does not hold dates without payment and security deposits. All rentals are on a first-come basis only. All deposits are required at the time the contract is signed.

The remaining balance is due in-full 30 days prior to the scheduled event.

Deposits will be returned within 14 business days after the completion of the event, minus any noted damage, violations of lease or additional time used.

Deposits are non-refundable upon cancellation or changing the dates of the agreement/lease within 30 days of the scheduled event. Fifty (50%) percent of the deposit will be returned for cancellation of more than thirty (30) days of notice.

OTHER FEES	
ITEM	RATE
Sound System	\$50.00 per day (waived for non-profits & education)
Police Security	\$45.00 per hour, per officer (4 hr. minimum)
Kitchen	\$50.00 per event (no fee when renting entire building)

- EVENTS WITH ALCOHOL

Functions with alcohol: At least one (1) police officer is required for the first one hundred (100) persons in attendance, and at least one (1) additional police officer for every additional one-hundred (100) persons in attendance.

In addition to providing police security, the event will need to comply with the Code of Ordinances, City of Auburn Chapter __ Alcoholic Beverages and/or any Federal or State Laws.

- RATE CODE DESCRIPTIONS

NON-PROFIT (Rate Code NP):

This rate applies to any non-profit with a valid IRS 501(c)(3) or other IRS tax identification number with a physical location in Barrow County. This rate code is

intended for private charitable events, banquets, or similar functions. Non-profit organizations will be limited to one event per month under the rate code NP.

This rate does not apply to any religious organization holding an open service. The standard rate (Rate Code S) would apply to any services.

A \$150 deposit is required for events scheduled Friday – Sunday or when alcohol is requested.

EDUCATION USE (Rate Code E):

Education - This rate applies to schools recognized by the State of Georgia located within Barrow County for testing of students or for academic purposes. This rate code does not apply to social events or banquets. Deposits are waived for this rate code for educational institutions in good standings with the City of Auburn.

Government – This rate applies to government agencies holding an event for educational purposes or for purposes to inform the public. This rate does not apply to candidate fundraisers or events that charge a fee to attend, such events will be charged rate code S.

This rate may be limited to four (4) times per year per organization/agency/institution/school.

Blackout dates may apply to weekends during April, May, June, and December.

STANDARD (Rate Code S):

The standard rate applies to anyone renting the facility that does not meet the description of the other established rates associated with a Non-Profit or Education.

Event insurance may be required.

The community center lease cannot be reassigned.

Police security will be required for events with more than 100 people or if alcohol is present.

HOLIDAYS - The Community Center is not available to rent on Easter Sunday, Fourth of July, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, election days or other holidays in which the City of Auburn observes.

AUBURN CENTER RULES AND REGULATIONS

Alcoholic Beverages: Users shall obey all applicable laws of the State of Georgia and the City if alcoholic beverages are to be consumed on the premises. It is strictly prohibited to sell alcoholic beverages on the premises except as allowed for by applicable law. It is strictly prohibited for any alcohol to be served or furnished to or by any persons under the age of 21 years of age.

Release of Liability: In consideration of the use of the premises, the User hereby releases and holds harmless the City of Auburn, their officials, officers, board members, employees, or representatives from any liability or responsibility for any damages to the person or property of User, User's guests, invitees, or other persons, arising out of or in any way connected with the User's use of the premises. User agrees to indemnify the City of Auburn for any costs or damages to any person or any person's property arising out of or connect in any way with the User's use of the premises and further agrees to pay all costs of defense, including attorney's fees and court costs, incurred by the City of Auburn or their officials, officers, board members, employees or representatives.

No Smoking: No smoking or use of tobacco products is allowed on the premises.

Use of Equipment: User shall be allowed to use the equipment, tables and chairs on the premises, but the equipment, tables and chairs shall not be removed from the premises.

Hours of Operation: All weekend events shall begin no earlier than 7:00 A.M., and shall end and empty of all persons no later than 12:00 A.M. Weekday events shall begin no earlier than 8:00 A.M., and end no later than 10:00 P.M.

Decorations: User shall not use any wall decorations. Only table and floor decorations are permitted.

Damaged Premises: User agrees to pay the full cost of any repairs deemed necessary in the sole discretion of the City of Auburn for any damages caused by the User or its guests or invitees or by any other person in connection with the event. User accepts the premises in their current condition, as is, and agrees that they are fully suited for the purpose of the event.

General Conditions: The premises shall not be used in violation of any regulation of law or any governmental body nor in any manner to create any nuisance or trespass, nor in such a manner as to endanger the construction capabilities of the premises. The user, its guests and invitees shall use the parking area adjacent to the premises. The premises shall not be used in any manner to hinder or obstruct the activities of other occupants of the Community Center.