



# **POLICIES AND PROCEDURES**

**for the**

# **WILLIAMSBURG COMMUNITY BUILDING**

**401 NORTH BOUNDARY ST.**

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## COMMUNITY BUILDING POLICIES & PROCEDURES

### INTRODUCTION

The City of Williamsburg owns and manages the Community Building at 401 North Boundary Street, which is available for use by governmental, civic, and community groups as well as the general public on a fee basis, with certain restrictions. The City's programs and services have priority over other Community Building usage. Fees and charges for rental of the Community Building have been approved by the City Manager. User/rental fees offset tax supported funds to operate the building.

### A. SERVICES PROVIDED

1. Meeting Rooms-The Community Building offers two adjoining meeting rooms, one large and one small, which can be used together or separately. Both rooms can accommodate audio-visual presentations. **Twenty rectangle tables (6' x 2.5')** and 100 **black mesh chairs** are provided and can be arranged in a number of different configurations to fit the occasion.
2. West Terrace-An outdoor terrace offers a westerly vista of the Community Green and Library Plaza. The terrace patio includes perimeter seat walls adding an indoor-outdoor setting to an event.
3. Kitchen-The Community Building offers a stove, refrigerator, microwave, ice maker, sink and counter space necessary to heat food for an event.

<b>Community Building</b>	<b>Square Footage</b>	<b>Capacity Seated</b>	<b>Capacity Seated With Tables</b>
Combined Rooms	2,525	300	150
Large Meeting Room (43'x50')	2,150	250	125
Small Meeting Room (15'x25')	375	50	25
West Terrace (28'x31')	868	N/A	N/A

## **B. USE**

### ***Permitted Uses***

1. Meetings (civic clubs, church groups, neighborhood associations, boards and commissions, political gatherings, town meetings, etc.)
2. Arts and Educational Activities (recitals, art shows, lectures, children and youth programming, dance instruction, self-help and how to courses, lectures, training sessions, clinics, private instruction through health agencies, etc.)
3. Celebrations (weddings, anniversaries, birthdays, graduations, retirements, showers, family reunions, pot lucks, private banquets, etc.)
4. Other appropriate uses approved by the City Manager.

### ***Prohibited Uses***

1. Open invitation parties and similar events where alcoholic beverages are being served.
2. Gatherings that may lead to disorderly conduct of the type prohibited in Sections 13-94, 13-95, 13-96, & 13-97 of the Williamsburg Code.

### ***Use of the Community Green***

1. The Community Green adjacent to the Community Building and bordered by North Boundary Street is designated as an area of public access and enjoyment. The Green may be reserved for exclusive use by renters of the Community Building with prior approval of the City Manager or his designee and payment of an additional user fee. **See Fee Policy for additional user fees for use of the Community Green.**

### ***Eligible Organizations in Priority of Use***

1. City Government: City of Williamsburg, its Council, departments, boards and commissions, schools and library.
2. City Residents, Civic Groups and Non-Profit Organizations: Individual residents, civic and neighborhood associations, non-profit organizations and City based private organizations.
3. Non-City Governmental: Neighboring jurisdictions, regional entities, state and federal agencies.
4. Non-City Residents and Private Organizations: Residents of other jurisdictions such as James City and York counties, and private users.

### C. HOURS AVAILABLE FOR USE

#### Regular, Normal Hours of Operation (Standard Rate)

1. 8:00 a.m. to 4:00 p.m. (Monday through Friday). The Community Building will only be opened if an event is scheduled.
2. Walk-through of the Community Building is **only** available weekdays from 8:00 a.m. to 4:00 p.m. by prior appointment.

#### Premium Rate, Hours of Operation (Premium Rate)

1. Weekdays 7:00 a.m. until 8:00 a.m. and 4:00 p.m. until 11 p.m.
2. Weekends 8:00 a.m. until 11 p.m.

#### White=Standard Rate, Black=Premium Rate

<b>Weekdays</b>	<b>8 a.m. to 4:00 p.m.</b>	<b>7:00 a.m. to 8:00 a.m. 4:00 a.m. to 11 p.m.</b>
<b>Saturdays</b>	<b>8 a.m. to 11 p.m.</b>	
<b>Sundays</b>	<b>8 a.m. to 11 p.m.</b>	

### D. RESERVATION POLICY

1. All users wishing to use the Community Building must execute a Reservation Agreement and Insurance Form with the City and designate one contact person for the group. Applicant becomes a "User" once the Reservation Agreement is received by the Building Facilities Manager or his designee and proper fees are paid. An applicant should use the Reservation Agreement form to indicate any special needs such as audio equipment, projection screen, tables, chairs and set-up of City owned equipment.
2. Only those individuals who are at least **21 years of age** or older may reserve rooms. All events must have one person 21 years of age or older for every 20 persons under 21.
3. A refundable deposit must be made upon reservation (**\$100 or \$500 as per Fee Schedule**). After the event please allow 2-6 weeks for the deposit to be

refunded. The Building Facilities Manager or his designee reserve the right to increase or decrease the amount of the deposit if deemed that circumstances so requires.

4. Reservation applications will be accepted into the Community Building Reservation System on a first come, first served basis. Applicants may expedite the process by filling in the application information and paying the applicable fees on-line. To access the Community Building Reservation system, go to the City of Williamsburg Website at [www.williamsburgva.gov](http://www.williamsburgva.gov) and follow the links to the Community Building Home Page.

For applicants without computer access, Reservation Application Data Forms are available from 8:00 a.m. to 4:00 p.m. at the Public Works & Utilities Office, 401 Lafayette Street, Williamsburg, Virginia 23185 (Telephone (757) 220-6140). Once the completed Reservation Application Data Form and applicable Damage Deposit Payment have been received, City Staff will input the application information into the Community Building Reservation System.

5. **Reservations may be made no earlier than one year in advance of the event date and no less than 15 days prior to the requested date. See Fee Policy for reservations made less than 30 days prior to the event.**
6. Cancellation of events must be made in writing at least **30 days prior** to the date reserved. A cancellation fee equal to ½ damage deposit will be charged if cancellation notice is received at least 30 days prior to the event. Cancellation less than 30 days prior to the event will result in loss of the entire Damage Deposit.
7. Reservations are subject to modification due to unforeseen circumstances beyond the City of Williamsburg's control.
8. Reservations for City programs and services shall have priority over other reservation requests. Late reservations may be made at the discretion of the City, but no less than 15 days prior to the requested date.
9. The City does not discriminate against persons for race, color, religion, sex, national origin, age, or physical or mental disability.

### ***Long Term Lease Arrangements***

1. Shall be approved and signed by the City Manager or his designee.
2. No long term leases for more than **one year**.

## E. FEE POLICY

<b>COMMUNITY BUILDING FEES</b> <b>3 Hour Minimum Required</b>	<b>Individual, Private Organization, or For-Profit Organization</b>	<b>Civic Association, Public, Quasi-Public, or Non-Profit Organization</b>	<b>NOTES</b>
Standard Use 8 a.m. – 4 p.m., Weekdays	\$75/hour	\$50/hour	
Premium Use 7 a.m. – 8 a.m., Weekdays 4 p.m. – 11 p.m., Weekdays 8 a.m. – 11 p.m., Weekends	\$125/hour	\$75/hour	
Deposit – Business Meetings, Seminars	\$100	\$100	
Deposit – Weddings, Receptions, Rehearsals Dinners, Private Parties, Fund Raisers and for all events where alcohol is served.	\$500	\$500	
Additional User Fee – Community Green Without Tent	\$250	\$250	
Additional User Fee – Community Green With Tent	\$500	\$500	
Tent Application Fee	Contact City of Williamsburg Codes Compliance Office (757)220-6254		
Late Registration – less than 30 days before the event.	\$50	\$50	
User fees not received 30 days prior to the event may result in the event being canceled and loss of 100% of the damage deposit			

## FEE POLICY

1. Fees apply to all users. Provided further that fees will not normally be assessed for city government functions (section B “Use” – “Eligible Uses” – “City Government”) and for official called business meetings of at least **20 persons** of a bonafide City of Williamsburg neighborhood association. The City reserves the right to adjust fees for extraordinary circumstances with the City Manager approval.
2. Payments of cash, check, or credit cards are accepted. Checks shall be made payable to the **City of Williamsburg**. Payments may be made on-line or directly to the Finance Department at 401 Lafayette Street in the Municipal Building. A convenience fee of 2% will be assessed on payments made by credit card. This additional fee covers the cost the credit card company charges the City for processing credit card payments.
3. Receipt of both the Reservation Agreement and Damage Deposit is necessary to finalize a reservation.
4. The User Fee will be determined in accordance with the rate schedule and the hours that the building is made available to the user. This includes opening of the building for rental equipment, florist, or catering company deliveries, furniture set-up and decorating. Full payment of the User Fee must be received at least 30 days prior to the event. **User fees not received 30 days prior to the event will result in the event being canceled and loss of 100% of the damage deposit.**
5. Damages in excess of the deposited amount will be assessed by the City and charged to the User, in addition to the loss of deposit. Deposit will be refunded unless the City finds that there is:
  - Damage to building or ground
  - Damage to A-V equipment or appliances
  - Failure to properly clean up food, beverage, trash
  - Incomplete removal of decorations, rental furniture or equipment
  - Failure to vacate after scheduled conclusion of event
  - Other reasons as outlined in the Policies and Procedures
6. Cancellation of events must be made in writing at least **30 days** prior to the date of the event, and will result in a cancellation fee equal to ½ of the Damage Deposit. **Cancellations made less than 30 days prior to the event will result in loss of the entire damage deposit.**
7. Properly-permitted non-government groups may charge ticket fees for entry or sell items with prior approval of the City. Proof of business license may be required.



8. Events that involve money being collected at the door may require a Williamsburg Police Officer to be present at the User's expense.
9. City shall be entitled to 10% of the gate receipts for approved ticketed, revenue generating activities.

## **F. BUILDING RULES/PROHIBITIONS**

1. User is responsible for all damages to the building or grounds occurring during use.
2. User is responsible for enforcing law and order or obtaining at his/her own expense the aid of a Williamsburg Police Officer to do so.
3. User must comply with all smoking, fire, alcoholic beverage, noise, and other lawful regulations.
4. No pets or animals (with the exception of service dogs).
5. No loud music. Music should not be heard from outside the building after **10 p.m.** when the City Noise Ordinances goes into effect. Amplified sound systems may be used but must be held to the minimum volume necessary to address those in attendance, and must not disturb surrounding residential areas.
6. No tobacco chewing or smoking in the building.
7. No rice outside the building. No rice or birdseed inside the building.
8. No open flames (that is, decorative candles on tables other than small votive candles in glass containment).
9. No alcohol without proper permits and explicit conditional approval as stated in the Reservation Agreement.
10. No sale of items without the approval of the City.
11. Collection of money or admissions only as approved in the Reservation Agreement.
12. Promotional materials, advertising materials, and decorations must not list city as a co-sponsor or must be approved prior to posting.
13. Use of tape or adhesives, nails, tacks on doors, windows, or ceilings is forbidden.
14. The tables and chairs included in the Community Building rental may not be removed from the building for any reason.

### ***Set Up Procedures***

1. Requests for specific arrangement of City furnished tables and chairs must be received in writing at least **one week** prior to the event. If the City is not given advanced notification, the user will be responsible for the setup.
2. Setup of City owned furniture and equipment will generally occur at least one hour prior to building availability. Set up and break down of rental furniture and equipment is the responsibility of the user.
3. Delivery, decorating, and set up time should be included in the hours reserved. **Once the user fee has been established, any requests for earlier entry may result in additional user fees being deducted from the damage deposit.**
4. Storing of materials in advance of event must have prior approval of the City.

### ***Clean Up Procedures***

1. The building must be cleaned, decorations and trash removed and vacated by the stop time indicated on the reservation agreement. Otherwise the cost of cleanup and additional hourly usage will be deducted from the damage deposit.
2. User is responsible for removal of all personal articles, including leftover food, beverage containers, decorations, etc., and depositing waste in the dumpster.
3. User must wipe off all walls, table tops, chairs, counter tops, and appliances.
4. The User is not required to sweep or mop, except to spot clean spills. Sweeping and mopping of the floors is the responsibility of the janitorial crew.
5. **It is the responsibility of the user to have rental equipment and furniture removed from the Building at the conclusion of the event. Failure to do so may result in the loss of damage deposit.**

### **G. INSURANCE POLICY**

1. The User must obtain a Certificate of Liability Insurance covering the event in the amount of \$1,000,000 (minimum) with the City of Williamsburg named as an additional insured. Then forward a copy of the certificate to the Facilities Manager at least 10 days prior to the event.
2. Obtaining insurance is the responsibility of the party obtaining the reservation.
3. You may consider using Virginia Municipal League insurance program (TULIP).

For more information log on to TULIP Purchase at:

<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> .

The website will ask for the City of Williamsburg's ID-Code, it is: 4750-002. Or you may contact them directly at 1-800-507-8414. Once you have obtained your Certificate of Liability Insurance forward a copy to the Williamsburg Facilities Manager at [tleitch@williamsburgva.gov](mailto:tleitch@williamsburgva.gov) or fax it 757-259-3798.

## H. FOOD AND BEVERAGE POLICY

1. In order for a User to serve alcoholic beverages a **one-day beverage license** from Virginia ABC Commission is required. Use of a caterer with an ABC license is recommended. ABC license must be posted in the Community Building before the start of the event.
2. The sponsoring person or organization accepts full responsibility for maintaining control of alcohol consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and also shall be cause for future denial of permission for the sponsoring organization.
3. No alcohol may be consumed in any other area except the designated area of the event. No alcohol may be carried beyond the porch. Open air consumption of alcohol is prohibited on the Community Green. Alcohol may be consumed within walled tented enclosures erected on the Green provided that the required ABC License has been obtained and is properly posted.
4. Use of a caterer is recommended for food and alcohol service. Caterers should be appropriately licensed to do business in Williamsburg. (Contact the Commissioner of Revenue for this information.) Caterers should get applicable Health Department and ABC Commission permits.

## I. DISCLAIMERS

1. City is not responsible for property placed in or on the premises. **All property must be brought in and removed the day of event.**
2. City reserves the right to deny applicants, cancel approved reservation dates for unforeseen circumstances such as inclement weather or electrical outages, and request police security by the Williamsburg Police Department of events at the expense of the applicant.
3. For those events so designated by the City, a uniformed police officer from the Williamsburg Police Department will be required to provide security. The officer will be provided at the applicant's expense. Contact the WPD at (757) 259-7209.

4. City reserves the right to remove from the premises any person or persons failing to abide by Community Building rules, including disorderly conduct and inappropriate behavior.
5. Persons failing to abide by Community Building rules shall be prohibited from applying for future use of the Community Building for a period of **one year**.
6. The City will not be liable for accidents, injury, or damages of users of the facility.

## **J. USE OF A TENT ON THE COMMUNITY GREEN**

1. A tent Permit is required from the City's Codes and Compliance Office (757) 220-6254 for any tent greater than 900 square feet or with occupancy of 50 or more people. 50 or more people constitute a Public Assembly Event and issues such as exit signs, emergency lighting, and an aisle space need to be addressed. The Codes and Compliance office and the Williamsburg Fire Department will coordinate the inspection process with you once the Tent Permit has been received. Contact the Codes and Compliance Office for applicable fees.
2. Any tent structure over 150 square feet will require inspection and approval by the Williamsburg Fire Department. (757) 220-6226
  - a. Tent location on the site (foot print) must be approved. Exits from Community Building may not be blocked.
  - b. Tent fabric must be treated and a certificate of flammability furnished to the fire inspector.
  - c. All decorations must be non combustible or treated with an approved flame retardant.
  - d. Open flames are not permitted except for small votive candles in glass globes.
  - e. Cooking is not permitted in the tent used for an event. Cooking is permitted in a separate tent separated by at least 30 feet and used solely for that purpose.
  - f. Heating equipment must be listed by an approved testing agency such as UL or FM Proper clearances must be maintained.
  - g. A fire extinguisher must be on site.
3. Placement of tents of any size must be coordinated with the City's Landscape Superintendent (757) 220-6234 at least one week prior to the event.
4. Tents must be erected on the day of the event and must be disassembled and removed from the Community Green no later than 10 a.m. the following day.

# Community Building Dumpster Location

