



Forsyth County Senior Services

Facilities Rental Policies

Room	Facility	Capacity	Rate
Auditorium	Sexton Hall	112 - 230*	\$150 per hour, 2-hour min
Great Room	Charles Place **	80	\$75 per hour, 2-hour min
Other Rooms	Sexton	20-40	\$50 per hour, 2-hour min
Multipurpose Room	Charles Place	30	\$30 per hour, 2-hour min
Prep Kitchen	Sexton & Charles Place	N/A	\$50 flat fee with rental
Audio/Visual Package	Sexton & Charles Place	N/A	Varies
Refundable Damage Deposit	Sexton & Charles Place	N/A	\$300
Cleaning Fee	Sexton & Charles Place	N/A	\$175, mandatory for rentals with 100+ guests
Non-resident fee	Sexton & Charles Place	NA	20%

*Sexton Hall Auditorium has a seating capacity of 112 when seated around the 60" round tables and keeping the dance floor open, 160 when seated around the 60" round tables and covering the dance floor, and 230 when seating is theater style in rows.

Any rental involving more than 150 anticipated persons, in addition to executing this request form, shall require the renter to apply for and have issued a permit per Section 62-1 of the County Code. The special event permit shall be submitted to Forsyth County Senior Services 1 month before the rental date. Application can be found at: <https://www.forsythco.com/Departments-Offices/Administration/Special-Event-Permits>

**Charles Place is only available for weekday rentals starting at 4:30 p.m. or weekend rentals.

Audio/Visual Packages: Includes the use of the projector and sound system.

A/V Package 1: Plug and Play – FCSS Staff sets up the projector and/or sound system for continuous, unassisted play. \$50 flat fee with rental.

A/V Package 2: Advanced A/V – FCSS Staff operates projector and/or sound system throughout designated program time. \$30 per hour.

Note: Only FCSS Staff will adjust the FCSS A/V Equipment.

GENERAL RENTAL INFORMATION

- Rentals are available Monday through Friday 5:00 p.m. to 10:30 p.m., Saturday 9:00 a.m. to 10:30 p.m., and Sunday 11:00 a.m. to 10:30 p.m. Events must end by 10:30 p.m. and the building vacated by 11:00 p.m.
- Rentals are for private events only. For purposes of this rental policy, a private event is where participation is limited to persons or groups specifically invited to attend. Public events, where the general public is invited, are not allowed.**
- Rental fee includes ½ hour before rental start time for setup and ½ hour after rental end time for cleanup as outlined on Rental Agreement.
- Rental agreements must be signed by renter and FCSS staff to be valid.
- Facilities are not available when a Forsyth County Senior Services (FCSS) program or approved activity is being conducted. Facilities and grounds may be fully or partially decorated for holidays.
- There is a two-hour minimum for all rentals. Facilities are reserved on a first-paid basis.
- Requests will not be granted to renters that have exhibited unacceptable conduct during previous rentals at any Forsyth County facility.

- Alcohol is not permitted at Sexton Hall unless renter obtains the required special event permits and liability insurance at least two weeks prior to rental date. Forsyth County Senior Services (FCSS) will provide a written approval notice once required documents are provided for review. An information sheet can be provided upon request. Exceptions to this policy may be made for consumption by religious service leaders with prior approval of staff.
- Tobacco products are prohibited in all Forsyth County indoor facilities.
- In the case of inclement weather, FCSS Rental Staff will monitor the weather and communicate with the renter. Any cancellation will be with as much notice as possible.
- No one under the age of 21 may enter into a facility rental agreement.

DAMAGE DEPOSITS

1. Refundable Damage Deposit fee of \$300 is due at the time of reservation.
2. Deposits will be refunded in full if FCSS staff reports that the facility was left in good condition. If any of the following or other damages are found, then the deposit will be forfeited in part or in full.
 - a. Damage to the facility, furnishings, or equipment.
 - b. Missing furnishings or equipment.
 - c. Facility needs a deep cleaning.
 - d. Any rental guest displays improper behavior including, but not limited to, abusive or threatening language and physical violence.
 - e. Any rental guest breaks another policy listed within this document.
 - f. Rental does not vacate the facility in the time previously agreed upon.
3. Renters will be notified regarding the status of their deposit within the week following event.
4. Any fees above the \$300 deposit will be billed to the renter.
5. Renters and any associated groups will not be allowed to use any FCSS facilities until all fees are paid.

FEES

1. Rental fees must be paid in full at the time of reservation. An additional 20% will be added to all out-of-county resident rentals.
2. If a group stays over their reserved time, the group will be charged by the hour. The hourly fee is calculated by dividing the pre-arranged fee by the number of hours allowed.
3. Any additional space outside the rental dates and times must be approved, reserved and appropriate fees paid.
4. For rentals with greater than 100 guests, a cleaning fee of \$175 is required.
5. Non – profits with a 501c3 will receive a 20% discount when renting the Sexton Hall Auditorium for a minimum 3 hours.
6. Payments must be made with rental staff or by check to the attention of F.C.S.S. with the subject line “Rental Fee”, and sent to 2115 Chloe Road, Cumming, GA 30041.

REFUNDS

1. Refunds will be granted when FCSS cancels a rental.
2. Refunds will NOT be given for failure to show or if proper cancellation notice is not provided in writing. If the renter must cancel, refunds will be assessed according to the amount of written notice given based on the following schedule:
 - a. Full refund if more than one month before event
 - b. 50% refund two weeks before event
 - c. 20% refund one week before event
 - d. 10% refund between one week and 48 hours before event
 - e. No refund less than 48 hours before event

FCSS STAFF RESPONSIBILITY/AUTHORITY

1. Rentals are staffed according to the number of guests attending.
2. FCSS staff will meet with each potential renter before the rental is confirmed.
3. FCSS staff will be responsible for set-up and breakdown of the rental space based on the agreed upon layout **provided by the renter at least two weeks prior to rental date.**
4. FCSS staff and renter will conduct a facility walkthrough before and after the rental to document the condition of the facility. A check list will be initialed by both parties.
5. FCSS staff has the authority to dismiss a rental guest or cancel the rental at any time during the rental period for a violation of the rules.

RENTAL RULES

1. Youth groups, or rentals on behalf of youths, must have a minimum ratio of 1 adult to 10 children for proper supervision.
2. Rental space includes access to the rented room(s), restrooms and foyer. Going into other rooms or spaces in the facility is not allowed and should be considered off-limits.
3. The kitchen is primarily for storage and staging. Use of kitchen equipment is limited to coffee maker, refrigerator, warming oven, microwave, freezer and ice maker. No actual food preparation on site is allowed. Freezer space must be requested two weeks prior to the rental.
4. No cooking or grilling inside buildings is allowed, including inside prep kitchen. Any flames such as lit sternos must be extinguished before disposal. Grilling may be allowed in designated outside areas to be determined in advance by FCSS staff. Renter must provide tent for cover if grilling in inclement weather.
5. Kitchen serving pieces and utensils, including spoons, tongs, bowls, etc. are not available for use at rentals. Renters may not enter the kitchen pantry nor take any supplies from the pantry, cabinets, or drawers.
6. No Alcohol may be brought to or consumed anywhere at Sexton Hall without required permits. Drugs are not allowed on premises.
7. FCSS reserves the right to deny any commercial recreation vender access to grounds who have not submitted proper insurance.
8. Tables and chairs designated for rental use will be set up per the agreed upon setup plan prior to the renter's arrival time. Making use of other furniture, fixtures or equipment is not allowed or the renter may be assessed an additional charge.
9. No items may be hung from any walls. Damage to any FCSS property will cause loss of security deposit. Special requests must be made in advance.
10. All decorations must be removed before leaving the facility.
11. Parking on roadways at FCSS facilities is prohibited.
12. For any advertising or marketing done for your private rental, list "Sexton Hall Enrichment Center" or the address of 2115 Chloe Road, Cumming, GA 30041.
13. When food is being served, all tables must be covered by tablecloths. This includes serving tables and those for seating guests.
14. Parents must supervise and monitor all children under 18 years of age. No one is allowed in the back of the building unless using rear restrooms.
15. Any unsafe, potentially unsafe or disruptive conduct or attire is not permitted. When an unsafe or disruptive condition or behavior is identified, FCSS staff will alert the renter as to the situation and need for remedy. If the unsafe condition or behavior is not corrected, the rental will be stopped until it comes into compliance. In the event of lack of cooperation, the participant may be asked to leave the premises, the security deposit may be forfeited, and rental may be cancelled.
16. Appropriate attire and footwear must always be worn on property and inside FCSS buildings. Special requests must be made in advance.
17. No conduct may occur during the rental that constitutes "specified sexual activities" as that phrase is defined in the County's Adult Entertainment Ordinance. (County code, 10-31, et. seq.)

Should such conduct occur by a renter or guest of a renter, the rental will be stopped, the participants asked to leave the premises, and the rental canceled.

18. No attire may be worn by a renter or guest of a renter where any portion of a persons "specified anatomical areas" are exposed, with the phrase specified anatomical areas having the same meaning as in the County's Adult Entertainment Ordinance (County code, 10-31, et. seq.). In the event a renter or guest of a renter wears such attire or displays specified anatomical areas, the rental will be stopped, the participants asked to leave the premises, and the rental cancelled.
19. No performances may occur during a rental where any person appears unclothed or in such attire, costume or clothing as to expose any portion of his or her specified anatomical areas or where such performances are characterized by an emphasis on specified sexual activities, all regulated by the County's Adult Entertainment Ordinance (County code, 10-31, et. seq.)
20. The use of sound amplifying equipment will be monitored to ensure noise levels are comfortable.
21. The use of fireworks or sparklers, fog machines, confetti, glitter, rice or silly string is not permitted anywhere inside or outside a FCSS facility. Any flowers and petals must be cleaned up completely.
22. Renter must inform FCSS staff if a spill has occurred, so that it can be cleaned up immediately.

SPECIAL REQUESTS

1. Alcoholic beverages are only allowed at Sexton Hall with proper Forsyth County and State of Georgia Special Event permits. Renter must provide permits, proof of liability insurance, and receive approval in advance from Sexton Hall management at least two weeks prior to rental date. A separate instruction sheet on how to obtain required permits can be provided upon request.
2. Additional rooms may be available to provide changing space for performers with additional fees.
3. The use of special equipment, play structures, animals, etc. must be requested in advance and pre-approved by FCSS staff. **Special requests and arrangements for decorating must be made at least 2 weeks in advance.**
4. Special permissions or accommodations granted for previous rentals do not automatically extend to current or future rentals. It is important to communicate any requests or needs early and clearly in the booking process to ensure the best possible event for all involved. Because we are not primarily a rental venue, we can't always meet needs that have not been expressed and approved well in advance of the rental date.
5. Tables and chairs are included in the rental, with the number of each requested in advance. There is no guarantee of other equipment being available. Additional tables and chairs from an outside vendor may be arranged by the renter at renter's expense. Delivery and pick-up must be coordinated with FCSS Rental Staff.
6. **Setup arrangements must be made at least two weeks in advance of rental date.** Arrival and departure time and number of attendees must be confirmed at this time. The number of chairs requested may not exceed the number of expected attendees.
7. Additional setup, cleanup and staff time must be paid in advance of rental. Any increase in number of attendees cannot be guaranteed and may result in paying the required \$175 cleaning fee.
8. FCSS is not able to store renter's equipment and/or props.
9. All audio/visual equipment rentals must be confirmed at least two weeks prior to the rental and requires a run through by appointment during regular business hours to ensure successful operation. Internet and wi-fi access are not guaranteed. If using the Audio/Visual package, we recommend preparing a backup method for your presentation.
10. Any last-minute setup changes are not guaranteed and setup changes within the 48-hour period before rental time may be assessed an additional charge plus an administrative change fee to be determined by FCSS staff.
11. There are 120 parking spaces at Sexton Hall. Renter shall communicate with staff if number of guests will exceed this in order to develop an alternative parking plan.

END OF RENTAL REQUIREMENTS

1. The renter will be required to stay until all attendees and hired help leave to sign off that the facility has been cleaned and returned in proper condition per inspection by FCSS staff and renter.
2. Renter is responsible for cleaning up after the rental and returning the facility to the condition it was before the rental began.
3. At the end of the event time or at the request of the renter FCSS will provide large open trash cans to begin cleanup. All garbage, trash, food scraps, decorations etc. on floor and tables must be removed from the facility or disposed of in provided bags. FCSS will be responsible for disposing of bagged trash.
4. Food-based liquid cannot be poured down any FCSS drain.
5. If a deep clean is needed, an additional cleaning fee may be assessed.

Date and Times of Rental

FCSS Staff's Signature

Date

Renter's Signature

Date