

## **Jones House Community Center Usage Policies**

The Jones House Community Center is a community and cultural center committed to providing on a not-for-profit basis public gallery space, performance space, and facilities for classes and meetings sponsored by various community organizations. Such activities are to serve to foster self expression in the arts and humanities and provide educational experiences for the citizens of and visitors to the area.

The Jones House facilities are available on a first-come, first-serve basis with the exception of local government agencies who have priority over all other requests. Likewise, public events have priority over private requests and local requests have priority over non-local requests. Scheduling for ALL requests, including governmental usage, must be arranged through the Executive Director and/or Secretary. The following guidelines for usage apply to all requests:

1. As a governmentally owned facility, no person may be denied access to the building because of race, sex, religion, physical handicap, or national origin.
2. All persons or groups using the facility must abide by the "Jones House Community Center Rental Policies." Failure to comply with those policies will result in a warning being given to the person or group. A second failure to comply with the policies may result in that person or group being denied future usage privileges.
3. Maximum legal occupancy of the building is 40 persons on the upstairs floor or 50 persons in the entire building. It is the responsibility of the person or group using the house to comply with that limitation and to be liable for any fines levied by town inspectors for exceeding the allowed number.
4. Any person or group may schedule the use of the facility for a regular weekly, monthly, or bi-monthly meeting for a period of not more than three months.
5. A rental fee will be charged for all uses except governmental usage and events or meetings sponsored by the Watauga County Arts Council or the Jones House Community Center. Prepayment of rental fees is required.
6. The Jones House shall not be used for commercial purposes. In the event the House is used by any person or organization that is not a nonprofit corporation recognized by the Internal Revenue Service as a tax exempt organization, no fee may generate revenues that are greater than the actual cost of using the House plus the actual cost of materials used by the participants. The sale of any services, tapes, papers, books, or any item by any person or organization that is not a non profit corporation recognized by the Internal Revenue Service as a tax exempt organization is prohibited.
7. Private receptions and events may be scheduled at the discretion of the Executive Director. Private events must pay a staffing fee of \$8.00 per hour. These events must be concluded (including cleanup) by 11:00 pm. No keys will be checked out and the building will be evaluated for damages and cleanliness at the end of the scheduled event.
8. A cash deposit of \$10.00 is required to check out a key for all other rentals. No deposit will be required for sponsored events. Possession of key is a privilege to be used only for the date and time booked. To use the Jones House at a time other than regular business hours of 12-5 PM, Tuesday through Friday, the contact person should pick up and sign for a key during business hours prior to the scheduled rental. Keys should be returned either in person within two business days or through the mail slot.

9. Users are responsible for setting up meeting rooms to suit their needs and are expected to return the rooms to their original condition before leaving. The Jones House Community Center staff will not be responsible for setting up or tearing down room arrangements. Parlor and foyer furnishings may only be moved with the written approval of the Executive Director and must be restored to their original location before clean-up is considered complete.
10. The equipment in the building may only be removed from the premises with the approval of the Jones House Community Center's Executive Director. The user is responsible for any damage to the equipment and must check the equipment out using the appropriate form.
11. No work of art may be moved or in any way altered under any circumstances except by authorized persons. Persons using the building will be liable for any damages or loss sustained to the building or its contents while they are in possession of a key to the building.
12. All artists whose work is displayed in the Jones House Community Center or on its grounds must sign and agree to the terms of the "Exhibition Contract."
13. Smoking is not permitted in the Jones House Community Center.
14. No alcohol may be used on the premises without the prior written approval of the Executive Director. If the majority of the event participants are under age, alcohol may not be served.
15. No storage facilities are available. Supplies and food may not be brought into the building prior to the scheduled time of usage.
16. No animals are allowed in the building except service animals.
17. No open flames may be used in the building.
18. Parking is available in the rear of the building outside of business hours. Parking during business hours is available but must be arranged in advance with the staff.
19. Paper goods and supplies are the property of the Jones House Community Center and the Watauga County Arts Council and may not be used for any other purposes. All persons using the building must provide their own supplies.
20. Children must be supervised by an adequate number of adults while in the facility to prevent injury and/or damage to the building.
21. Users will be held responsible for properly securing the building and are expected to turn off all lights upon leaving. The Boone Police Department regularly checks the building for unlocked doors and lights left burning after hours.
22. All items posted on the bulletin board located in the rear of the building or set out for display anywhere in the building must have the prior approval of the Executive Director.
23. Additionally, any damages done to the building while being used by said person or group are their financial responsibility and satisfactory arrangements for compensation must be made with the Executive Director.
24. Benefits for non-profit organizations may be held within the building, however admission to the grounds or the building itself may not be charged. No open sales may be made on the grounds.
25. All items posted on the bulletin board located in the rear of the building or set out for display anywhere in the building must have the prior approval of the Executive Director.

26. Any damages done to the building or to the grounds while being used by said person or group are their financial responsibility and satisfactory arrangements for compensation must be made with the Executive Director.
27. If an outdoor event is planned in conjunction with a march or parade, a copy of the Town of Boone permit obtained from the Town Clerk must be filed with the usage form.
28. Usage of the Jones House sound equipment will require advance written approval of the Executive Director and a sound technician of the Executive Director's choice must be paid the required hourly fee for the time their services are utilized. If a sound technician is engaged, at least one hour's payment to that person is required even if their services are not used.
29. Benefits for non-profit organizations may be held however admission to the grounds or the building itself may not be charged. No open sales may be made on the grounds.