

# ACCA

ATHENS COMMUNITY COUNCIL ON AGING

Live well. Age well.

## Facility Use Agreement

135 Hoyt Street · Athens, Georgia 30601  
(706) 549-4850 | [www.accaging.org](http://www.accaging.org)

The Southern Railway Passenger Station in Athens, Georgia was built in 1913 and served the community until 1951. For the next several decades, the building was leased to various businesses. Norfolk Southern Corporation donated the building and surrounding property to the Athens Community Council on Aging, Inc. in August of 1987. ACCA restored the building and added a wing to create a senior services center which was dedicated in September of 1991.

***Put a little history in your meeting place.***

**Please note:** All individuals or groups renting facilities at ACCA must indicate that a majority of the participants are seniors, 55 years of age or older. The event must also be held for senior/seniors. Any 4 hours between 7 a.m. and 10 p.m. may be selected Monday through Friday (M-F) or weekends and holidays (W/H). All reservations are subject to availability.

**Harris Room**

*(Maximum seating is 75 - 80 people with tables and chairs; 100 people with chairs only; 2 bathrooms)*

	<u>M-F Fee</u>	<u>M-F Deposit</u>	<u>W/H Fee</u>	<u>W/H Deposit</u>
CAL Member	\$200	\$100	\$350	\$175
Non-Member	\$400	\$200	\$550	\$275

**Glass Dining Room**

*(Maximum seating is 40 people with tables and chairs; 10 square tables of 4 each; 2 bathrooms)*

	<u>M-F Fee</u>	<u>M-F Deposit</u>	<u>W/H Fee</u>	<u>W/H Deposit</u>
CAL Member	\$100	\$50	\$250	\$125
Non-Member	\$150	\$75	\$300	\$150

**Brick Dining Room**

*(Maximum seating is 32 people with tables and chairs; 4 round tables of 8 each; 2 bathrooms)*

	<u>M-F Fee</u>	<u>M-F Deposit</u>	<u>W/H Fee</u>	<u>W/H Deposit</u>
CAL Member	\$100	\$50	\$250	\$125
Non-Member	\$150	\$75	\$300	\$150

**Harris Room/Glass Dining Room/Brick Dining Room/Kitchen**

*(See above for seating arrangements)*

	<u>M-F Fee</u>	<u>M-F Deposit</u>	<u>W/H Fee</u>	<u>W/H Deposit</u>
CAL Member	\$400	\$200	\$550	\$275
Non-Member	\$700	\$350	\$850	\$425

**Hudson Conference Room**

*(Maximum seating is 25 people around conference table; 2 bathrooms)*

	<u>M-F Fee</u>	<u>M-F Deposit</u>	<u>W/H Fee</u>	<u>W/H Deposit</u>
CAL Member	\$25	\$25	\$175	\$87.50
Non-Member	\$50	\$25	\$200	\$100

\* When deciding on rental times, please allow for setup/breakdown time you need – no early arrivals allowed.

\*\* Room rental set-up will be done by renters. Set up diagram is requested at time of rental.

All reservations are determined based on room availability and must be made at least 14 days in advance of the rental. All contracts must be completed in person at ACCA. The fees and deposit must be paid in full at time of signing, no less than 14 days prior to the event. Our refund policy states that a cancellation request must be received in writing no less than 14 days prior to the rental date in order to receive a full refund (less \$10 administrative fee). If your cancellation is made less than 14 days prior, you will only receive a deposit refund. All reservations are subject to review from ACCA's Facility Use Committee.

## **Equipment Available:**

- 15) Six-foot, folding tables
- 11) Square dining tables that seat 4 people
- 4) Round dining room tables that seat 8 people
- 80) Dining room chairs
- 100) Stackable chairs

Lectern/Microphone  
Electric Stove  
Ice Machine  
Steam Table  
Sink

Piano

A/V Equipment – Includes computer/projector – \$50 fee

Enclosed you will find a rental contract for the facility. All reservations are determined based on room availability and must be made at least 14 days in advance of the rental. All contracts must be completed in person at ACCA. The fees and deposit must be paid in full at time of signing, no less than 14 days prior to the event. Our refund policy states that a cancellation request must be received in writing no less than 14 days prior to the rental date in order to receive a full refund (less \$10 administrative fee). If your cancellation is made less than 14 days prior, you will only receive a deposit refund. All reservations are subject to review from ACCA's Facility Use Committee.

Please keep in mind that your function is not secured on our calendar until we receive the signed contract and deposit and check room availability. Upon receipt and approval, we will sign the contract and return a copy to you for your files.

Please review carefully the Rules and Regulations attached to the contract. This is an old railroad station and requires respectful care. We ask that you treat it gently so that our next generation may enjoy it.

Ultimately, it is your responsibility to see that the facility and grounds are left clean after your event. You may hire someone to clean up; however, we ask you to stay and oversee the cleaning. Additionally, you must check out with the ACCA Staff before leaving the premises.

We require you to make an appointment with an agency representative to come to our facility on a weekday prior to your event to ensure that your arrangements and requests are thoroughly understood. You will need to make an appointment each time you come.

We look forward to sharing our beautiful facility with you and helping you to make your function an enjoyable one. If you have any questions, please call the Administrative Assistant at (706) 549-4850 or [lmckellop@accaging.org](mailto:lmckellop@accaging.org).

## **Rules and Regulations**

Any violation of the rules will result in forfeiture of all or part of your deposit. Please read the rules carefully and call the Outreach Coordinator at (706) 549-4850 if you have any questions.

### **Decorating:**

Furniture, furnishings, and equipment may ONLY be moved inside the building by permission of the Outreach Coordinator. Piano may not be moved. You must set-up for your event.

- No birdseed, rice, or confetti may be thrown or dropped in the facility or outside of the facility.
- Candles are not allowed.
- No signs, decorations, etc. shall be affixed to the interior or exterior of the building.

### **Clean-up:**

ACCA staff is not part of your catering or clean-up crew, although they will be happy to show you how to use ACCA equipment before your event starts. We suggest you call for an appointment to visit ACCA before the function to finalize any details and familiarize yourself with the facility.

The premises and grounds must be thoroughly cleaned of all trash, debris, etc. before you leave and must be in the original condition as you found them when you arrived. Trash can liners must be utilized and all trash placed in the trash dumpster in the rear parking lot.

**Failure to place trash in the trash dumpster will result in the loss of your deposit.**

The renter is responsible for damage to the building, building contents and attachment, the grounds, and landscaping incurred during its use. Please report damage immediately to the ACCA staff present at your event.

\_\_\_\_\_ Initial after reading

## General Rules

Cancellation must be received in writing 14 days prior to event or deposit will be forfeited.

Renters and caterers have the use of the premises for a maximum of 4 hours on the day of the event with the payment of the rental fee. Additional time can be arranged for a fee of \$50.00 per hour. ACCA offices are not available for use as dressing rooms or storage.

The renter may not charge guests an admission fee unless this has been approved by ACCA. Examples: A non-profit organization may request approval to charge a fee as part of a fund-raising event with submission of a copy of their 501(c)(3) tax exempt statement.

The responsible party or designated agent must be present during the event and must check out with ACCA Staff on the premises before leaving. In addition, she/he must meet with the Outreach Coordinator after the event before the deposit can be returned.

No Smoking is allowed inside the facility. Please use the ash receptacles by the entrance doors when smoking outside the building and pick up all smoking debris left on the grounds by your guests.

Amplified music (stereo system, speaker, band, deejay, etc.) is allowed inside the facility, but you MUST register with the Athens-Clarke County Police Department at least 72 hours before the event if the noise will be heard outside.

The renter is responsible for providing security for guests and property of guests; ACCA is not responsible for any belongings left on the premises including vehicles in the parking lots.

The premises must be completely vacated by contracted time.

The renter should take note of the location of fire exits and fire extinguishers throughout the facility.

The premises will be used only for the purposes set out in the contract and for no other purposes. This contract may not in whole or in part be assigned, transferred, or sublet by the renter. Rental fees are subject to change without notice.

\_\_\_\_\_ Initial after reading

**ACCA Rental Contract**

Renter's Name \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Request for Area for Renting \_\_\_\_\_

Date of Rental \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Use of A/V Equipment    yes        no

**Deposit & Payment:**

The deposit fee, which is equal to the amount of your rental fee, must be paid to the Athens Community Council on Aging ("ACCA") before confirmation of your booking date can be made. The deposit will be refunded after completion of your rental if you have met all contractual obligations. Deposits paid by check will be refunded two weeks after your rental.

Payment of actual rental fee (this in addition to the deposit already received) is due two weeks prior to your event. Payment and/or deposit must be paid in cash if rental contract is made with less than two weeks' notice. The rental fee is a separate charge and is based on a 4 hour time period of rental. An additional fee of \$50.00 per hour will be charged should you wish to rent the premises for longer than 4 hours. There will be a \$25 service charge for returned checks.

**Use:**

In no event shall renter use the premises for any illegal purpose, in violation of any law or local ordinances, or in any manner which constitutes a public or private nuisance.

**Set-Up:**

Set-up and clean-up must be done during your contracted rental time. You are responsible for break-down and all clean-up. Limited equipment is available (see list).

Please list equipment needed:

\_\_\_\_\_ Initial after reading

**ACCA Rental Agreement**

I, \_\_\_\_\_, acknowledge I have read the above and foregoing rental contract and the rules and regulations and agree to the terms thereof, particularly the imposition of the rules and regulations. I also agree to indemnify and hold harmless the Athens Community Council on Aging, Inc., its officers, directors, members, agents, and employees, individually and jointly and severally, from and against all liabilities, damages, costs, expenses, causes of action, suits, claims, demands and judgments of any nature whatsoever resulting from the use, occupancy, or possession of the Premises by the undersigned and/or the group or entity the undersigned represents. ACCA asks for Certificates of Insurance for any group rental and that ACCA be shown as additional insured.

*Any exceptions to the Facility Usage Agreement are subject for approval by the CEO or COO of ACCA or the Facility Usage Committee.*

The rules and regulations for use of the "premises" are attached to this contract. Any violation of these rules and regulations may result in forfeiture of all of my deposit.

Please sign and return the original of this contract with your deposit. A copy, with all necessary signatures, will be given to you, for your files.

**Note: CANCELLATION MUST BE RECEIVED IN WRITING TWO WEEKS PRIOR TO EVENT OR DEPOSIT WILL BE FORFEITED.**

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Rep. Signature \_\_\_\_\_ Date \_\_\_\_\_

Deposit to reserve room, made in the amount of \$\_\_\_\_\_ cash check Date \_\_\_\_\_

Agency Rep Initials \_\_\_\_\_

Payment to reserve A/V Equipment, \$\_\_\_\_\_ cash check Date \_\_\_\_\_

Agency Rep Initials \_\_\_\_\_

Total Amount of Payment Due: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_ (14 days before event)

Payment #1 \$ \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_

Payment #2 \$ \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_

## Facility Clean-up Checklist

The following are guidelines for facility clean-up. All or part of the deposit will be withheld if the facility and grounds are not cleaned after the event. You may mark as Not Applicable (N/A) any items which do not pertain to the areas which you will be using. Please remember that clean-up and check-out must be completed by end of rental time. Staff must check you out before you leave.

- \_\_\_\_\_ 1.     **Clean entire kitchen:**
  - Wipe off all surfaces and appliances
  - Clean out sinks - make sure no food particles are left in drain
  - Wash coffeepots and utensils used
  - Hang used cloths/rags on rack near the sink
  - Remove all leftover food from refrigerator
  
- \_\_\_\_\_ 2.     **Clean steam table:**
  - Wipe off all surfaces and change water in pans
  - \* Be sure to unplug steam table after use!
  - \* Do not reset temperature knobs. They are set to meet County Health Regulations.
  
- \_\_\_\_\_ 3.     **Clean dining rooms:**
  - Make sure tables are wiped clean
  - Straighten tables and chairs according to chart and wipe off chairs
  
- \_\_\_\_\_ 4.     **Straighten Harris Room:**
  - Stack chairs in stacks of 10 - fold 6-foot tables and stack on table rack
  - \*if tables and chairs were removed from craft room (set-up has 4 tables)
  
- \_\_\_\_\_ 5.     **Spot clean rugs with soapy water if there are any spills**
  
- \_\_\_\_\_ 7.     **Clean ALL restrooms:**
  
- \_\_\_\_\_ 8.     **Empty all trash cans** (including restrooms) and place bags in trash dumpster in rear parking lot (trash dumpster is the dumpster to the left, the recycling dumpster is to the right).
  
- \_\_\_\_\_ 9.     **If the event is outside or your guests go outside, please collect the trash** (paper cups, cigarettes, cans, etc.) on the grounds. Clean out the ash receptacles by the entrance doors if your guests use them. Be sure parking lots are clear of debris.
  
- \_\_\_\_\_ 10.    **Turn off all lights**
  - Check thermostat to make sure it is on unoccupied
  - Check all doors to make sure they are locked.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Rep. Signature \_\_\_\_\_ Date \_\_\_\_\_