



**William O. Beach Civic Hall  
Rental Policies & Procedures**

The William O B Civic Hall in Clarksville, Tennessee accommodates large groups or can be divided into three smaller meeting rooms. The large meeting room features movable walls that allow many configurations.

Please carefully review and follow these policies and procedures.

**RESERVATION PROCESS:**

1. A 2.5% service fee will be added to the total amount for credit card transactions.
2. Reservations must be made by an adult 21 years of age or older.
3. Reservations may be submitted up to one year in advance.
4. Deposit and rental fees are due at the time of reservation.
5. The Montgomery County Facilities & Maintenance Department reserves the right to refuse rental or use to groups of individuals who have previously used the facility and left it in poor condition or have outstanding debts with the Department. In the event the reserved space is needed for County use or maintenance, the Department reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much notice as possible and a full refund will be given.
6. Facility Users may not charge a registration fee, admission fee, or entrance fee of any type. No solicitations or sales presentations may be made on County Property without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rentals. Permission to hold a fundraiser is limited to non-profit organizations and must be granted by Facility Management.
7. Meeting rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Allowing a group to meet in the Civic Hall does not constitute the County's endorsement of the group's policies, beliefs or practices. Advertisements or announcements by any group implying such endorsement are not permitted.
8. Meeting rooms are available for use Monday through Thursday from 8 a.m. to 10 p.m., Friday and Saturday from 8 a.m. to midnight and Sunday 1 p.m. to 8 p.m. When planning an event, please take these hours into consideration when arranging the set-up and cleanup of the event.

**DEPOSITS:**

1. Deposit for William O. Beach Civic Hall is **\$200.00** and is due at the time of reservation.
2. Deposits will be refunded in full if the Facility Management or staff reports the facility in good and working condition. If any of the following or other damages are found, then the deposit fee will not be refunded:
  1. There is damage to the facility, furnishings, equipment, grounds, etc.
  2. The facility furnishings, grounds are not left in as a clean condition (as what was found upon rental) following the rental time agreement.
  3. Any rental guests or invitee displays improper conduct as determined by facility staff. Improper conduct shall include, but not being limited to, abusive or threatening language, physical violence, lewd behavior or apparent intoxication.
  4. If damages and/ or cleanup cost more than the deposit required, the renter will be billed for the difference.
  5. If not damages or required cleanup is found, deposit will be returned within 10 business days of event.

**RENTAL FEES:**

<b>Small Room</b>	<b>Medium Room</b>	<b>Large Room</b>
<b>\$300</b>	<b>\$400</b>	<b>\$500</b>

Audio-Visual equipment use fee is \$50.00 per day

Kitchen Use fee is \$100.00 per day

**CANCELLATION FEES:**

1. A cancellation of one-half of the deposit will be forfeited if the renter cancels event thirty (30) thirty days prior to the event. If the event is canceled two (2) weeks prior to event, 100% of the deposit will be forfeited.
2. A full refund will be granted when the department cancels a reservation.

**ACCESS TO BUILDING:**

Access code to building will be given to facility user via email, text or phone by 7:00 am the day of rental.

**EQUIPMENT USE:**

1. Tables and chairs are available for use. Tables and chairs are not to be taken outside. Do not drag tables across the floor.
2. Audio Visual Equipment is available for use at a charge of \$50.00 per day. The equipment includes podiums with wired microphone and DVD/VCR; additional wireless microphones; Overhead projector; projection screen; television and Wi-Fi access.

3. Kitchen use is limited to preparation only. Cooking is not available. This means that food may be assembled and may be kept warmed using the warming ovens and perishables and beverages may be chilled in the refrigerator. Kitchen use includes an icemaker and coffee pots.
4. The Facility User is responsible for all kitchen clean up. The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, refrigerator, sinks and floors. The Facility Maintenance department will provide broom, dustpan, and mop and mop bucket, cleaning supplies, paper towels, and other items needed to return the rented area to original state.
5. Only clear liquids may go down the kitchen drain. Grease and other food items clog plumbing.

**FACILITY RULES:**

1. When scheduling event time, please remember that set-up and clean-up must be conducted and completed with-in hours of contracted rental agreement.
2. NO storage is permitted either before or after the event. All items, including catering and supplies must be removed the day of the event. The Facility Management Department accepts no responsibility for any items left behind.
3. Facility user must be available and onsite for the entire duration of the event.
4. Alcoholic beverages are not permitted on County property.
5. Use of tobacco products is prohibited inside County buildings.
6. Minor children must be supervised at all times and remain in rented area.
7. Facility staff must approve all decorations. Use of nails, tacks, staples or tape is not permitted and nothing may be hung from the ceiling or light fixtures.
8. Use of birdseed, Glitter, confetti, fireworks, including sparklers is prohibited both inside and outside the facility. Any violations will result in a forfeiture of a portion of the deposit.
9. Open flames such as candles are prohibited.
10. The use of sound amplifying equipment must be kept at a minimum noise level that does not disturb surrounding residents.
11. All garbage/ trash must be removed, by Facility User, from the facility following the event and placed in the dumpster outside the building. The Facility department will supply trash liners.
12. All floors must be vacuumed and swept before you leave following the event. The Facility Department will provide the necessary cleaning equipment.
13. All equipment must completely be turned OFF before exiting the premises. This includes A/V equipment, ovens, coffee pots and lights.
14. All public access areas, entrances, exits, corridors, doorways and/or other doorways shall not be impeded or obstructed by Facility User or attendee. Any vehicles, materials, or equipment in fire lanes or blocking exits will be removed at Facility Users expense.