

WINSTON COMMUNITY CENTER USAGE POLICIES

The City of Winston may retain the security deposit for any violation of these policies.

Keys

All keys relating to the rental of the Winston Community Center **MUST BE RETURNED TO CITY HALL NO LATER THAN NOON ON THE NEXT BUSINESS DAY FOLLOWING THE RENTAL.**

Doors

All doors must be opened with keys and **MUST BE LOCKED WITH KEYS** (unless there is a push button on the back.) Panic bars can be locked in an open position with the hex key...however, unlocking the panic bar **DOES NOT** lock the door. Please check to make sure all doors used are locked before leaving.

Entrance and Hallways

Entrance and hallways are not meant for occupancy. They are **emergency exits** and must be kept clear of any obstruction including tables, chairs and any free-standing displays.

Lights

The lights in the Grand Room are controlled by push buttons on the walls near the catering kitchen entrance (Woods Room C), to the left of the Wooley Conference Room entrance door (Premier Room B) and on the north wall to the left of the Ford Room entrance. Each button sets at different levels: top button -- all lights on; bottom button – all lights off. Please be certain lights are off before leaving.

Tables

Storage: No tables are allowed in the lobby or hallways that would obstruct an entry/exit way. Tables are stored under the stage. The round tables go in the 2 outside sections on short carts; rectangular tables go in the 2 center sections on long carts. Stack bottom table **top down**, then legs down... top down, legs down... so the tops are touching and the legs are touching. The **BOTTOM** table **must** be set legs up or they drag on the floor. The **round** table carts hold only **five (5) round tables per cart**, and the **rectangle** table carts hold **seven (7) rectangle tables per cart**. **Stacking the tables any higher than described here can damage the sprinkler heads beneath the stage.** Please be certain all tables are cleaned and stored properly before leaving.

Setup: Table and chair arrangement shall be in compliance with the attached table arrangement policies.

Chairs

Storage: Chairs must be stacked **10 high** with legs aligned straight on top of each other to prevent tipping, damage or injury. Stacks **MUST ONLY** be moved with the **chair moving dollies**. **DO NOT DRAG** them across the carpet as this damages the carpet.

Setup: Chair and table arrangement shall be in compliance with the attached table arrangement policies.

Microphone and sound system

The wireless microphone is controlled by the volume knobs on the walls marked “audio” control. Turn counterclockwise to 0 then clockwise to desired volume. If microphone cuts out, check the battery level.

Decorations

Decorations or wall coverings shall not cover more than 25% of the wall; cover, obstruct or disguise an exit; extend into an exit way. Decorations shall not impede a direct path to an exit way (3' aisle width).

Decorations may be hung on the walls with blue painters tape only. Do not attach anything with any other type of adhesive, nails, tacks or putty. Confetti and smoke/fog machines are not allowed. **NO OPEN FLAMES ALLOWED.** However, enclosed sterno-type containers used in chafing dishes with commercial holders may be used.

Fire Alarms

IF THE FIRE ALARM SOUNDS, PLEASE EXIT THE BUILDING IMMEDIATELY TO THE EMERGENCY GATHERING LOCATION, THE NORTHWEST PARKING LOT, AND DIAL 911.

Floors

Prior to leaving, vacuum floor area with vacuum provided, empty the canister and rewind the cord. Sweep and wet mop the floor of the Service Kitchen (broom and mop not provided).

Trash

Prior to leaving, please empty all trash containers from the event area and place in the dumpster located in the south parking lot area. Replacement bags are located in the bottom of the trash containers. Clean all debris from the garbage can covers.

Credit Card Machines

Credit card machines may be utilized on the Grand Room or Conference Room phone jack if contact is made with your provider to make the necessary changes for Dial 9 access on your machine.

Internet Access

WiFi is available.

Occupancy Load

At no time shall any sponsor or user of this facility cause or allow to be caused an occupancy load greater than posted maximum occupancy for each room (including guests, participants, staff, service persons, and/or persons passing through an area). The following are the occupancy loads for both seated and standing:

Table 1 Occupancy Loads

Room	Seated at Tables	Seated in Chairs or Standing
GRAND ROOM	200	300
ROOM A (FORD Rm)	96	160
ROOM B (PREMIER RM)	40	80
ROOM C (WOODS Rm)	40	80
STAGE	30	30
CONFERENCE ROOM	8	8
LIBRARY	50	50
TEEN CENTER	40	40
SENIOR CENTER	80	80

In all cases (chair only or chairs and tables), minimum aisle widths of 4 feet shall be maintained.

No chairs or tables shall extend past the exterior edge of the BLUE carpet. Chairs shall be placed in rows; not to exceed 10 chairs per row, minimum of 12” between rows, no chair to extend past exterior edge of BLUE carpet (maintaining exterior aisle), no chairs or tables shall be placed past the INTERIOR edge of the BLUE carpet on the STAGE end, chairs shall be placed as to maintain a 4’ aisle between sections of rows. Tables shall not be placed less than 4’ apart.

If food service lines are utilized, serving tables shall not be placed closer than 4’ from the side or end wall, and serving tables shall not be placed closer than 4’ from any dining table. In a case where a food service

line utilizes a service table placed against a wall a 6' clear space shall be maintained between the service table and any other table. In a case where parallel serving lines are used, a minimum of 6' is required between service tables.

Whenever stairs are placed to allow access to the stage area, stairs shall enter/exit into an approved aisle space and chair placement shall allow for 3' clear space around stairs.

Table 2 Seating Plan (GRAND ROOM – Chairs only)

		Stage		
Blue Carpet Interior Edge		Aisle		Blue Carpet Interior Edge
Row 1/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 2/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 3/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 4/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 5/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 6/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 7/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 8/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Aisle				
Aisle				
Row 9/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 10/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 11/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 12/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 13/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 14/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 15/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Blue Carpet Ext Edge				Blue Carpet Exterior Edge

Table 3 Seating Plan (ROOM A– Chairs only)

		Stage		
Blue Carpet Interior Edge		Aisle		Blue Carpet Interior Edge
Row 1/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 2/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 3/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 4/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 5/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 6/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 7/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Row 8/Blue Carpet Ext Edge	10 Seats	4' Aisle	10 Seats	To Blue Carpet Exterior Edge
Blue Carpet Ext Edge				Blue Carpet Exterior Edge

Table 4 Seating Plan (ROOM B & ROOM C– Chairs only)

Premier Room (RM B)		Woods Room (RM C)
Blue Carpet Exterior Edge		
Row 1/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider
Row 2/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider

Row 3/Carpet Ext Edge	8 Seats	w/i 3' from Divider
Row 4/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider
Row 5/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider
Row 6/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider
Row 7/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider
Row 8/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider
Row 9/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider
Row 10/Blue Carpet Ext Edge	8 Seats	w/i 3' from Divider
Blue Carpet Exterior Edge		
Double Doors RM B		WINDOWS RM C
Blue Carpet Ext Edge		
Row 1/Blue Carpet Ext Edge	10 Seats	To Blue Carpet Exterior Edge
Row 2/Blue Carpet Ext Edge	10 Seats	To Blue Carpet Exterior Edge
Row 3/Blue Carpet Ext Edge	10 Seats	To Blue Carpet Exterior Edge
Row 4/Blue Carpet Ext Edge	10 Seats	To Blue Carpet Exterior Edge
Row 5/Blue Carpet Ext Edge	10 Seats	To Blue Carpet Exterior Edge
Row 6/Blue Carpet Ext Edge	10 Seats	To Blue Carpet Exterior Edge
Row 7/Blue Carpet Ext Edge	10 Seats	To Blue Carpet Exterior Edge
Row 8/Blue Carpet Ext Edge	10 Seats	To Blue Carpet Exterior Edge
3' from Divider		

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