



POLICIES AND PROCEDURES



**2007 Legacy Hall
4301 New Town Avenue
Williamsburg, VA 23188**



2007 Legacy Hall Policies and Procedures



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Revised September 2008

Introduction

James City County owns and manages 2007 Legacy Hall, located in the New Town development. The facility is available for use by governmental, civic and community groups as well as the general public on a fee basis, with certain restrictions. User/rental fees offset tax supported funds to operate the building.

A. Facility Amenities

1. **Meeting Rooms** – 2007 Legacy Hall features two adjoining meeting rooms, one large and one small, which can be used together or separately. Both rooms can accommodate audio-visual presentations. Twenty round tables (60” in diameter) and 175 cloth seated chairs and 100 stackable chairs are provided and can be arranged in a variety of configurations to fit any occasion.
2. **Kitchen** – Kitchen amenities include a refrigerator, sink, microwave, ice maker, double oven (*stovetop/burners are not present*) and counter space. The Kitchen is available to the large meeting room if both rooms are in use simultaneously by different groups. However, if the large room user does not reserve the Kitchen, it may be available to the small room user.

2007 Legacy Hall	Square Footage	Capacity Seated (Lecture Style)	Capacity Seated With Tables
Combined Rooms	2,358	275	160
Large Meeting Room (49' x 38")	1,862	215	120
Small Meeting Room (16'X31')	496	60	40

Note: The overall occupancy of 2007 Legacy Hall must not exceed 299 people at any time.

B. Facility Use

Eligible Organizations

1. County Government: James City County's Board of Supervisors, departments, boards and commissions, schools and library.
2. County Residents, Civic Groups and Non-Profit Organizations: Individual residents, civic and neighborhood associations, non-profit organizations and County based private organizations.
3. Non-County Governmental: Neighboring jurisdictions, regional entities, state and federal agencies.
4. Non-County Residents and Private Organizations: Residents of other jurisdictions such as the City of Williamsburg and York County, and private users.

Permitted Uses

1. Meetings. *Civic clubs, church groups, neighborhood associations, boards and commissions, political gatherings, town meetings, etc.*
2. Arts and Educational events. *Any activities for which participants are charged a fee, the County will receive 10% of gross receipts (see Fee Policy, page 6).*
3. Celebrations. *Weddings, anniversaries, birthdays, graduations, retirements, showers, family reunions, pot lucks, private banquets, etc.*
4. Other appropriate uses as approved by the County Administrator or designee.

Prohibited Uses

1. The serving of alcoholic beverages at any function where guests/participants have neither received an invitation nor a ticket.
2. Gatherings that can facilitate disorderly conduct as detailed in the James City County Code. *The County Code is available online at www.jccEgov.com and at the County Attorney's Office.*

Use of West Terrace

1. The West Terrace, the brick patio area adjacent to 2007 Legacy Hall and bordered by Sullivan Square, is available for use in conjunction with events in the facility. Use of the West Terrace does not include use of Sullivan Square (open/green space). **Sullivan Square is not available for private rental or use.**

C. Facility Operating Hours

Regular, Normal Hours of Operation (Standard Rate)

1. Weekdays, 8 a.m. – 4 p.m.
2. A walk-through of 2007 Legacy Hall is available by appointment only, during business weekdays, 8 a.m. to 5 p.m.
3. Unless an event is scheduled, the facility remains locked at all other times.

Premium Rate, Hours of Operation (Premium Rate)

1. Weekdays, 4 p.m. to 11p.m.
2. Weekends, 8 a.m. to 11p.m.

White=Standard Rate, Black=Premium Rate

Weekdays	8 a.m. to 4 p.m.	4 p.m. to 11p.m.
Saturdays	8 a.m. to 11 p.m.	
Sundays	8 a.m. to 11 p.m.	

D. Reservation Policy

1. Reservations are accepted on a *first come, first serve basis* on business weekdays, 8 a.m. to 5 p.m.
2. To reserve a room(s), the Applicant/User must first submit (a) a facility Reservation Form to James City County Parks and Recreation along with (b) a non-refundable \$25 processing fee, (c) the applicable security deposit and (d) the Insurance Acknowledgement Form. Reservations become final once all rental fees are received.
 - (a)▶ The Reservation Form must designate an Applicant/User. Individuals reserving a room(s) must be at least 21 years old and be present during the event. All events must maintain a minimum age ratio of 1:20 (one person 21 years old or older to every 20 people in attendance who are aged 20 years or younger).
 - (b)▶ The non-refundable \$25 processing fee is not applied to the final rental fee.

(c)▶ A security (damage) deposit will be due at the same time as the reservation form and processing fee. The security deposit will be refunded, provided no damages have been incurred (*for security deposit fees, see page 8*). However, if the reservation is cancelled less than 30 days before the event date, the security deposit will be forfeited.

(d)▶ The Applicant/User must provide evidence of liability insurance covering the event to be conducted at 2007 Legacy Hall.

3. Reservations for 2007 Legacy Hall are accepted up to one year in advance of the event date, and no later than two business weeks before the event date.
4. Reservations made less than 30 days before the event will be charged an additional, non-refundable, \$25 processing fee.
5. Reservations become final once the processing fee, security deposit and all rental fees are paid at least 30 days before the event. Full payment is due to James City County Parks and Recreation. If all fees are not paid on time, the reservation will be cancelled and the processing fee (s) and the security (damage) deposit forfeited.
6. Cancellation of a reservation by the Applicant/User must be made in writing and received by Parks and Recreation at least 30 days before the scheduled event date, to receive a refund. The reservation fee plus the security deposit will be refunded. Processing fee(s) will not be refunded. Cancellations received less than 30 days before the event date will forfeit the security deposit.
7. Reservations are subject to modification due to unforeseen circumstances beyond James City County's control. In these cases, a full refund including processing fees will be issued if another suitable date cannot be determined.
8. All reservations will be subject to approval of County Administrator or designee depending upon the nature of the activity.

Long Term Lease Arrangements

1. Requests for repeat activities on a weekly or monthly basis are considered Long Term rental requests and will require approval from County Administrator or designee.
2. Once approved, Long Term requests can be scheduled up to 6 months in advance.

E. Fee Policy

1. Fees apply to all Applicants/Users. James City County reserves the right to adjust fees for extraordinary circumstances, with the County Administrator's approval.
2. Payments in cash, check or credit cards are accepted. Checks should be made payable to **Treasurer, James City County**. Payments are accepted at James City County Parks and Recreation, Administrative Offices, 5300 Palmer Lane, Suite 1A, Williamsburg, Virginia, 23188.
3. Fees will be determined in accordance with the rate schedule and the hours the facility is made available to the Applicant/User. This includes time associated with opening the building for rental equipment, florists and catering company deliveries as well as furniture set-ups and decorating.
4. James City County shall be entitled to 10% of gross sales tickets, concessions, and other revenue generating activities offered at 2007 Legacy Hall. Properly permitted groups may charge ticket fees for entry or sell items with advance approval of the County. Proof of business license may be required.
5. Damages incurred in excess of the security (damage) deposit amount will be assessed by the County and charged to the Applicant/User, in addition to the loss of deposit. Deposits will not be refunded in the following circumstances:
 - damage to the facility or grounds
 - damage to facility equipment or appliances
 - failure to properly clean up food, beverages and trash – both inside and outside - including areas surrounding the West Terrace on Sullivan Square
 - incomplete removal of decorations, rental furniture or equipment
 - failure to vacate the facility one hour after scheduled conclusion of event
 - other like reasons
6. For those events so designated by the County, a uniformed Police Officer from the James City County Police Department will be required to provide security. The Officer will be provided at the Applicant/User's expense. Please call the James City County Police Department for assistance at 253-1800.

**2007 Legacy Hall
Entire Facility (Large/Small Rooms Combined)
Rental Fees - 3 Hour Minimum**

	Individual, Private Organization or For- Profit Organization	Civic Association, Public, or Non-Profit Organization
Standard Use 8 a.m. – 4 p.m., Weekdays	\$100/hour	\$75/hour
Premium Use 4 p.m. – 11 p.m., Weekdays 8 a.m. – 11 p.m., Weekends	\$150/hour	\$100/hour
Maximum Day Total Weekday	\$1,200	\$850
Maximum Day Total Weekend	\$1,500	\$1,000

Large Room Rental Fees - 3 Hour Minimum

	Individual, Private Organization or For- Profit Organization	Civic Association, Public, or Non-Profit Organization
Standard Use 8 a.m. – 4 p.m., Weekdays	\$75/hour	\$50/hour
Premium Use 4 p.m. – 11 p.m., Weekdays 8 a.m. – 11 p.m., Weekends	\$125/hour	\$75/hour
Maximum Day Total Weekday	\$1,000	\$600
Maximum Day Total Weekend	\$1,250	\$750

**2007 Legacy Hall
Small Room Rental Fees - 3 Hour Minimum**

	Individual, Private Organization or For- Profit Organization	Civic Association, Public, or Non-Profit Organization
Standard Use 8 a.m. – 4 p.m., Weekdays	\$30/hour	\$20/hour
Premium Use 4 p.m. – 11 p.m., Weekdays 8 a.m. – 11 p.m., Weekends	\$50/hour	\$30/hour
Maximum Day Total Weekday	\$300	\$150
Maximum Day Total Weekend	\$400	\$200

Additional Fees applicable to all rooms

ALL Applicant/Users are required to pay Security Deposit; other fees charged as applicable.

Security Deposit - Business Meetings, Seminars	\$100
Security Deposit - Weddings, Receptions, Rehearsal Dinners, Private Parties, Fundraisers, etc.	\$500
Gross Receipts (for any activities for which participants are charged a fee, the County will receive 10%; see <i>Fee Policy, page 6</i>).	10%
James City County Police Officer (see <i>Fee Policy, page 6</i>).	\$35/hour (minimum 4 hours)
Kitchen	\$25

F. User Responsibilities

Set Up Procedures

1. Requests for room setups are due 30 business days in advance of the event date.
2. Set up of County-owned equipment, furniture, etc., is performed by County staff and will occur one hour before the event unless special arrangements are made.
3. Set up and preparation time performed by non-County staff should be included in the hours reserved.
4. Storing of items, materials or furniture in 2007 Legacy Hall prior to the event date requires advance County approval.

Clean Up Procedures

1. The facility and grounds adjacent to Sullivan Square must be cleaned, decorations and trash removed and the building vacated by the “Out Time” indicated on the Reservation Agreement. If not, the cost of cleanup and additional hourly usage will be deducted from the security deposit.
2. The Applicant/User is responsible for removal of all personal articles, including leftover food, decorations, etc.
3. The Applicant/User must wipe down all walls, table tops, chairs, counter tops and appliances. The Applicant/User must ensure the interiors of the oven and refrigerator are clean (food is removed and spills are cleaned).
4. The Applicant/User is not required to mop, but may be asked to spot clean.
5. The Applicant/User must have all non-County rental equipment and furniture removed from the facility at the conclusion of the event. Failure to do so may result in the loss of damage deposit.

G. Insurance

1. The Applicant/User must provide evidence of liability insurance covering the event to be conducted at 2007 Legacy Hall. This documentation shall be furnished as a Certificate of Insurance meeting the following specifications:
 - a) Certificate of Insurance on the carrier’s standard form is sufficient
 - b) Limit of liability per occurrence shall be \$1,000,000 or higher
 - c) James City County shall be named as an additional insured per ISO 2010 on a primary basis
2. If alcohol is being served at the event, the Applicant/User is strongly encouraged to require evidence of insurance from any contractors they use during the event.

H. Rules/Prohibitions

1. Applicant/User is responsible for all damages to the facility or grounds occurring during use.
2. Applicant/User must comply with all smoking, fire, alcoholic beverage, noise and other lawful regulations.
3. No pets or animals (except service dogs) are permitted in the facility.
4. No tobacco chewing or smoking is permitted in the facility.
5. No rice is permitted outside the facility; no rice or birdseed inside the facility.
6. No open flames are permitted, except decorative table candles in small votives in fireproof glass containers.
7. No alcohol without proper permits and explicit conditional approval as stated in the Reservation Agreement.
8. No sale of items without the approval of the County.
9. Collection of money or admissions only as approved in the Reservation Agreement.
10. Promotional materials, advertising materials, and decorations must not list the County as a co-sponsor and must be approved before posting.
11. Use of tape or adhesives, nails, tacks on doors, walls, windows, or ceilings is forbidden.
12. If the West Terrace is used, all equipment and event activities must remain on the terrace and **cannot be set up on Sullivan Square**.
13. Amplified sound systems may be used but must be held to the minimum volume necessary to address those in attendance, and must not disturb surrounding residential areas. Music should not be heard outside the building after 10 p.m.
14. All vehicles must be parked in designated parking areas only.

I. Food and Beverage Policies

If a caterer is used and/or alcohol is served during the event, a Food and Beverage Agreement Form is required. A copy of the Banquet License from the Virginia Department of Alcoholic Beverage Control must be presented to James City County Parks and Recreation Division at least seven business days before the event.

1. To serve alcoholic beverages, the Applicant/User must present a one-day beverage license from the Virginia Department of Alcoholic Beverage Control. Use of a caterer with an ABC license is recommended. The ABC license must be posted in the Kitchen of 2007 Legacy Hall before the start of the event. In addition, a copy of the ABC License should be mailed, faxed or emailed to: Joan Etchberger, James City County Parks and Recreation, 5300 Palmer Lane, Suite 1A, Williamsburg, VA 23188; (fax) 757-259-5420; jetchberger@james-city.va.us at least seven days before the event.
2. The Applicant/User and the organization accept full responsibility for maintaining control of alcohol consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and also shall be cause for future denial of permission for the sponsoring organization.
3. No alcohol may be consumed in any other area except the designated area of the event. Open air consumption of alcohol is prohibited on the West Terrace. Alcohol may be consumed within walled tented enclosures erected on the West Terrace, provided the required ABC License has been secured and is properly posted.
4. Use of a caterer is recommended for food and alcohol service. Caterers should be appropriately licensed to do business in James City County. (Contact the Commissioner of Revenue at 757-253-6695.) Caterers must obtain applicable Health Department and ABC Commission permits.

J. Disclaimers

1. James City County is not responsible for items, materials or any property placed in or on the facility premises. All property must be brought in and removed the day of event.
2. James City County reserves the right to deny applicants, cancel approved reservation dates for unforeseen circumstances such as inclement weather or electrical outages, and to request police security by the County Police Department of events at the expense of the Applicant/User.
3. James City County reserves the right to remove from the premises any person or persons failing to abide by the 2007 Legacy Hall policies and procedures, including disorderly conduct and inappropriate behavior. Persons failing to abide by the facility rules may be prohibited from applying for future use of 2007 Legacy Hall.
4. James City County is not liable for accidents, injury or damages to facility users.

Insurance Acknowledgement Form

A CERTIFICATE OF INSURANCE for General Liability covering the event with James City County named as an additional insured is required. (See Insurance in Section G, Items 1 and 2.) The Certificate of Insurance must be provided to James City County Parks and Recreation at least 30 days before the event.

Please carefully read the following statement before signing:

I have read and understood the **2007 Legacy Hall Policies and Procedures** governing the use of 2007 Legacy Hall and understand the refund of my security deposit is conditioned upon my adherence to these policies and procedures. I agree to indemnify and hold harmless James City County, its agents and employees from liability for any and all liability or damages resulting from use of the property.

Date: ___/___/___

Applicant/User Signature: _____

Title: _____

FOR OFFICIAL USE ONLY	
Date Application Received: _____	
Security/Damage Deposit Received: _____	
Classification:	<input type="checkbox"/> Government <input type="checkbox"/> Non Profit Association
	<input type="checkbox"/> James City County Resident <input type="checkbox"/> Non-Resident
	<input type="checkbox"/> For Profit Business
	<input type="checkbox"/> Certificate of Insurance is required
User Fee: \$ _____	User Fee Due Date _____
Comments:	
Application is APPROVED	DENIED
Signature _____	Date _____

Attachment A

Reservation Agreement

2007 LEGACY HALL

4301 New Town Avenue
Williamsburg, Virginia 23188
(757) 259-5410

This **Reservation Agreement**, along with a \$25 processing fee, a security deposit and the Insurance Acknowledgement form must be completed to reserve 2007 Legacy Hall. The forms and fees should be mailed or delivered to James City County Parks and Recreation, 5300 Palmer Lane, Suite 1A, Williamsburg, Virginia 23188. Please make checks payable to **Treasurer, James City County**.

Reservations for 2007 Legacy Hall are accepted up to one year in advance of the event date, but no later than two weeks in advance of the event date. The Applicant/User must read and agree to abide by the **2007 Legacy Hall Policies and Procedures**.

The Applicant/User signing the Reservation Agreement **must be at least 21 years old** and must accept the responsibility for use of 2007 Legacy Hall during the date and time agreed.

Applicant/User Information

1. Applicant/User Name: _____
2. Address: _____
3. City/State/Zip Code: _____
4. Phone: _____ Fax: _____
Email: _____
5. Name of Organization (if applicable): _____
6. Non-Profit Organization? Yes _____ No _____
7. Date of Event: _____

Program Information

Today's Date _____/_____/_____ Date of Event: _____/_____/_____

Time In: _____ Time Event Begins: _____ Time Out: _____

Description of Proposed Activity: _____
_____.

Total Number of Expected Participants: _____

Note: Building occupancy is limited to 299 by James City County Fire Code.

Will food be provided? Yes ___ No ___ Will alcohol be available? Yes ___ No ___

If the answer to either of these questions is "Yes," a Food and Beverage Agreement must be completed.

Will a Caterer be used? Yes ___ No ___ Name of Catering Company _____

Will a Tent be used? Yes ___ No ___ (If "Yes," complete Tent & Rental Information form.)

Specific Needs Requested for 2007 Legacy Hall:

- Large Room
- Kitchen
- Projection Screen (included!)
- Tables/Chairs (included!)
- Small Room
- Patio (West Terrace)
- Public Address System/Lectern (included!)
- Set up Services (Included!) (James City County equipment only)

Will rental equipment or furniture be used for the event? Yes _____ No _____

Name of Rental Company: _____

Address of Rental Company: _____

Names of Rental Contact(s): _____

Rental Contact(s) Telephone: _____ Cell Phone: _____

It is the responsibility of the Applicant/User to ensure the delivery and removal of rental equipment, set up, decorating, breakdown and clean up are accomplished within the time period reserved by the Applicant/User on the Reservation Agreement. Additional access to 2007 Legacy Hall not specified in the Reservation Agreement will be deducted from the security deposit at the hourly rate.

**2007 Legacy Hall
Reservation Agreement
Policies and Procedures**

1. The Applicant/User is responsible for enforcing law and order or hiring at the Applicant/User's own expense a James City County Police Officer to do so during the event period.
2. The Applicant/User must comply with all smoking, fire, alcoholic beverage, noise and other lawful regulations.
3. No pets or animals (except service dogs) are permitted in the facility.
4. The Applicant/User is responsible for removal of all personal articles including leftover food, beverage containers and decorations.
5. Open air consumption of alcohol is prohibited on the West Terrace. Alcohol may be consumed within walled tented enclosures erected on the West Terrace, provided the required ABC License has been secured and is properly posted.
6. Amplified sound systems may be used, but must be held to the minimum volume necessary to address only those in attendance, and must not disturb surrounding residential areas. Amplified music shall only be played inside the building and should not be heard outside the building after 10 p.m.
7. All vehicles must be parked in designated parking areas only.
8. The Applicant/User agrees to pay for all damages to the facility, grounds and property, and for any other charges that may be incurred.

Tent Requirements

1. A Tent Permit is required by the James City County Code Compliance Office (757-253-6858) for any tent larger than 900 square feet or with an occupancy of 50 or more people. 50 or more people constitute a Public Assembly Event and issues such as exit signs, emergency lighting and aisle space need to be addressed. Code Compliance and the James City County Fire Department will coordinate the inspection process with you once the Tent Permit has been issued.
 - a. Any tent structure greater than 200 square feet but less than 900 square feet will require inspection and approval by the James City County Fire Department (757-220-0626).
 - b. Tent location on the site (foot print) must be approved. Exits from 2007 Legacy Hall may not be blocked.
 - c. Tent fabric must be treated and a certificate of flammability furnished to the fire inspector.
 - d. All decorations must be non-combustible or treated with an approved flame retardant.
 - e. Open flames are not permitted except for small votive candles in fireproof glass containers.
 - f. Cooking is not permitted in the tent used for an event. Cooking is permitted in a separate tent separated by at least 30 feet and used solely for that purpose.
 - g. Heating equipment must be listed by an approved testing agency such as UL or FM. Proper clearances must be maintained.
 - h. A fire extinguisher must be on site.
2. Placement of tents of any size must be coordinated with the Parks and Recreation at least 30 days before the event.
3. Tents must be erected on the day of the event and must be disassembled and removed from the West Terrace no later than 8 a.m. the following day.

Tent and Rental Information

Name of Rental Company: _____

Rental Contact(s) Name: _____

Set-up Date: _____ Set-up Time: _____

Pick-up Date: _____ Pick-up Time: _____

Type of Tent (i.e., stake, weighted): _____

Tent Dimensions: _____ Tent Capacity: _____

If the tent is over 900 square feet or will house more than 50, a permit is required from Code Compliance.

Permit Received? Yes _____ No _____ N/A _____

Fire Department Inspection Scheduled? Yes _____ No _____ N/A _____

Flooring Used? Type: _____

Electrical Hook-up? Yes _____ No _____ Chairs? Yes _____ No _____

Please read the following statement carefully before signing:

I have read and understand the **Reservation Agreement Policies and Procedures** and **Tent Requirements** governing the use of 2007 Legacy Hall.

Applicant/User Signature: _____ Date: _____

Attachment B

FOOD AND BEVERAGE AGREEMENT

2007 LEGACY HALL

4301 New Town Avenue
Williamsburg, VA 23188
(757) 259-5410

This **Food and Beverage Agreement** must be completed to serve food and/or alcoholic beverages in 2007 Legacy Hall. The form should be completed and returned with the **Reservation Agreement** to James City County Parks and Recreation, 5300 Palmer Lane, Suite 1A, Williamsburg, VA 23188. The applicant must read and abide by the Food and Beverage Policies and Procedures governing the use of the facility. For more information, please contact Parks and Recreation at (757) 259-5410 or email jetchberger@james-city.va.us.

Applicant/User Information

Applicant/User Name: _____

Name of Organization (if applicable): _____

Name of Caterer (if applicable): _____

Caterer Telephone Number: _____

ABC License Information

The Applicant/User is responsible for posting their Banquet/ABC License in the Kitchen of 2007 Legacy Hall before the start of the event. A copy of the license must be forwarded to Parks and Recreation **at least seven business days before the event**. For more information about a liquor license, please contact the ABC Commission at www.abc.state.va.us or visit their local office at:

Virginia Department of Alcoholic Beverage Control Commission

Visit

4907 West Mercury Blvd.
Hampton, VA 23666
Phone: (757) 825-7830
Fax: (757) 825-7884

Mailing Address

P.O. Box 5226
Newport News, VA 23605

Please carefully read the following statement before signing:

I have read and understand the 2007 Legacy Hall Policies and Procedures governing the use of the facility and understand that the refund of my security deposit is contingent upon my adherence to these policies and procedures. I agree to indemnify and hold harmless James City County, its agents and employees from liability for any and all liability or damages resulting from use of the property.

Applicant/User Signature: _____ Date: _____