

The Ernest and Ruby McSwain Extension Education and Agriculture Center

Lee County Farm Bureau Auditorium Policies and Procedures

A. Availability of Facility

1. The McSwain Extension Education and Agriculture Center is a governmental facility designed to accommodate North Carolina Cooperative Extension, Farm Service Agency, Rural Development Agency, Natural Resources Conservation Service, and the Lee County Soil and Water Conservation District.
2. The Lee County Farm Bureau Auditorium is part of the Ernest and Ruby McSwain Extension Education and Agriculture Center. Due to their financial contribution, the auditorium was named in honor of the Lee County Farm Bureau.
3. North Carolina Cooperative Extension shall have priority use of the Lee County Farm Bureau auditorium and shall control the scheduling of all events in the auditorium (refer to Item 8 in the Supplement to Amended Lease Agreement entered into on March 23, 1999 between the County of Lee and the North Carolina Agricultural Foundation, Inc.).
4. Clientele groups and organizations affiliated with North Carolina Cooperative Extension will be permitted to use the Lee County Farm Bureau Auditorium for educational purposes at no charge.
5. USDA agencies housed in the McSwain Center will be permitted to use the Lee County Farm Bureau Auditorium on a space-available basis at no charge for staff training purposes and informational meetings for their clientele.
6. The Lee County Farm Bureau Auditorium is available for meetings and events at no charge on a space-available basis to Lee County governmental departments and non-profit groups during regular business hours.
7. The Lee County Farm Bureau Auditorium (200 seating capacity) is available for lease to non-profits and others after business hours for special events and activities upon approval by the Lee County Cooperative Extension Advisory Council, whose decision shall be final.
8. The Lee County Farm Bureau Auditorium will not be leased for or used by any group or organization for commercial enterprise or proprietary gain.
9. McSwain Center has wireless for onsite internet needs. Arrangements for login to the wireless system can be made at time of application or 4 days in advance of auditorium use.



B. Procedures for Scheduling Use/Rental of the Farm Bureau Auditorium

- 1. Agencies, groups, and organizations requesting the use *or* rental of the Lee County Farm Bureau Auditorium must make reservations through North Carolina Cooperative Extension by contacting the Administrative Assistant (775-5624) at the Cooperative Extension Center located at 2420 Tramway Road.**
2. All groups using or renting the Lee County Farm Bureau Auditorium must complete a Facility Use Request Form, which may be obtained from the Administrative Assistant at North Carolina Cooperative Extension.
3. The Lee County Farm Bureau Auditorium will not be scheduled until the Facility Use Request Form is received.
4. The Facility Use Request Form must be submitted **no less than two weeks and no more than three months prior to the event.**
5. **If renting, a \$250 damage deposit fee must be paid at the time the Facility Use Request Form is completed and is refundable in part or full depending on the condition of the facility after the event.**
6. **The length of time the auditorium will be in use must be scheduled at the time of the request and be adhered to during the event. No events may be scheduled before 8:30 a.m. or after 10:00 p.m. Admittance into the auditorium will be allowed at 8:15 a.m.**
7. The Lee County Cooperative Extension Advisory Council reserves the right to refuse any request for use of the Lee County Farm Bureau Auditorium based on concern for the health, safety and welfare of the users, invited guests or the general public, as well as the protection and security of the facility.
8. Rental is for the Lee County Farm Bureau Auditorium only - No other areas of the McSwain Center are available for rent.

C. Charges and Fee Schedule

- 1. Make payment payable to, NCCE, Lee County. Payment in full is required at least one full week prior to the event; otherwise, the reservation will be automatically canceled. PAYMENT MUST BE IN CASH OR CASHIERS CHECK. NO PERSONAL CHECKS ACCEPTED.**
2. Rental rates and other charges for the use of the Lee County Farm Bureau Auditorium are:

Rental Fee	\$400 per day
	Catering kitchen is available for catering only - no cooking is allowed. Lessees must furnish their own serving utensils.

Damage Deposit \$250 for all rentals – Payable at the time the Facility Use Request Form is completed. Refundable following satisfactory inspection by McSwain Center staff

The lessee is liable for all damages that are in excess of the \$250 security deposit.

3. Certain events may require additional security personnel. The lessee will be responsible for the employment of security personnel. The number of off-duty law enforcement officers necessary for the event will be determined by the Lee County Extension Advisory Council at the time the request is approved. Cooperative Extension will assist the lessee in the arrangement for off-duty security personnel.

D. Regulations Governing the Use of the Lee County Farm Bureau Auditorium

1. The sponsoring organization or individual (heretofore referred to as the “lessee”) shall be responsible for the well-being and orderly conduct of all those involved in the event.
2. The lessee shall hold harmless the McSwain Center staff, the Lee County Board of Commissioners, and the Lee County Cooperative Extension Advisory Council for any loss or injury resulting from use of the Lee County Farm Bureau Auditorium.
3. No alcoholic beverages, intoxicated persons, or illegal substances will be allowed on the McSwain Center property.
4. The McSwain Center and the Lee County Farm Bureau Auditorium is a smoke-free facility. No firearms, concealed or otherwise, are allowed on the McSwain Center property, except those carried by law enforcement officers.
5. **No tape, nails, pins, screws, or any other devices may be used to affix signs, posters, etc. to any wall surface in the facility** without the expressed written permission of Cooperative Extension. The display strips located on the walls may be used.
6. The lessee shall notify the Administrative Assistant at Cooperative Extension of any cancellation or change of time or date of any activity that has been approved.
7. A forty-eight (48) hour cancellation notice is required in order to receive a full refund of rental fees.
8. Set up of tables and chairs for *any* event is the responsibility of the lessee or organization using the auditorium and **must be completed during business hours.** It is also the responsibility of the lessee or organization to return all items in the room to their original positions following completion of the event and to leave the Lee County Farm Bureau Auditorium orderly and clean. A set-up diagram is posted in the auditorium by the hall doors. All trash must be removed from trash cans and put in dumpster at the corner of the parking lot.
9. Cooperative Extension must have a staff person or approved Extension representative in the McSwain Center at all times while the Lee County Farm Bureau Auditorium is being used.

10. North Carolina Cooperative Extension staff reserves the right to cancel activities planned by outside groups if auditorium space is needed for educational programming for clientele. A timely notice will be provided to the lessee.

11. The McSwain Center is handicapped accessible. Disabled persons who can function independently are welcomed. Persons with mobility problems that require assistance, persons who are incontinent or persons with cognitive impairments must be accompanied by a caregiver.