



FACILITY RENTAL POLICIES & INFORMATION

The Historic Jones Cultural Heritage and Innovation Center

Thank you for considering The Historic Jones Cultural Heritage and Innovation Center for your event.

These policies are intended to help ensure a safe, welcoming, and well-maintained environment for renters, guests, and the community. Please review this information carefully before submitting a Facility Rental Reservation Request Form.

1. Rental Requests & Approval

All facility rentals are subject to availability and approval.

Submitting a Facility Rental Reservation Request Form does not guarantee or confirm a reservation. Once a completed request is received, you will be contacted to discuss availability, rental rates, requirements, and next steps.

A reservation is considered confirmed only after all required documents have been completed, the rental has been approved, and all required deposits or payments have been received.

2. Rental Rates

Rental rates vary depending on the space requested, type and length of event, number of attendees, setup requirements, and other facility needs.

Current rates will be provided as part of the rental review process.

Additional charges may apply for extended rental time, special setup or equipment, additional cleaning, damages, or other services requested by the renter.

3. Reservation Deposit & Security/Damage Deposit

A non-refundable \$200 reservation deposit is required to secure an approved reservation. The \$200 reservation deposit will be applied toward the total rental fee.

A separate \$300 refundable security/damage deposit is required. The security/damage deposit will be refunded after the event provided the facility, furnishings, equipment, and surrounding areas are left clean, orderly, and in the same condition in which they were received, with no damage, excessive cleaning, missing property, or other charges due.

If cleaning, repair, replacement, overtime, or other applicable charges are assessed, those amounts may be deducted from the security/damage deposit. If such charges exceed the \$300 deposit, the renter will be responsible for the remaining balance.

4. Payment Terms

The remaining rental balance must be paid in full no later than 30 days before the scheduled event.

Reservations approved within 30 days of the event date require payment in full at the time the reservation is approved, in addition to the required security/damage deposit.

Accepted forms of payment include major credit cards, except Diners Club; cashier's checks; and money orders. Personal or business checks are not accepted unless certified.

Failure to make required payments by the stated deadlines will result in cancellation of the reservation.

5. Cancellations & Refunds

All cancellation requests must be submitted in writing. The \$200 reservation deposit is non-refundable in all circumstances. Refunds of rental fees paid, excluding the non-refundable reservation deposit, will be based on the date written notice of cancellation is received:

Written Cancellation Received	Refund of Rental Fees Paid*
90 days or more before the event	100% refund
60-89 days before the event	75% refund
31-59 days before the event	50% refund
30 days or less before the event	No refund

*Refund percentages apply to rental fees paid after excluding the non-refundable \$200 reservation deposit.

The \$300 security/damage deposit is separate from the cancellation refund schedule. If the event is cancelled before facility use and no charges are owed, the security/damage deposit will be returned.

If the Center must cancel an event because of an emergency, unsafe conditions, building closure, or circumstances beyond its reasonable control, the renter will be contacted regarding rescheduling or applicable refunds.

6. Rental Hours, Setup & Cleanup

The rental period must include all time needed for setup, the event, cleanup, and departure.

Renters may not enter the facility before their approved rental time without prior authorization.

All guests, vendors, equipment, decorations, and personal property must be removed by the end of the approved rental period.

Additional charges may apply when an event extends beyond the contracted rental time.

7. Tables, Chairs & Facility Setup

Available tables and chairs may be used subject to availability and the terms of the rental agreement.

Renters are responsible for any special setup arrangements unless other arrangements have been approved in advance.

Furniture and equipment may not be removed from the facility or moved into unauthorized areas.

8. Decorations

Decorations must not damage walls, floors, ceilings, furniture, fixtures, or other property.

Nails, screws, staples, permanent adhesives, glitter, confetti, open flames, or other materials that may damage the facility are prohibited unless specifically approved.

All decorations and related materials must be removed during the renter's scheduled cleanup period.

9. Food & Catering

Food and nonalcoholic beverages may be permitted for approved events.

Renters are responsible for complying with applicable health and food-safety requirements.

Outside caterers and food vendors must comply with all applicable laws, licenses, permits, and facility requirements.

Kitchen or food-preparation areas, if available, may only be used when specifically included in the rental agreement.

10. Alcoholic Beverages

Alcohol may be permitted only with prior written approval. Events involving alcohol may be subject to additional requirements, including appropriate insurance, permits, licensed service providers, and any other conditions established by the Center. Approval to rent the facility does not, by itself, constitute approval to serve alcohol.

11. Smoking & Vaping

Smoking, vaping, and the use of tobacco products are prohibited anywhere on the property, including all indoor and outdoor areas.

12. Building & Property Expectations

Renters and their guests are expected to respect the historic character of the property and use the facility responsibly. Renters may not:

- Enter restricted or non-rented areas.
- Alter or remove Center property.
- Block exits, hallways, entrances, or emergency equipment.
- Engage in unlawful activity.
- Create conditions that threaten the safety of guests, staff, volunteers, or the property.
- Exceed the established occupancy limit for the rented space.

The renter is responsible for the conduct of all guests, vendors, contractors, and other individuals associated with the event.

13. Children & Minors

Children must be appropriately supervised by a responsible adult at all times.

The renter is responsible for ensuring adequate adult supervision during events involving minors.

14. Cleaning & Condition of the Facility

The rented space must be left in the condition in which it was received. Renters are responsible for:

- Removing personal belongings and decorations.
- Properly disposing of trash.
- Cleaning spills.
- Returning tables, chairs, and equipment as directed.
- Leaving all rented areas clean and orderly.

Excessive cleaning may result in additional charges and may be deducted from the security/damage deposit.

15. Damage to the Facility

The renter is financially responsible for damage to the facility, furnishings, equipment, or property caused by the renter, guests, vendors, contractors, or other individuals associated with the event.

Repair or replacement costs may be deducted from the security/damage deposit. Costs exceeding the deposit will be billed to the renter.

Damage should be reported immediately.

16. Insurance & Liability

Depending on the size, nature, activities, vendors, service of alcohol, or other risk factors associated with an event, renters may be required to provide proof of general liability insurance and/or a Certificate of Insurance.

Any insurance requirements, including coverage limits and additional-insured requirements, will be communicated during the rental review process and must be satisfied before the reservation is finalized.

17. Vendors & Outside Service Providers

Renters are responsible for the conduct and performance of caterers, decorators, DJs, entertainers, photographers, rental companies, and other outside vendors.

Vendors must comply with all applicable facility policies and may be required to provide licenses, insurance, or other documentation.

Vendor access must occur within the renter's approved rental period unless otherwise authorized.

18. Safety & Emergency Conditions

All exits, entrances, hallways, fire extinguishers, and emergency equipment must remain accessible at all times.

Occupancy limits must be observed.

The Center reserves the right to stop or restrict activities that create an immediate safety concern, violate facility policies, or threaten the facility or its occupants.

19. Personal Property

The Historic Jones Cultural Heritage and Innovation Center is not responsible for personal belongings, equipment, decorations, or other property left at the facility before, during, or after an event.

20. Rental Agreement

Approved renters will be required to complete and sign the applicable Facility Rental Agreement before the reservation is finalized.

The Rental Agreement will specify the approved space, date, rental period, fees, deposits, and any event-specific requirements.

READY TO REQUEST A RENTAL?

Download and complete the Facility Rental Reservation Request Form and email the completed form to:

Dougenna Hill

Vice President of Sales and Operations

operations@aaHgssurrync.org

336-648-8529

Once your completed request form is received, you will be contacted to discuss facility availability, rental rates, requirements, and next contractual steps.

Submission of a rental request does not guarantee or confirm a reservation.