

The Selma Civic Center Rental Information



**300 N. Webb Street
Selma, North Carolina 27576**

The Selma Civic Center

The Site: The Selma Civic Center is a premier historic venue in the heart of Selma, NC. Our unique space offers the perfect setting for your once-in-a-lifetime celebrations or special events.

The Building: The building was originally constructed in 1939 as a gymnasium with a catering kitchen and smaller meeting space. The entire building was renovated in 2018-19 and now features the larger gym space (now called **Legacy Hall**) with the original hardwood floor and open wood trusses in the ceiling – very dramatic. A large restroom facility has been added. The maximum capacity for the large room is 299 (without tables) 240 (with tables). The **Catering Kitchen** features good counter space and a staging area for buffets. However, no cooking is allowed. **The Oak Room** is a smaller 550 square foot room that will accommodate approximately 24 people with its own private restroom.

The Special Features: Legacy Hall includes a sound system, a large projection screen and projector, Wi-Fi connectivity, a 20' x 16' stage, round 60" tables, and metal folding chairs. It can be arranged for many different occasions. The Oak Room also includes round tables and metal chairs, a small restroom, and includes a small fireplace (non-operable). Both spaces have access to the catering kitchen for a separate fee.

The Grounds: There is currently no parking on the grounds, but plenty of street parking on two sides of this corner lot as well as other adjacent streets.

Location: The building is conveniently located at 300 N. Webb Street, one block from the Selma Historic Business District, one block behind the famous Rudy Theatre, and directly across the street from the Selma Fire Department and Johnston County EMS.

Purpose: The Town of Selma purchased this building in 2016 and has restored it through funds donated by many individuals, corporations, and foundations. In addition, the Town was a recipient of a large United States Department of Agriculture Rural Business Enterprise Grant. Because of the nature of the donations, priority for renting this facility will be given to local businesses, corporations, and civic groups. Second priority will be given to local citizens for special events. Even though this facility is managed by the Selma Parks and Rec Department, **it will not be rented for athletic events of any nature.**

Securing the Facility

The Rent:

Legacy Hall - \$125.00/hour; 3 hr. minimum - (\$1000 for 12 hr. day not past midnight)

The Oak Room - \$50.00/hour; 3 hr. minimum – (\$500 for 12 hr. day not past midnight)

(Tables and chairs and room set up are included in the rental fee. No outside tables and chairs may be used.)

The Catering Kitchen - (optional) \$15.00 flat fee when renting either of the areas.

Your rental time must include decorating and cleanup. Whatever you have brought in, food, decorations, tablecloths, cups, plates, napkins, etc. must be removed from the rented area(s), placed in trash bags, and put in our outside trash containers.

(If the Lessee exceeds the rental time for more than 5 minutes, a full hour will be charged each hour thereafter, and deducted from the damage deposit.)

The Application Process:

The **Civic Center Rental Application** appears as the next to last page in this document and on-line

1. Completed applications should be mailed to
Town of Selma
C/o Selma Civic Center
114 N. Raiford Street
Selma, NC 27576 or presented in person at
The Office of Parks and Recreation at 112 East Anderson Street, Selma, NC
2. Once the application is reviewed, the applicant will be contacted for additional information.
3. Upon acceptance of the application, the applicant will be instructed to secure the event date and time by (1) paying a booking deposit of \$250.00, which will ultimately be subtracted from the overall rental fee as well as (2) signing the **Lease Agreement** which is also included in this brochure.
4. All checks should be made payable to the Town of Selma – Civic Center
5. Within 15 business days of the event, the remaining amount for the rental plus an **additional damage deposit of \$250.00 must be paid.** If there are no damages at the end of the event, the damage deposit will be returned to you by check. Payments made within 15 business days from rental must be made in cash, cashier's check, or credit card.

The Cancellation Policy – The Selma Civic Center strictly abides by the cancellation policy.

1. There is no penalty for cancellations that occur 90+ business days prior to the event. Damage deposits will be returned in full.
Date of _____ Initials _____
2. There is a 50% cancellation fee 15-89 business days prior to the event.
Date of _____ Initial _____
3. There is a 100% cancellation fee if the event is cancelled 14 business days or fewer prior to the event.
Date of _____ Initial _____

Staff Requirements:

1. One member of the staff will be on the premises at all times during the rental period and their wages are included in the hourly rental amount.
2. Off duty Johnston County Sheriff's Deputies will be required at all events any time alcohol is served. An **additional \$30 per hour, per officer, will be charged in advance for this service.**
3. The use of the sound system is included in the rent. However, **if the control room must be accessed for screen/projector/computer programs, an additional staff member WILL BE REQUIRED the entire time the room is open. May also be required in other circumstances. That fee is also an additional \$25/hour.**

Special Dates:

The Civic Center will be closed to rentals on the following dates annually -

New Year's Day (starting at 6am)

Easter Sunday

Thanksgiving Day and weekend

December 23rd-26th

The Civic Center defines the following dates as Holidays (subject to a surcharge of 2 times the standard rental fee)

New Year's Eve

Independence Day (day prior through day after)

Labor Day – Monday

Memorial Day – Monday

Alcohol Policy

1. No alcoholic beverages are allowed on the property without proper ABC permits. Permits can be obtained from ABC board in Raleigh. We require your ABC permit in house 30 days prior to your event.

Initial _____

Selma Civic Center Lease Agreement

This Lease is entered into between the Town of Selma and

Date of Event _____

2. Renters MUST adhere to the most restrictive local, state or federal distancing, group size and other precautionary guidelines. If groups do not, rentals will be cancelled at department/town discretion and NO refunds will be issued.
3. Use of the Selma Civic Center shall be restricted to the Lessee and their invited guests. The Lessee shall not sublet or assign use of the premises.
4. Any privately owned equipment must be setup and removed by the user at the conclusion of the lease period and shall not be left or stored on the premises.
5. A maximum of three weekend bookings are allowed by the same Lessee or group each six months January-June and July through December.
6. Weekly meetings are not allowed in the Civic Center.
7. No amplified sound is allowed outside the Civic Center.
8. Deliveries to the catering kitchen may be made at The Oak Room porch.
9. Deliveries to the stage or Legacy Hall must be made at the rear stage door. Delivery vehicles must be removed from the property immediately after material is placed in civic center.
10. Due to fire and safety regulations, the following items are prohibited in the Civic Center: smoke/fog machines, oil lamps, sparklers, birdseed, rice, open flames (enclosed flames are permitted for indoor décor), balls, Frisbees, bubbles or helium balloons and confetti.
11. Children must be closely supervised at all times.
12. The Civic Center staff must approve of any adhesive prior to the event.
13. Smoking is not allowed anywhere on the property.
14. No Lessee is authorized or allowed to ship or have packages delivered to the Civic Center.
15. Only verified ADA compliant service animals are allowed in the Civic Center.
16. Lessee may not advertise events to the public until all signed agreements and necessary documentation is on file with the Civic Center staff.
17. **Town policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information or any disability.**
18. The Selma Civic Center will not be used for any unlawful or offensive purposes, and all users shall abide by all local, state, and federal laws.

19. No firearms will be allowed on this property even with concealed carry permits.
20. The Town of Selma assumes no responsibility for personal property placed on the Civic Center property before, during, or after the event. Lessee shall hold harmless the Town of Selma and any of its agents, officers, or employees for any such loss or damage.
21. Damages to the property during the rental time will be the responsibility of the Lessee. Those not exceeding the damage deposit will be deducted from the damage deposit and listed on a damage report. Those exceeding the damage deposit will be invoiced to the Lessee and turned over the town attorney for collection and legal action.
22. In the event the Civic Center property and/or facility is damaged by fire or any other casualty or unforeseen occurrence, rendering the fulfillment of the agreement for use of the Civic Center as impossible, the lease will be terminated, and the Lessee will waive any claim against the Town for damages by reason of such termination. In that event, the security deposit will be returned to the Lessee along with any other fees collected for the event.
23. Lessees shall release, indemnify, and hold harmless The Civic Center, the Town of Selma, and any employees, agents or officers from any responsibility for any and all damages or injury of any kind or nature (including death) to all persons whether agents or employees of Lessee or attendees of the event in question.

The Lease stipulates that the Lessee has examined the premises prior to the execution of this Agreement and is satisfied with the premises.

The Lessee agrees to assume all risks instant to or in connection with the activity to be conducted and shall be solely responsible for all accidents or injuries.

The Lessee further assumes full responsibility for the character, acts and conduct of all persons admitted to said premises by the consent of the Lessee.

In renting the premises, Lessor does not relinquish the right to control the management, thereof, and to enforce all necessary and property rules. The Lessor, through its director, policemen, firemen and other designated representative, shall have the right at any time to enter any portion of said premises for any purpose whatsoever.

EMERGENCY AFTER-HOURS NUMBER – 919-218-4010 Melissa Dooley, Civic Center Supervisor

If an action is filed to enforce this Lease, the Town shall be entitled to reimbursement of all court costs and attorney fees.

Lessee agrees to abide by all Terms and Conditions of the Selma Civic Center, which are incorporated herein by reference and made a part of this Agreement.

Lessee will be given a copy of this executed Lease upon signature of the Town of Selma representative and when initial deposit is rendered.

In witness whereof, the parties have agreed upon the above written

Lessor - Town of Selma

Lessee Signature _____

By _____

Print Name _____

Title _____

Mailing Address _____

Date _____

Date _____

This lease agreement was reviewed by representatives of USDA and the attorney representing the Town of Selma. It was approved by the Selma Town Council on August 13, 2019.

EMERGENCY AFTER-HOURS NUMBER:

919-218-4010

Melissa Dooley, Civic Center Supervisor

Selma Civic Center Rental Application

Date of Application _____

Date of Event _____

Name of Event _____

Contact Person _____

DOB (for registration purposes only) ____ / ____ / ____

Address (Street and PO Box) _____

City _____ State _____ ZIP _____

Day Phone _____ Evening Phone _____

Email _____

Description of Function

Access Time _____ (Time we will unlock facility)

Clear Time _____ (Time we will lock facility)

Fill in where needed: The Oak Room Legacy Hall

Seating for _____ (Tables and Chairs) (Chairs only)

Food Serving Line _____ (How many tables)

Head Table _____ (How many tables)

Podium _____ Microphones _____ Projector/Screen _____

I have read the Selma Civic Center Lease Agreement which also appears in this brochure, binding the contract between my organization and the Town of Selma. I understand that the Lease must also be completed **IF** this application is approved.

Signature _____

Organization _____

Town policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information or any disability.

OPTIONAL INFORMATION (to be attached to the rental application)

You **are not** required to furnish this information but are encouraged to do so.

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. This information will not be used in evaluating your application or to discriminate against you in any way. If you should choose not to furnish it, we are required to note the ethnicity, race, and gender of the individual applicants based on visual observation or surname.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race:

- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

Gender: Female Male