DOWNING-GROSS
CULTURAL ARTS CENTER

Facility Use Information

Downing-Gross Cultural Arts Center
2410 Wickham Avenue
Newport News, Virginia 23607
(757) 247-8950 phone
(757) 247-8960 fax
www.downing-gross.org

CITY OF NEWPORT NEWS - PARKS, RECREATION AND TOURISM
POLICIES GOVERNING USE OF THE DOWNING-GROSS CULTURAL ARTS CENTER

Thank you for considering the City of Newport News Parks, Recreation and Tourism facilities for your special event, function or meeting. Our staff is available to help ensure an enjoyable, safe and economical event.

This document includes general information, rental rules and fee information.

REQUIREMENTS FOR USE

- For City of Newport News residents, request for reservations are accepted on a first-come, first-served basis no more than twelve (12) months in advance and no less than thirty (30) days before the requested date. Proof of City residency (driver's license, utility bill, state issue ID, or voter registration card) must be provided when reservation is made.
- Non-City resident may reserve the facility up to twelve (12) months before the desired date and no less than thirty (30) days before the requested event.
- Application for government use, other than activities sponsored by the City of Newport News Parks, Recreation and Tourism, will be accepted up to (30) days before the desired date.
- All reservations must be made by an individual at least twenty-one (21) years of age. Permission for groups or organizations composed of persons under the age of twenty-one (21) will be granted only to individuals at least twenty-one (21) years of age who accept responsibility for supervising the using group or organization. In instances where events are held with participants under the age of twenty-one (21), one chaperone twenty-one (21) years of age or older for every fifteen (15) participants must be present at all times.
- Smoking is prohibited in all City facilities. Note: **Smoking only permitted outside, 100 feet behind the building**. **Do not throw cigarette remnants into the mulch or grass to prevent fires.**
- Alcoholic beverages are not permitted within the Downing-Gross Cultural Arts Center without consent from the City of Newport News and a license from the Virginia Alcohol Beverage Control. The customer is responsible for all fees associated with approved alcohol usage for their event. Policy and forms for alcohol usage can be obtained from the Facility Coordinator. A Certificate of Liability is required for all events having ANY alcoholic beverages.
- Patrons renting a room at the Center may use the space they have rented only. Participants and/or spectators should not be in other non-public areas of the building.
- Patrons are responsible for the actions of their attendees. Violation of Facility Usage Policies by attendees can lead to applicant's rental privileges being revoked or possible damage charges.
- Patrons/organizations will be financially liable for any damages to the Center building, grounds, and / or equipment arising from the event for which the reservation is made.

- Patrons whose activities vary from those stated at the time of reservation violate the Facility Usage Policies will be asked to leave the rental space and the facility premises and will not be refunded any rental fees paid. Rental privileges may also be revoked and damage charges may apply.
- Patrons/organizations will indemnify and hold harmless the City of Newport News from and against all actions, liability, claims, suits, damages or expenses of any kind arising from the event for which this reservation is made.
- The City of Newport News Parks, Recreation and Tourism reserve the right to review, on a case basis, each event, program, or performance.
- The City of Newport News Parks, Recreation and Tourism retains the right to cancel any approved reservation if the room reserved is needed for an official City or Parks, Recreation and Tourism Department program or event. In the event of cancellation, as much notice as possible will be given and any rental fees, if paid, will be refunded.
- Reoccurring reservation requests are not permitted except in the case of an official partnership established with DGCAC. Your current event must be completed before another request will be approved.
- All groups of twenty (20) people or more, who are using spaces for events other than meetings, may require additional insurance to cover their event. Users may be required to carry a Commercial General Liability Insurance Policy. This policy must provide coverage for bodily injury limit per occurrence of $1,000,000 and property damage limit per occurrence of $50,000. In addition, the City of Newport News shall be named as additional insured and must be listed on the insurance certificate. Certificate of Insurance and additional Insured Endorsement must be submitted and accepted by the Downing-Gross Cultural Arts Center.
- The Facility Coordinator or designee must approve all requests for facility use and receive a deposit before the reservation can be confirmed. Individuals wishing to tour the facility should make an appointment with the facility coordinator so as not to interfere with events in progress.

FEES AND DEPOSITS

- Rental fees are based on the size of the room and the need for specific equipment and support personnel that are available at the facility. Fees include room set-up and break down of table and chairs.
- To secure a reservation a non-refundable deposit and completed application must be submitted. The deposit, although non-refundable, will be applied toward the total cost of the rental.
- The final balance is due no later than 30 days prior to the event date.
- The Facility Coordinator or designee will process the rental request and provide communication to the primary contact associated with the reservation(s).

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POLICIES FOR FACILITY USAGE

- The use of confetti and or glitter and paint of any kind is prohibited. Decorations may not be hung or taped to walls or the ceiling; this includes streamers and piñatas. The use of staples, tacks, or nails on doors, walls, windows or ceilings is forbidden.
- All fire producing sources must be approved by facility staff, prior to usage (Ex. candles, sterno pots).
- The number of people in the facility and its rooms shall not exceed established and posted capacity.
- If unforeseen circumstances, such as inclement weather or utility outages, causes the facility to be closed, the City of Newport News Parks, Recreation and Tourism reserves the right to cancel any scheduled use of the building and notify the patrons.
- Empty food and beverage containers, paper products, decorations and any other trash must be placed in trash containers or removed prior to vacating premises.
- All tables and chairs must be wiped off and cleaned at the conclusion of event.
- A kitchen is available for preparation and serving of refreshments for reservations in the Banquet Room only. Kitchen equipment available for usage is a refrigerator, freezer, cabinet warmer, microwave oven, ice machine, preparation sink (2-compartment), and cleaning sink (3-compartment). Delivery of catered food and supplies should be made to the kitchen using the service entrance at the rear of the building.
- Caterer(s) for the customer's event must be disclosed to the Facility Coordinator. Caterers are expected to comply fully with all policies concerning the room rental.
- Return kitchen, counter and sink to pre-rental condition. Wipe off counters and cabinets, clean sink, stove, refrigerator and clean up all spills, etc. All food and beverage items must be removed from the premises. The kitchen floor must also be wet mopped with special attention given to areas where spills have occurred.
- Access time for all parties for children and youth ages 17 and under are limited to 9:00 p.m. All parties for children and youth must be applied for by a parent or guardian.
- Audio-Visual equipment is available at an additional fee. Otherwise, users must provide their own audio-visual equipment and operators. Users must provide their own power strips. Extension cords are prohibited in the facility.
- Should the event include exhibits or displays the facility is not responsible for loss of or damage to any article on display.
- Room usage or entry is prohibited prior to the pre-arranged scheduled time of use. However, when schedule permits, a fifteen (15) grace period is given.
- Hallways and entrances must be left clear of obstructions and should be accessible at all times.
- Abusive, profane, threatening, or indecent language, attire and behavior are prohibited.
- Accidents or incidents involving injuries should be reported to the Parks, Recreation, & Tourism Department Facility staff immediately. Applicants are responsible for informing

meeting attendees of the facility Emergency Evacuation exits and floor plan located on the wall in each conference room.

- A security personnel charge of $25 per officer / per hour will be added to the facility rental by the City of Newport News Parks, Recreation, &Tourism Department for weekday rentals after 8 p.m. and Saturday rentals after 4 p.m. One (1) security personnel is required per 75 guests attending.
- If deemed necessary, an extra custodial fee will be added to the facility rental by the City of Newport News Parks, Recreation & Tourism Department. (Example: athletic event, teen event, after prom, etc.)

CANCELLATION POLICY: All requests to cancel a facility reservation must be made in writing to the attention of Facility Coordinator.

- Cancellations received thirty (30) or more days from the reservation date will be refunded minus the deposit.
- Cancellations made less than twenty-nine (29) days from the reservation date will result in forfeit of all fees paid.
- Full refunds are made if a rental is canceled by Parks, Recreation and Tourism.

EMERGENCY PROCEDURES

In the event of an emergency, the following procedures should be followed:

1. Alarm boxes are located near the rear and front door exits on the first floor (including exit doors in the banquet room). Pulling the handle straight down activates the alarm system.
2. In the event of an actual fire emergency, notification will occur by alarm. When the alarm is activated, everyone except wardens will commence immediate evacuation – using the stairwells and not the elevators.
3. When the alarm is activated, all conference attendees and visitors shall evacuate. Employees and/or Security Officers will assist visitors in evacuation. When evacuating the building, all event attendees and visitors will use the closest exit to their respective conference room. Evacuation should be calm and at a safe, steady pace with spaced intervals to avoid falls or create bottlenecks. The last person leaving the room should close the doors. After evacuation has commenced, do not return to the facility under any circumstances until directed by the Fire Warden.
4. Upon exiting the building, all event attendee are to gather in the St. John's Church of God in Christ parking lot, located directly behind the Downing-Gross Cultural Arts Center parking lot. If exiting through the front of the building, walk around the building to the parking lot. Do not leave the assembly areas unless directed by a Fire Warden. Assemble with your respective meeting coordinator for accountability.
5. Fire extinguishers are located in a stainless steel cabinet near the rear exit door (near the security desk) and on the wall near the women's bathroom door, at the front, carpeted entrance of the Banquet Room. Two fire extinguishers are located in the kitchen in the Banquet Room. Only use the silver fire extinguisher in the kitchen for grease fires.
6. Upon discovery of a fire in the building, pull the alarm box nearest the fire immediately. The location of the pulled alarm box automatically registers on an indicator panel in the lobby and equipment room located on the first floor. A security contract company monitors these panels 24 hours a day, 7 days a week. This company will notify fire and police.
7. If you saw the fire and pulled the alarm, report to the security desk on the first floor and be prepared to assist the emergency responders and building maintenance/security personnel by giving them as much information as possible.

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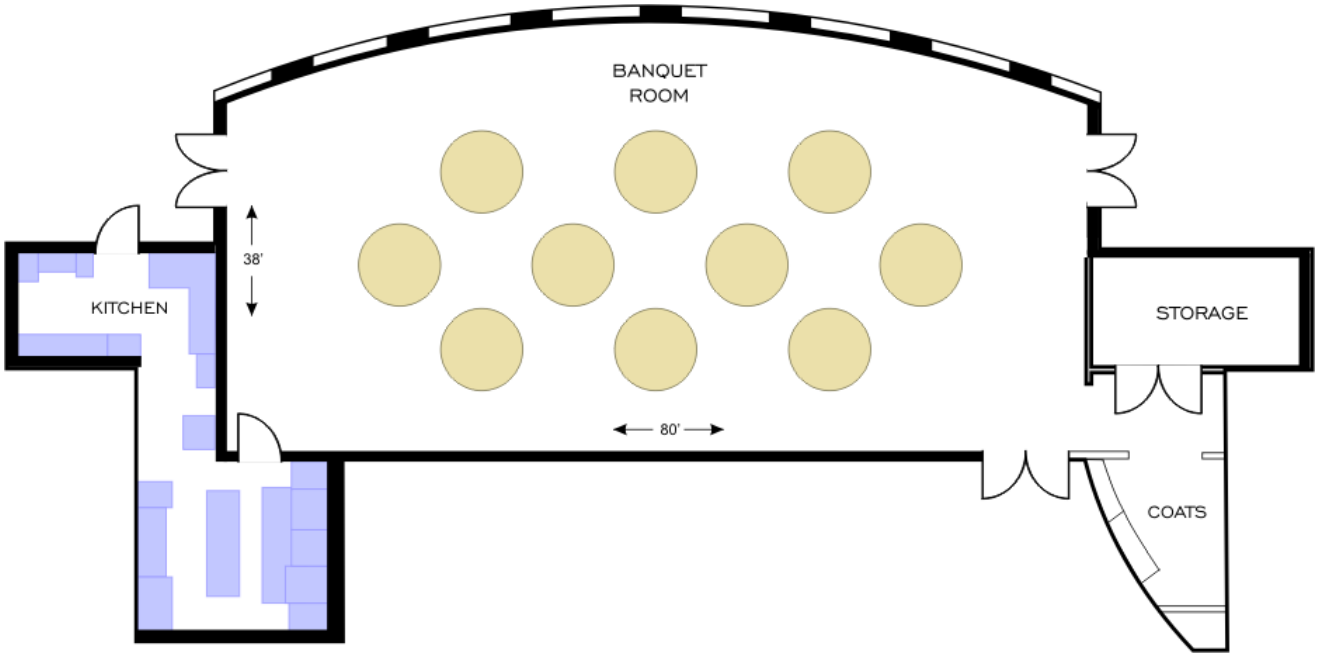
All users of the facility must pay the established fee(s) in full. Requesting additional hours for use requires the purchase of additional hours for each area rented. All deposits are non-refundable and non-transferable. The fee schedule for the use of Downing-Gross Cultural Arts Center is as follows:

Room	Deposit	Rates (Resident)	Rates (Non-Resident)
Banquet Room	$100	$400 (max 4 hours) $700 (max 8 hours) $900 (max 12 hours) $1100 (8am – 11pm) $100 each additional hour	$450 (max 4 hours) $750 (max 8 hours) $950 (max 12 hours) $1150 (8am – 11pm) $150 each additional hour
L. Marian Poe Meeting Room	$50	$150 (max 4 hours) $300 (max 8 hours) $400 (max 12 hours) $500 (8am – 11pm) $50 each additional hour	$200 (max 4 hours) $350 (max 8 hours) $450 (max 12 hours) $550 (8am – 11pm) $75 each additional hour
Charles C. Allen Board Room	$20	$20 (per hour)	$25 (per hour)
Security Fee	$25/hr per 75 attendees (outside of standard operating hours)		

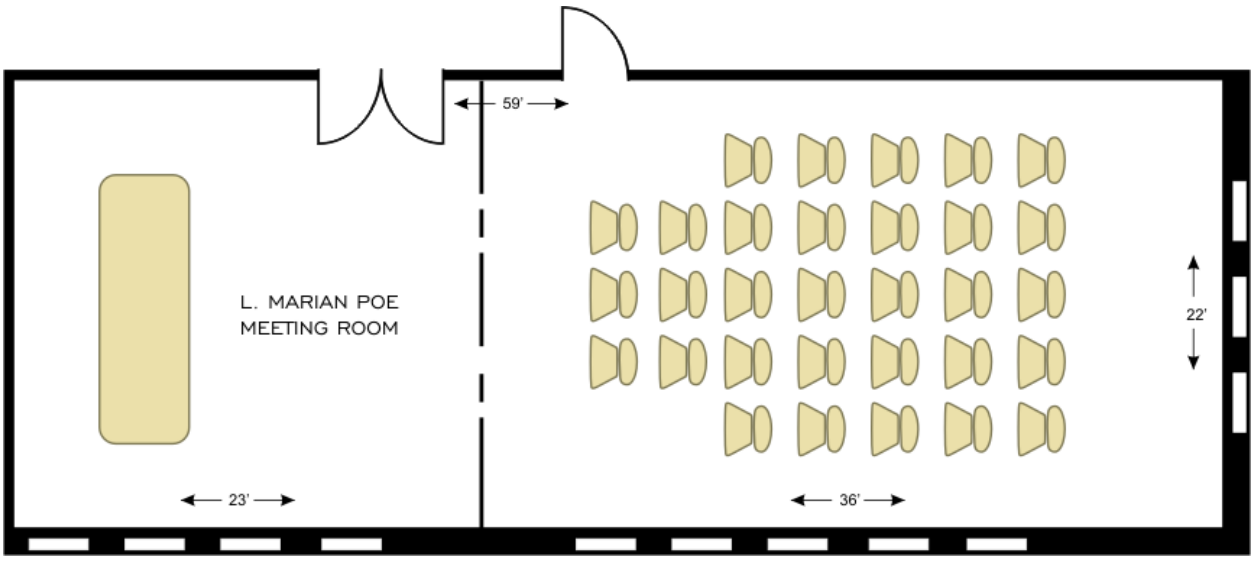
<u>Available amenities</u>:

Podium with microphone	free of charge upon request
Dance Floor	$50
(2) Drink Dispenser (3 gallon)	$10 ea.
(2) Coffee Urn	$12 ea.
(2) Punch Fountain	$20 ea.
Ice Maker (Poe & Board Rooms Only)	$15
Kitchen Cleaning	$100
Table Linen	$10 ea.
Projector	$50

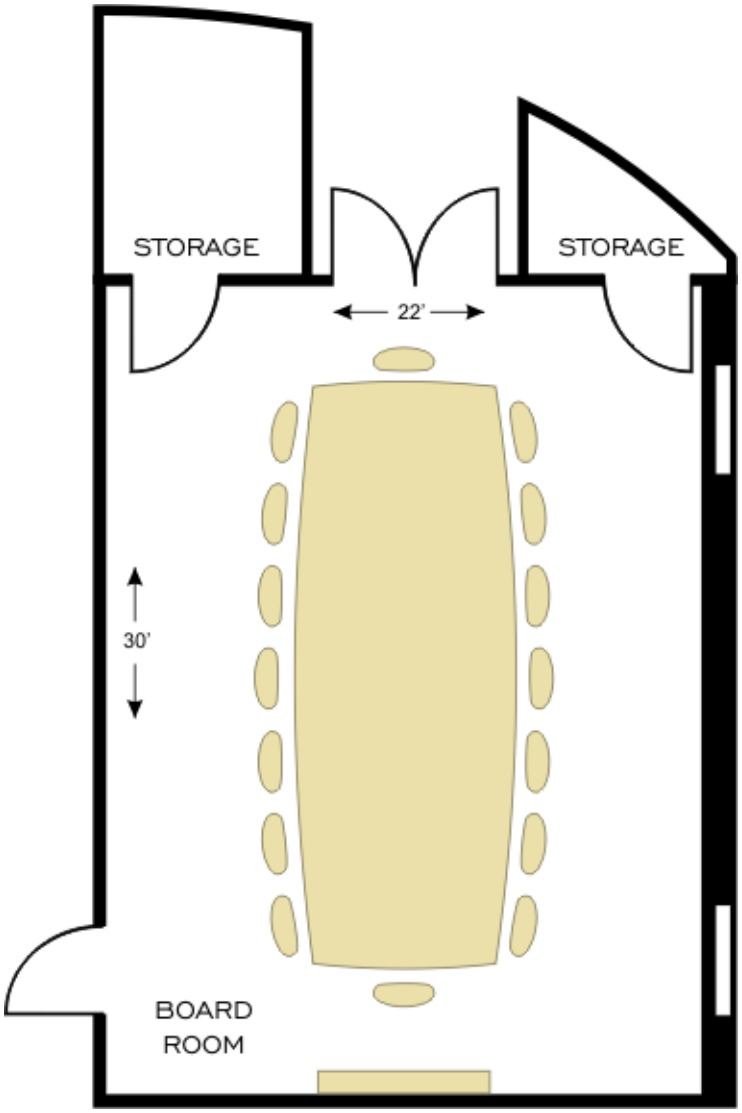
CONFERENCE FACILITIES
2410 Wickham Avenue
Newport News, Virginia 23607



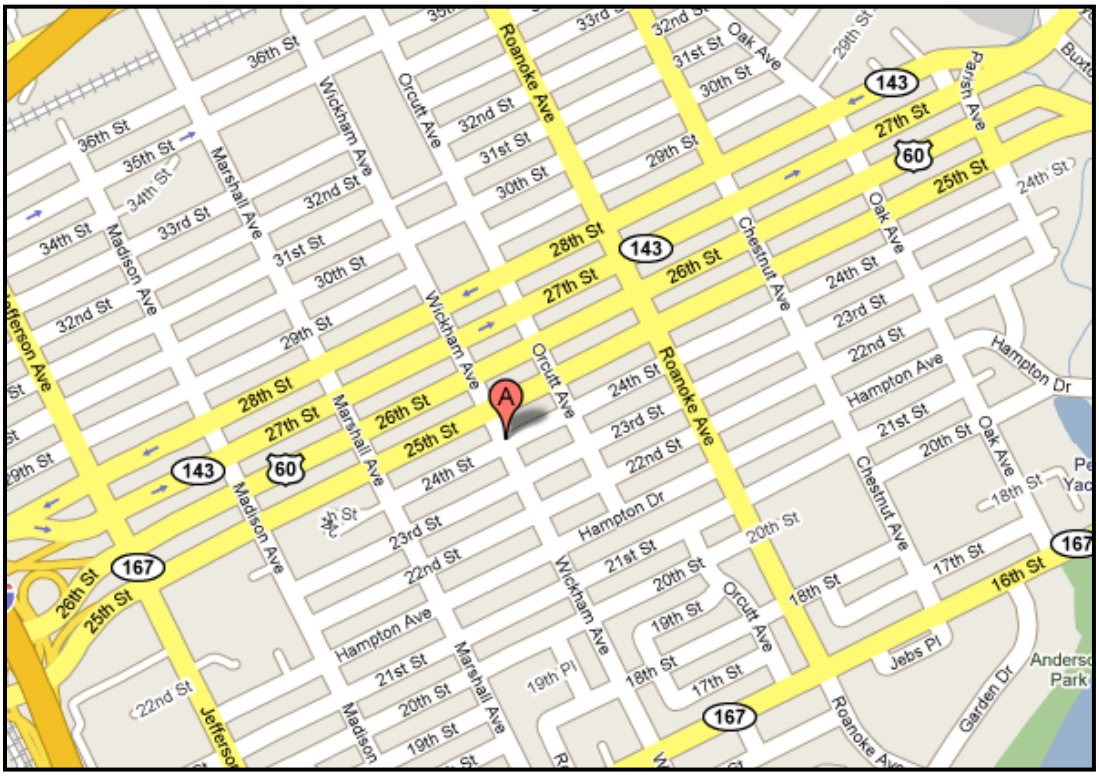
<u>Banquet Room</u> - Large Conference Room
Size – 80'X38' – 3,040 sq. ft.
Seating/Room capacity
Theater Style – 300
Banquet Style – Up to 180
Standing Room Only - 400
Features:
72" Round Tables
6' Rectangular Tables
8' recessed projection screen
5 floor boxes for power/ data/voice connectivity
Podium



<u>L. Marian Poe Room</u> - Conference Room
Size – 59'X22' – 1,298 sq. ft.
Seating/Room capacity:
Theater Style – 125
Classroom Style – 50
Banquet Style- 80
Standing Room Only - 190
Features:
6' Rectangular Tables
60" Round Tables
8' recessed projection screen
4 floor boxes for power/data/voice connectivity
Podium
Dry Erase Boards



<u>Charles C. Allen Board Room</u> - Executive Meeting Room
Size – 18'X22' – 400 sq. ft.
Seating/Room Capacity:
18 seats around table*
**Chairs can be added along the wall for additional seating.*
Features:
Racetrack table with executive seating
Floor box for power/data/voice connectivity
Wall mounted presentation board w/markers & projection screen



For tourism information on hotels, restaurants and attractions contact Cheryl Morales, Newport News Tourism Development Office at 757-926-1400 or send email to cmorales@nngov.com