

***East Carolina Agriculture and Education Center  
1175 Kingsboro Road  
Rocky Mount, NC 27801***

**POLICIES AND PROCEDURES**

**STATEMENT OF POLICY**

It is the policy of the East Carolina Agriculture and Education Center to provide a service to the community by allowing the occasional use of buildings and facilities for civic, cultural, educational, recreational and other activities within the policies and regulations of the East Carolina Livestock Arena Board.

**PRIORITY**

No group, organization, or individual will be allowed to use any facilities at any time such usage would conflict with the use of the facilities by the governing body of the East Carolina Agriculture and Education Center.

**CIVIC RIGHTS**

Certain users whose purpose is education and where there is no cost to participants, will be allowed to use the Center's facilities at no cost during regular working hours (weekday schedule).

The users include, but not necessarily limited to the following:

Edgecombe County Cooperative Extension Center  
Edgecombe County Government

The facilities of the East Carolina Agriculture and Education Center will not be rented to anyone to use for the support of a political candidate or candidates, or for any political reason other than as a forum open for all candidates to participate. Facilities may be used for single or short-term events. The facilities will not be rented on a continuing or long-term basis in lieu of an organization's own facilities.

Any exceptions to the stated rules and regulations will be determined by the East Carolina Livestock Arena Board.

## **RULES OF UTILIZATION OF THE FACILITIES**

Public use of the East Carolina Agriculture and Education Center facilities will be at the discretion of the East Carolina Livestock Arena Board. The Board reserves the right to deny usage which interferes with the normal operation of the Board's activities or which, in the opinion of the Board members is not in keeping with the Center's philosophy.

Each group, agency or organization shall:

- a. make initial contact by phone or in person to determine if the desired date and time is available.
- b. must sign a contract for the use of the facilities and submit the reservation fee of \$500 (NON-REFUNDABLE) to confirm reservation.**
- c. All checks shall be made payable to **East Carolina Livestock Arena, PO Box 129, Tarboro, NC 27886** and presented along with the signed contract.

Balance of applicable fees is due when keys to the facilities are issued. Designate a person to be held responsible for the group and its activities in the facility.

Provide approved chaperons for youth groups (21 years of age or under) and assume responsibility by signing a statement of responsibility for conduct and damages.

Not permit any vendors to sell products, goods, or services at the Center without the expressed approval of the Board Chairman.

Not bring in flammable oils, fluids, fireworks, explosives, or hazardous materials onto the premises. All such materials, including materials under high pressure are prohibited unless approved by the East Carolina Agriculture and Education Center.

The following are not allowed in the East Carolina Agriculture and Education Center:

- a) No animals are allowed in the banquet room, lobby, restrooms, kitchen, work room or board room.
- b) Holes may not be drilled, cored or punched in the building. No tape or glue is allowed on the walls. No confetti. Painting is prohibited anywhere on the premises. In any instance where there is risk of damage to floor, a protective coating, such as plastic, must be used. The Licensee is responsible for the repair or replacement of any damage or disfiguration to the facility.

Licensors has the right to stop any activity when contracted time has expired or a board member or their representative finds activity to be adverse or destructive.

Inappropriate behavior on the part of the presenter, performers, and/or audience may result in the cancellation or cessation of the event at the discretion of the Arena Board or his/her designee. Inappropriate behavior includes, but is not limited to, the following:

- a) The obstruction of aisles, exits, doorways, stairwells, or passageways;
- b) Willful destruction of and/or damage to East Carolina Agriculture and Education Center facilities, property, or equipment;
- c) Deliberate disruption of a performance or event in progress;
- d) Failure to abide by any of the rules, procedures, or policies stipulated in this document; or
- e) Perceived danger to staff, patrons, or performers.

Caterers must abide by all Local, State and Federal Health Standards.

Parking for all events is allowed only in designated parking areas. No parking is allowed on the grass, on sidewalks, or along streets unless directed by designated security personnel. Violators may be towed at the vehicle owner's expense.

For each event, a rental agreement must be completed, signed and submitted to the East Carolina Livestock Arena Board. By signing the agreement, the presenter agrees to abide by all policies and procedures of the facility.

The kitchen is a serving kitchen and not to be used for cooking.

Policies are subject to change without prior notice.

### **USE OF BEER, FORTIFIED WINE AND SPIRITUOUS LIQUOR**

- Organizations and individuals who rent or lease all or a portion of the East Carolina Agriculture and Education Center may, in limited circumstances, serve beer fortified wine and spirituous liquor at a function, provided that:
- The organization/individual is external to the Livestock Arena Board. •

The function is not an activity with youth present (21 years of age).

- The organization/individual provides evidence of liability insurance, and assumes, in writing, liability for matters arising from the serving of beer fortified wine and spirituous liquor. The liability policy shall have limits of at least \$1M and will name East Carolina Livestock Arena Board as an additional insured. **A copy of the policy should be turned into the Board at least 48 hours prior to the event.**
- All necessary ABC permits and license should be obtained by the licensee from the

North Carolina Alcoholic Beverage Control Commission (919-779-0700)

[www.ncabc.com](http://www.ncabc.com). **A copy of the permit is required when the certificate of insurance is provided.**

- As a minimum, **one security officer will be required for the first 200 people expected in attendance**. Based on the nature of the event, additional security officers may be required. One additional officer will be required for any above 200 people and up to the limit of 280 people.
- The maximum capacity for the front building is 280 and must be adhered to by the licensee.
- Failure to submit this certificate of insurance will void the lease agreement of that Licensee.

### **SAFETY**

The licensee shall use and occupy said premises in a safe and careful manner and shall comply with all applicable municipal, state and federal laws, and rules and regulations as prescribed by the fire and police departments and other governmental authorities, as may be in force and effect during the tenancy period.

**The maximum capacity for the front building is 280 and must be adhered to by the licensee.**

Users may not obstruct sidewalks, passageways, entries, doors, passages, vestibules, halls, corridors, stairways and all means of access to public utilities. While in the building all participants are under all ADA (American with Disabilities Act) regulations.

The licensee must ensure that attendees and organizers abide by generally accepted safety practices to reduce injury or harm to persons or property.

The Licensee may not bring into the premises any material, substance, equipment or object which is likely to constitute a hazard to the property thereon without prior written approval. The Board reserves the right to refuse any such material, substance, equipment or object to be brought on the premises and, if found, the further right to require its immediate removal.

For safety purposes, all youth groups under 21 years of age must have chaperons, one of which must present picture ID responsibility for conduct and damages.

The Licenser reserves the right to terminate any performance/event in the interest of

public safety and/or when contracted End-of-Show time has expired. Effective Date:  
August 25, 2006

Rental Prices:

- Banquet Meeting Room & Kitchen \_\_\_\_\_ (\$900 / day)
  - *(Monday-Thursday)*
- Weekend Rental \_\_\_\_\_ (\$1350 / weekend)
  - *(5:00PM Fri.-1:00PM Sun. Kitchen Included)*
- Barn & Sales Ring \_\_\_\_\_ (3 day sale \$1000)
  - + \$200 per day after 3 days
- Sale ring and Theater \_\_\_\_\_ (\$300 / day)
- Show Ring \_\_\_\_\_ (\$250 / day)

**\$200 Clean-up fee in addition to Rental Fees and is non-refundable**

