



Policy and Procedures on Rental and Use of the Community Chest Room

The City of Peachtree Corners, a Georgia Municipal Corporation, may permit the use of the Community Chest Room by responsible organizations or associations in Peachtree Corners for appropriate activities not interfering with any activity of the City. As these facilities were funded solely by the taxpayers of Peachtree Corners, its use shall be limited to Peachtree Corners-based organizations. Typical meetings include homeowners association meetings, community clubs, non-profit business associations, and other such meetings subject to the following conditions:

1. The event must directly involve citizens in Peachtree Corners or be conducted for the direct benefit of such citizens. The meeting should generally be for a community purpose. It is **not** the intent to allow for room rentals for weddings, birthday parties, coming-of-age parties, family reunions, hobby groups, or other similar private social meetings.
2. City-business activities, such as staff meetings, etc. shall always have first priority. The next priority will be groups that are logical extensions of the City of Peachtree Corners. The City reserves the right to move scheduled meetings that conflict with official city business should it be necessary. In such a case, the city will make reasonable efforts to accommodate the applicant(s). To manage and maintain adequate space for potentially unknown or impromptu city meetings, the city may also hold the room in advance for such unscheduled meetings.
3. The applicant, organization or activity must not discriminate or advocate discrimination on account of race, color, or natural origin, nor must its membership be limited to or for the benefit of persons of only one race, color, or national origin.
4. The applicant, organization or activity must not have as its function or purpose the promotion of particular political or religious views or beliefs, or be designed to advance the cause of a particular political or religious group including candidate political rallies, etc.
5. The applicant or organization must not charge admission for its function or activity conducted on City property for the benefit of the City.
6. The applicant or organization may not be a "for-profit" organization with commercial, sales, solicitation or other business activities as an objective. This includes, but is not limited to, training seminars, sales seminars, sales meetings, demonstrations, sales parties, etc.

7. Parking for all attendees will be limited to the designated front and rear parking areas of City Hall. Parking at the surrounding buildings or businesses is not allowed.
8. All attendees must enter and exit the Community Chest Room through the entrance doors on the north side of City Hall only and not via other entry doors around City Hall.
9. The particular activity must be one which is not likely to cause damage to City property and must not be disruptive to others present in the building or disturb the business environment.
10. No smoking will be permitted.
11. No pets are allowed in the building (except service dogs).
12. No food or beverages are allowed, including the use of alcohol, unless otherwise approved in advance.
13. Reservations for meetings during business hours must be made at least two (2) weeks in advance.
14. Reservations for meetings after normal business hours must be made and paid for three (3) weeks in advance. All activities for evening meetings shall conclude by 10:00 pm. Fees shall be established by the City Manager and shall cover costs for staffing and other associated expenses.
15. Reservations will be "tentatively" held for five (5) business days from the date of the initial room request. After the five (5) day period, tentative reservations will be released and the room will be made available to others.
16. Applicants must be 18 years of age or older.
17. All setup, cleanup, and breakdown will be the sole responsibility of the applicant.
18. The reservation is only for the Community Chest Room and catering kitchen (if needed).
19. 125 chairs and 14 6-foot round tables are available for use.
20. All applicants for use of the Community Chest Room shall hold the City of Peachtree Corners and its employees free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of City facilities.
21. The applicant will be responsible for any damages to the City facility or equipment and will guarantee its replacement or repair to the satisfaction of the City of Peachtree Corners.
22. No construction, signs, or alteration of City property or facilities may be made. No nails may be driven into walls or floors.
23. The use of candles or other decorative flammables is strictly prohibited.
24. Cleanup of the facility including the catering kitchen is the responsibility of the applicant.
25. The applicant is responsible for stacking all chairs and putting all tables on the dollies provided at the end of the event.
26. Applications to use City facilities must be made in the name of the real party in interest.
27. Facility use approval or permits may not be assigned or transferred.
28. Applicant's signature on the application indicates understanding and consent to abide by the provisions of this policy.
29. Failure to follow these Policies and Procedures may result in room use privileges being suspended.
30. The city may establish specific guidelines for room use as appropriate.
31. These policies may be amended from time to time with or without notice as the City deems in its best interest.