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## 2010-2011 FACILITY USE POLICY

The mission of The North Carolina Arboretum is to cultivate connections between people and plants, education, economic development, research, conservation and garden demonstration. The North Carolina Arboretum is committed to the use of its facilities and grounds to further the Arboretum's missions, and for the general benefit of North Carolina citizens within the context of the Arboretum mission. In order to ensure appropriate, equitable, and efficient use of all Arboretum facilities, all requests must adhere to the procedures and guidelines below.

### **Application Procedures**

Applications for use of the Education Center, Baker Exhibit Center or other grounds and facilities for conferences, receptions and meetings may be made by phone with the Special Events Coordinator (SEC) or e-mail at [cblankenship@ncarboretum.org](mailto:cblankenship@ncarboretum.org). If the SEC determines that the request clearly falls within the parameters of the Facility Use Policy outlined below, the event can be scheduled. If the SEC cannot make this determination, the Director for Finance & Business Affairs, in consultation with the Executive Director, will make the decision regarding the facility use. Confirmation of the event or program will be made only with a signed Facility Use Agreement.

It must be noted that the Education Center, Baker Exhibit Center and Greenhouses are public facilities, and are open to the public during stated hours of operation. Any organization wishing to use these facilities must recognize that they will not have exclusive use of the building or property, and that visitors will be sharing the use of the facilities during operating hours.

### **Guidelines**

Facilities may be used for conferences, meetings, receptions or events under the following guidelines:

- 1) Arboretum-sponsored events and programs will take scheduling precedence at all times. Although we will typically try to accommodate functions when a Facility Use Agreement is on file at the Arboretum, occasions may arise when Arboretum, University or State functions will dictate a change or cancellation in scheduling. All fees will be refunded in the event this occurs.
- 2) The North Carolina Arboretum has the right to change meeting space locations to accommodate another function. The client will be notified first to inform them of the change.
- 3) Organizations and corporations, both for and non-profit, government agencies, and universities and colleges wishing to use the Arboretum's facilities may do so as long as they are compatible with the Arboretum's stated missions of Education, Economic Development, Display, Conservation and Research within the horticulture, landscape design, botany, and ecology fields. Memorial Services or Celebration of Life events are also scheduled.

Guidelines continued

4) Requests will be addressed on a first come, first served basis, but generally not less than 30 days nor more than 18 months (for major functions) prior to the scheduled function, unless approved by the Director for Finance & Business Affairs.

5) No permanent or regularly scheduled meeting arrangements will be made, with the exception of meetings sponsored by The North Carolina Arboretum Society.

6) The facility renter agrees with all of the conditions as outlined in this Facility Use Policy and has a signed Facility Use Agreement on file with the SEC.

7) The North Carolina Arboretum's facilities, including the Education Center and Baker Exhibit Center, are not a "public forum," and The North Carolina Arboretum reserves the right to approve or reject at its sole discretion, for any reason, any and all requests to schedule events in the facility.

8) **Fund Raising Events**

Functions with the purpose of fund raising will be scheduled at the Arboretum's discretion. The event must be co-sponsored with the Arboretum, and the Arboretum must receive an equal sharing of the benefits.

9) **Political Meetings**

The North Carolina Arboretum encourages informed political debate with respect to issues relevant to the stated missions of the Arboretum. Efforts will be made to accommodate meetings to this end. To ensure that the Arboretum remains neutral with respect to political candidates and political parties, meetings sponsored by any political party or a group with a public stated particular party affiliation will not be accommodated.

10) **Religious/Spiritual Groups**

Arboretum space and resources may not be used for formal denominational worship services. Religious groups are encouraged to visit the Arboretum but no religious meetings or ceremonies will be accommodated.

11) No formal picnicking allowed.

**FEES**

Use of the facilities and grounds will be in compliance with all applicable federal, state, and local laws and ordinances. Of particular note is the Umstead Act (G.S. 66-58) which requires that a state facility may not be in competition with other, similar private facilities, and must therefore charge comparable fees for their use. Therefore, the Arboretum has adopted a fee structure that is deemed appropriate for the facility. Fees may be adjusted, but will not be changed after a sponsor has signed a Facility Use Agreement.

**The fee schedule is as follows for the Education Center:**

***Fees do not include the Liability Insurance Coverage (see page 4)***

ROOM	CAPACITY	STYLE	ROOM RATES Full Day	ROOM RATES Half-Day 4 Hours or Less	WEEKEND & EVENING RATES
Auditorium	180	Chairs lecture style or Tables & Chairs	\$300.00 Non-Profit \$350.00 Business	\$250.00 Non-Profit \$300.00 Business	\$450.00
Single Classroom	35-40	Tables & chairs	\$125.00 Non-Profit \$150.00 Business	\$100.00 Non-Profit \$125.00 Business	\$250.00
Both Classrooms / Wall Open	80-100	Tables & Chairs	\$250.00 Non-Profit \$300.00 Business	\$175.00 Non-Profit \$225.00 Business	\$400.00
Library	30-50	Tables & chairs	\$150.00 Non-Profit \$200.00 Business	\$100.00 Non-Profit \$150.00 Business	\$250.00
Gallery	20-50	Tables & chairs	\$200.00 Non-Profit \$250.00 Business	\$150.00 Non-Profit \$200.00 Business	\$325.00
<p>For events / meetings that go over scheduled time frame – there will be a <b><i>\$100 per hour charge.</i></b></p> <p><b><i><u>Operating hours: Monday-Sunday: 9:00 a.m.-5:00 p.m.</u></i></b></p>					

**The fee schedule is as follows for the Baker Exhibit Center:**

***Fees do not include the Liability Insurance Coverage (see page 4)***

SPACE	CAPACITY	STYLE	FACILITY FEE
Main Lobby	150	Reception or Dinner with tables & chairs	\$750.00 Monday-Friday \$800.00 Saturday-Sunday
Second Floor Garden Level including Events Lawn	100	Reception or Dinner with tables & chairs	\$750.00 Monday-Friday \$800.00 Saturday-Sunday
Both Levels including Events Lawn	250	Reception or Dinner with tables & chairs	\$1,450.00 Monday-Friday \$1,550.00 Saturday-Sunday
<p>All events at the Baker Exhibit Center will be schedule after 5:00 PM – after normal business hours For events / meetings that go over scheduled time frame – there will be a <b><i>\$100 per hour charge.</i></b></p>			

Fees include the use of all chairs and tables. The Arboretum views the quality of all equipment and furnishings used in a function as an important component of the visitor experience. Consequently, if additional furniture or equipment is required, the Renter will procure the necessary items needed.

**Fees for Outdoor Spaces**

The Arboretum will, upon request, consider the use of the outdoor spaces for meetings, etc. A fee will be charged depending upon the size of the area, staff time required, and availability. The use of outdoor properties is solely at the discretion of the SEC in consultation with other staff.

**School Proms**

School proms may be scheduled at the Arboretum pending space availability. Facility Use Policy applies to these events and must be followed.

**Decorations:** may be placed in the rental space with the Events Coordinator’s approval. Candles are not recommended for decorations.

**Entertainment:** Live bands or DJ’s can be used.

**Deposit:** A 50% deposit will be required – Events Coordinator will quote a facility rental fee.

**Security:** Arboretum Public Safety officers must be on duty during the event. The fee is \$25 per officer per hour of your event.

**The fee schedule is as follows for Proms:**

SPACE / ROOM	CAPACITY	STYLE	FACILITY FEE
Education Center Auditorium, Lobby Area, Veranda, Entrance Plaza	250-350	Tables & chairs, dance space	\$1,100.00
Baker Exhibit Center / both levels including Events Lawn	250-350	Tables & chairs, dance space	\$1,350.00

**Liability Insurance**

Groups or individuals that rent the North Carolina Arboretum facilities need to provide proof of liability insurance in the form of a copy of their Homeowners Insurance Declaration page. The insured party can be anyone involved with the event, including family and friends, who has insurance that covers events outside of their home. Businesses who rent the Arboretum should provide a Certificate of Liability insurance, naming the North Carolina Arboretum as an additional insured.

If you do not have liability insurance, you may add your event to our Special Event Policy, and we will adjust your rental fee accordingly. The cost of insurance is \$70.00. Please contact Linda Davidson at 828-665-2492 ext. 227 for more information regarding insurance coverage.

**Parking**

Groups renting the Arboretum facilities will have the parking fee waived. Parking is in the main parking area adjacent to the Core Garden Area. Handicapped parking is available at the Education Center. You may drop off people or materials in our Entrance Plaza circle. If materials are being brought into the Education Center, the Arboretum will provide a cart for you. Move your vehicle to the main parking area after you have all materials in. There is a 10-minute parking limit in the circle. ***There is no overnight parking allowed.***

NOTE: At Gatehouse: participants arriving on property for a meeting - please tell the gate attendant the name of the meeting you are attending.

## **Refunds / Cancellations**

Full refunds will be made in the event the Arboretum cancels a function and an alternative date cannot be scheduled. Full refunds will also be made if the sponsor cancels the function at least two weeks in advance of the scheduled date. If cancellations are made less than 2 weeks before event and a 50% deposit was made, renter forfeits full deposit.

## **Audio/Visual Equipment:**

<b>EQUIPMENT</b>	<b>RATES PER DAY</b>
LCD Projector	\$75.00
Laptop Computer	\$50.00
Overhead projector	\$10.00
TV / VCR / DVD	\$30.00
Flip Chart with pad and markers	\$15.00
Wooden Easels for displays	No Charge
Laser Pointer	No Charge
Projector Screens located in all rental rooms	No Charge
Portable Projection Screen	\$10.00
Chalk Boards located in Classrooms	No Charge
Podium available for use	No Charge
Microphones available in Auditorium	No Charge
Copy Machine	.10 cents per copy
FAX Machine	\$1.00 per sheet
Extension Cord	\$5.00

## **Other Rental Fees / Services:**

<b>ITEM</b>	<b>RATE</b>
White Tablecloths	\$8.00 each
Ivory Tablecloths / 120" Round	\$15.00 each

## **Payment**

Groups are invoiced after their meeting. All expenses except catering will be on one invoice. Checks should be made payable to *The North Carolina Arboretum Society*. Method of payment: checks, cash, MasterCard, Visa and Discover.

## **POLICIES**

### **Alcohol**

The North Carolina Arboretum reserves the right to approve or reject at its sole discretion, the serving of alcohol at scheduled events. Beer, wine and champagne served only. The Arboretum's Campus Police will check alcohol inventory during set-up of bar. Policy available upon request.

### **Disabilities**

The Arboretum operates with funds from state government and therefore is required to comply with the Americans with Disabilities Act Title II. Obligations under this Act require government facilities to enable persons with disabilities to participate fully in all aspects of programming. Any provisions for accessibility, such as alternate means of communication for the hearing impaired, alternate format materials for the visually impaired or physical access for the mobility impaired are the responsibility of the organization using the Arboretum facilities and not the responsibility of The North Carolina Arboretum.

## **Inclement Weather Policy**

In the case of inclement weather such as snow and ice, the Arboretum will delay opening or close the property on a day-to-day basis. This is for the safety of our visitors, staff and volunteers. When a weather advisory or warning has been issued by the National Weather Service, please call the Arboretum for the updated opening or closing schedule. A recorded phone message will be posted Monday-Saturday after 6:00 a.m. and 7:30 a.m. on Sundays. **It is the responsibility of the facility rental group to make prior arrangements for optional meeting places if inclement weather is predicted.**

## **Photography**

Photography / videography for private, non-commercial uses are encouraged on property. Wedding and family portraits are permitted, with prior arrangement, without charge. Photographers / videography and their equipment are restricted from garden beds and may not block or interfere with pedestrian or vehicular traffic. Please call the SEC for site suggestions. Arrangements for all commercial photography / videography or filming of any kind must be made in advance with the Director for Finance & Business Affairs.

## **Property Damage**

Any damage to the buildings, equipment, gardens and grounds must be reimbursed by the group renting the facilities.

## **Protestors**

Individuals or groups interested in using the Arboretum property as a site for dissent or protest must remain within the cutout area along the sidewalk leading from the parking lot to the VEC, below the Core Area Gardens. The SEC and Public Safety will help make clear the space in which dissent is allowed.

## **Signage / Publications**

The SEC must approve all materials distributed or posted by anyone. No materials will be attached to walls, doors, windows, etc., without prior approval. No signs or banners of any kind will be posted on Arboretum property without permission from SEC.. The SEC has the right/ responsibility to remove any inappropriate material. The SEC will be happy to provide directional signage for large functions, with advance notice, without additional charge. Any publications utilizing the Arboretum's name or logo must be approved prior to printing by the Arboretum's Director for Finance & Business Affairs or the Director for Design.

## **Smoking**

The North Carolina Arboretum buildings are smoke-free environments. Smoking is not permitted in the Education Center, Baker Exhibit Center or the Greenhouse. Smoking in designated areas on veranda only. Please dispose of cigarettes and cigars properly in containers throughout gardens and on veranda.

## **SERVICES**

### **Catering**

Contact Dave Bokmiller of I-Cook4U, LLC - The Savory Thyme Café: phone 828-665-2492 EXT. 232 or email [café@ncarboretum.org](mailto:café@ncarboretum.org). Event sponsors who chose to use a preferred catering source other than I-Cook4U, LLC (The Savory Thyme Cafe) must make arrangements through Dave Bokmiller. All outside catering sources will be assessed a 10% surcharge payable to I-Cook4U, LLC payable in advance of the service date.

Caterers may deliver food through the front doors of the Education Center. The Arboretum will provide a cart if needed. If the caterer is staying to serve food, they may park in one of the marked "reserved" parking spaces adjacent to the Education Center, **after 5:00 p.m. or on weekends only**. Limit 2 vehicles to this area, all others park in the main parking area.

### Use of Copy Machine

The Arboretum's copy machine may be used in the event that unexpected needs arise for members of the group using the Arboretum's facilities. The cost is .10 cents per copy.

### Campus Police

The Campus Police Department provides law enforcement services to The North Carolina Arboretum. This includes those that work at or visit The North Carolina Arboretum and/or its' business entities. The value they provide is that of asset and personnel protection, loss prevention and law enforcement in a proactive and reactive environment. These services are provided to our staff and guests in the most professional manner possible. The Campus Police office can be reached at **828-779-8622** or refer to an Arboretum staff member. ***In a life-threatening situation always call 9-911 within the Arboretum Education Center or other facilities.***

**The Executive Director will make necessary adjustments in fees and scheduling procedures as needed. This Facility Use Policy will remain in effect until rescinded or significantly amended by The North Carolina Arboretum Board of Directors.**

Revised November, 2010