

## Policies & Procedures

The purpose of this section is to let you know about Facility rules and regulations **in advance** so you can make the best possible use of the Facility and our services while you are here. This section is not designed to overwhelm you with rules. Rather, it is intended to assist you in planning your event and to encourage your communication with our staff.

We have developed these policies and procedures to ensure that your event will be a safe and comfortable environment for your guests, tenants and co-workers. While we have attempted to be as thorough as possible, we recognize that not all situations will be covered in this section, and that you may need special consideration by the Jamestown Civic Center. Any questions regarding topics not included here should be directed to our office. We will be glad to clarify any of the enclosed information.

The Event is responsible for adhering to these policies and procedures and for ensuring that all exhibitors, service contractors and attendees are aware of these requirements.

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## **Accessibility**

Most areas of Jamestown Civic Center are fully accessible. For specific information on drop-off sites and elevator locations please contact the Civic Center office.

## **Accessible Seating**

As a facility of public accommodation the Civic Center recognizes the special needs of patrons with disabilities. Every reasonable effort will be made to accommodate the seating and service requests of patrons with disabilities.

## **Accessible Entrance**

Patrons in wheelchairs or with limited mobility should use the West entrance to the Civic Center. There is a drop-off area, a ramp from the sidewalk to the lobby plaza and an electric door into the lobby located at this entrance.

## **Advertising**

Any advertising of an event will not imply that the Jamestown Civic Center or the Civic Center Commission is sponsoring the event. No third party will be advertised as sponsoring an event unless and until the Event submits a signed statement from an officer of the third party organization, which acknowledges sponsorship of the event. Jamestown Civic Center maintains the right to advertise upcoming events during intermissions.

## **Air Conditioning/Heating**

As full-time practitioners of energy conservation--and to keep our fees as low as possible-- we provide air conditioning and/or heating during show hours only. Air conditioning and/or heating is not provided on move-in or move-out days. Additional charges will be assessed for air conditioning and/or heating requested during non-show periods.

## **Alcohol Policy**

Alcoholic beverage consumption is permitted on the premises under the following conditions:

The renter must abide by all laws of the State of North Dakota and the City of Jamestown, including but not limited to:

- 1) Restricting consumption of alcoholic beverages to persons 21 years of age or older,
- 2) Refusing alcoholic beverages to any intoxicated persons.

Only the exclusive event alcohol provider is permitted to sell and/or serve alcohol within the facility. No one other than the bar provider is permitted to bring alcohol (and all other beverage products) into the facility.

The consumption of alcoholic beverages is restricted to the licensed function area. Consumption of alcohol is not permitted during move-in and move-out times.

At the City of Jamestown's discretion, police officers are required for functions where alcohol is being served. Staffing levels will depend on anticipated attendance, nature of the function and type of service. Please consult with the Jamestown Civic Center for more details.

## **Announcements**

The Jamestown Civic Center reserves the right to make announcements as deemed necessary at any time in the interest of public safety. Licensee agrees that it will cooperate with the Civic Center staff in making such announcements.

## **Audio System**

The Jamestown Civic Center staff or their designees are responsible for the house audio system and they must supervise any connection made to this system.

## **Attendance / Room Capacity**

Room occupancy is determined by fire and safety regulations and enforced by Jamestown Civic Center personnel. The Event shall not admit a larger number of persons than can freely and safely move in any licensed space. Consult with the Jamestown Civic Center for room occupancy levels.

## **Audio/Visual (AV)**

### 1. House Audio System

Jamestown Civic Center personnel are responsible for all house audio systems. Should an outside AV services provider need to patch into the house audio system, a fee will be assessed to the event. This connection will be facilitated and supervised by the Jamestown Civic Center.

### 2. Audio Levels

Jamestown Civic Center reserves the right to regulate the audio levels of all events. Events must maintain appropriate audio levels as to not disturb nor interrupt other events. If requested to do so by the Civic Center staff, event must lower volume levels accordingly.

## **Balloons**

Helium balloons may not be handed out within the facility. They may be tethered to a display for decoration only. Balloons that are released into the ceiling will be removed at the event's expense. Costs will include current labor and lift rental rates. Helium filled mylar (metallic) balloons are prohibited at all times. Compressed flammable gases may not be stored within the Facility. This includes acetylene, hydrogen, propane and butane.

## **Banners**

The Facility has specific approved areas within the Facility for the hanging of event banners. The copy and location of exhibitor or sponsor banners must be approved by the General Manager. The Jamestown Civic Center retains all advertising rights. Please contact the Civic Center Office for more information.

## **Broadcast Rights / Recording**

The Jamestown Civic Center reserves the right to videotape and record events for its own records, publicity and promotional purposes.

Events shall not televise or broadcast, or record for the purpose of televising or broadcasting, any event scheduled to take place in the Facility without the prior written approval of the Jamestown Civic Center.

## **Building Furniture**

Facility property (i.e. furniture, displays, decorative plants, etc...) shall not be moved or relocated by Event or Event's staff, exhibitors or service contractors. Relocation of any item(s) must be approved by the Civic Center and moved only by Staff.

## **Cancellations**

Please refer to your specific License Agreement for cancellation policy.

## **Cameras & Video Equipment Policy**

Single-frame and flash photography are allowed. Cameras with detachable lenses or lenses that exceed 90mm are not allowed. Video cameras and hand-held video equipment are prohibited. Neither lighting nor camera support pods are permitted to be used by Guests at the Jamestown Civic Center. Camera equipment may not obstruct the view or path of travel of others. All forms of video and motion-picture cameras are strictly prohibited. Promoters of events at the Civic Center may ban the use of all cameras for specific shows. Check event listings for details.

## **Catering**

The catering and/or bar contract must be fully executed and returned to the Jamestown Civic Center prior to the date of the event. Alcoholic beverages must be purchased through the contracted bar service. Security is required for events where alcohol is served. The Jamestown Civic Center supports responsible drinking at all times.

## **Certificate of Liability**

A Certificate of Liability insurance naming the Jamestown Civic Center as the additional insured on the face of the policy is required prior to the event. The limits of this insurance will not be less than \$1,000,000.00 Combined Single Limit.

## **Concessions**

The Jamestown Civic Center concessions have exclusivity over all food and beverages consumed throughout the Jamestown Civic Center during events. No outside food or beverage is permitted into the Jamestown Civic Center.

The Jamestown Civic Center provides a variety of food and beverage options. Concession classics such as popcorn, hotdogs, nachos and pretzels are offered along with pizza, polish sausage and a variety of candy. Specialty vendors include Dippin' Dots and Mini Donuts.

The concession stands are located on the upper North and South concourses. As required, additional portable stands may be implemented to improve service and accessibility. Concession sales begin when the doors to the event open.

**\*Please note that by contract, concessions, caterers, and all events are required to use Coca-Cola products exclusively.**

### **Cooking and Food-Warming Devices**

Cooking and food warming devices shall be placed on non-combustible materials, be kept two feet from any combustible materials, and be isolated from the public by a four foot space. Table cloths or draping used on tables near cooking equipment, must be treated flame retardant and proof furnished to the Fire Inspector.

Booths containing cooking devices must have a fire extinguisher readily available for use. Fire extinguishers must be fully charged and in operable condition.

### **Combustion Engines**

Any autos, trucks, motorcycles, boats, other motorized vehicles or other flammable fueled engines displayed shall conform to the following requirements:

Fuel tanks, unless never having held fuel, shall be maintained between 1/8 and 1/4 full. Caps for fuel tank fill pipes shall be maintained locked. If it is not practical to attach such a cap, an alternate method shall be employed with prior permission from the facility or Fire Marshal. No fueling may take place in the building. The electrical system shall be de-energized, either by:

1. Removing the battery(ies)
2. Removing the battery cables; or
3. Disconnecting both the battery cables and covering them with electrical tape or other similar insulating material.

### **Credit Cards/Personal Checks**

The Civic Center Box Office welcomes MASTERCARD and VISA as forms of payment. A 4% transaction fee is applicable on all sales.

Personal checks are accepted with appropriate identification. There is a \$20 charge for all returned checks. On occasion, the Civic Center Box Office is required to accept cash or check only.

### **Custodial & Building Maintenance**

No City personnel are allowed to move, load, unload or setup equipment that is not the property of the City of Jamestown. Custodial service is not provided for the lessee or for the caterer aside from routine cleaning of restrooms and common areas. The caterer is responsible for the cleaning of his or her own area, but it is the ultimate responsibility of the lessee.

### **Date Protection Policy**

"Tentative Holds" may be challenged by other events desiring the same date, and the event may be asked to produce the signed agreement and deposit within twenty-four (24) hours of the challenge. Deposits are non-refundable.

### **Decorative materials**

Nails, hooks, screws, tacks, staples, putty, double-sided tape and strong adhesive tape may not be used on the interior or exterior walls, windows, doors, outside signs or furnishings of the facility. The use of masking tape is permitted. Decorations causing a high volume of trash and/or debris are prohibited. All decorative materials must be flame-proof in accordance with the Jamestown Fire Department regulations.

### **Doors**

Under no circumstances should any exterior door be propped open or any automatic closing device be removed from any door of the Facility. All exits must remain unobstructed and free of debris at all times.

## **Drilling / Nails / Staples**

Drilling, nailing or stapling into any Facility surfaces or equipment is strictly prohibited. Licensee will be billed for any damages resulting from non-adherence to this requirement.

## **Entertainment Rider**

Concerts, comedy events and any other special events that include touring entertainment must submit a complete entertainment rider to the Jamestown Civic Center by no later than 21 days prior to event.

## **Event Confirmation and Contract**

Events desiring information regarding availability of dates should contact the Jamestown Civic Center at (701) 252-4835.

The Civic Center shall schedule events on a first-come, first-served basis up to (2) years in advance. Any prospective trade show or convention wishing to contract space more than (2) years in advance will be subject to discretion on the part of the Jamestown Civic Center as to whether it desires to commit space that far in advance.

The contract must be fully executed and returned with the applicable non-refundable deposit to secure a date and the facility. The Civic Center is not responsible for omissions and/or cancellations of any reservations not accompanied by an executed contract. No verbal changes will be valid.

The event shall not assign a contract or any part hereof, nor sublet the premises to any person without prior written consent of the Jamestown Civic Center.

- The Jamestown Civic Center retains the right to approve any event, performance, exhibition, or entertainment which, in the sole discretion of the Jamestown Civic Center may be offensive, inappropriate, unsafe, unsuitable or indecorous.
- The Jamestown Civic Center requires a non-refundable deposit equal to 50 percent of the total rental fee, due with the signed contract.
- Balance of all charges is due following the event.
- All exhibitors must pay prior to event.
- All rental fees are applicable for an 8 hour period.
- The Civic Center reserves the right to request payment in advance for estimated additional costs beyond minimum rental.
- Events must be contained within the specific room that has been rented.
- The gathering of guests/participants in the concourse area for a period other than a short break is prohibited. This area is not available for meetings and is not a place for children to play.
- Event will insure that its guests, participants, licensees and invitees will conduct themselves in a civil, proper, and well-mannered fashion. Loud noise, disruptive conduct, or unruly, abusive or disorderly behavior is prohibited.
- Please note that by contract our concessionaire and all caterers are required to use Midwest Coca-Cola products exclusively.

### **▪ Deposit**

The contract must be fully executed and returned with the applicable non-refundable deposit to secure a date and the facility. Deposits are non-refundable.

### **▪ Date Protection Policy**

"Tentative Holds" may be challenged by other events desiring the same date, and the event may be asked to produce the signed agreement and deposit within twenty-four (24) hours of the challenge. Deposits are non-refundable.

### **▪ Payment**

Balance, plus services, in full is due within thirty days of the event. Invoices for Lease, Catering, and miscellaneous fees will be sent.

▪ **Certificate of Liability**

A Certificate of Liability insurance naming the Jamestown Civic Center as the additional insured on the face of the policy is required prior to the event. The limits of this insurance will not be less than \$1,000,000.00 Combined Single Limit.

▪ **Catering and Alcohol**

The contract(s) must be fully executed and returned prior the event. Alcoholic beverages must be purchased through the contracted bar service, who has obtained Security is a mandatory requirement for events where alcohol is served. The Jamestown Civic Center supports responsible drinking at all times.

▪ **Security**

The Jamestown Civic Center will have final authority to determine whether or not security is needed for an event. The Jamestown Police Department will determine the number of officers required for an event as well as the length of time such services are needed.

- In most circumstances, security will be required for any of the following:
- Security is required for events serving alcohol.
- Events that are considered “high risk” or have “high value” content.
- Any large attendance event
- It is the responsibility of the event to reserve security.
- The event assumes full responsibility for damages to Jamestown Civic Center or the loss of any personal property left in the Jamestown Civic Center prior to, during and following the event.

▪ **Services and Equipment**

The rental of each meeting room and/or arena includes:

- Table & chairs, including their arrangement.
- The set up of any rented Civic Center-owned equipment in the desired room arrangement as requested by the event. All room diagrams are to be finalized and approved by the Jamestown Civic Center.
- For safety reasons, the Event is not permitted to move Civic Center equipment. The room, its furnishings, and all Civic Center owned equipment should not be altered in any way. The event participants are not allowed to stand on chairs, tables, etc.
- As a courtesy to those holding the next event, each event is responsible for the removal of any of its property, equipment, signs and props from the building at the end of the licensed period. If not, the Jamestown Civic Center may exercise the option to discard all such items at the event’s expense.

**Fire Regulations**

All event promoters, exhibitors, and service contractors must comply with all federal, state and local fire codes which apply to places of public assembly. Fire code prohibits overages of capacity of any room, and blockage of exit doors, extinguisher cabinets or service hallways. Lessee shall not permit more persons into the facility or premises than can safely and freely move about or be safely evacuated in the event of emergency, as determined by the Fire Marshal of the City of Jamestown. Please see attached Safety and Fire Code Regulations, page 33.

**Floor Plans**

Licensee must submit preliminary trade show floor plans to the Jamestown Civic Center for approval prior to exhibit space being sold. It is suggested that the preliminary floor plans be submitted six (6) months prior to the event. The Jamestown Civic Center will provide a preliminary review to ensure adherence to facility Floor plans should have the following information clearly indicated:

- Name and date(s) of event
- Name of space being used

- Number and dimensions of exhibits
- Revision number and date
- All floor plans should clearly note the location of, but not limited to, the following:
  - Exhibits
  - Exits
  - Aisle widths
  - Entrance units (headers, kiosks, etc.) & dimensions
  - Registration area
  - Service desk
  - Vehicles
  - Covered exhibits (canopies, enclosed or partially enclosed structures, etc...)
  - Stage and/or seating areas

Access to exits, stairwells, doorways, fire-hose cabinets, pull stations, fire extinguishers, house lighting controls, electrical panels, restrooms and concession stands must remain unobstructed.  
All floor plan approvals are subject to final on-site inspection.

### **Gratuities**

It is the policy of the Jamestown Center that individual employees may not accept cash gratuities, gifts or other considerations from customers, contractors or any other parties doing business with the Jamestown Civic Center. It is our intention for all employees to provide exceptional service to all customers without anticipation of additional compensation. We appreciate your understanding and adherence to our policy and its intent.

### **Guests with Service Animals**

Guide, signal or service dogs (as defined by Law) are welcome in the Jamestown Civic Center. All service animals must remain on a leash or in a harness at all times. All sanitary needs for animals are the responsibility of the patron.

### **Handicapped Parking**

Handicapped parking spaces are located on the upper West ramp located in front of the Civic Center and the lower North area. Patrons parking on the upper floors should take the elevator located in the north corner of the lobby to the first floor level. Patrons in oversized vans or busses should call the Civic Center at (701) 252-4835 to make arrangements for parking.

### **Insurance**

Events are required to furnish satisfactory evidence of liability insurance, including a copy of the endorsement adding the Jamestown Civic Center as an additional insured. The limits of liability required are: bodily injury, liability-\$100,000 per person, \$500,000 per occurrence, and \$10,000 for property damage per occurrence.

### **Kitchen and Catering**

It shall be the responsibility of the lessee to submit to the Jamestown Civic Center the caterer the event intends on using no later than 30 days prior to the first event day. Events and caterers will be expected to adhere to kitchen policy.

### **Licenses**

Event is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for staging the event (i.e. liquor permit, Fire Marshal permits, street closure permits, etc...). Although Jamestown Civic Center may assist the event in this process, the ultimate responsibility, including all costs, is that of the Event.

### **License Fees & Royalties**

For all music or other artistic or creative properties whether copyrighted or not, performed, presented or allowed to be performed in the Jamestown Civic Center during the term of the rental agreement, Event shall have paid any and all required royalties, licensing fees, honorarium and/or related fees required and shall indemnify the Jamestown Civic Center

for any claims for royalties, licensing fees, and/or related fees made against the Jamestown Civic Center related to such performance or presentation

### **Lighting Levels**

Lighting during move-in and move-out will be at "work-light" levels, typically 50%. Full "show light" levels (house lights) will be maintained during event hours.

### **Lobby Space**

All pre-function (lobby space) and foyer areas are to be used for ingress/egress. Use of these areas for registration, exhibits or any other activity requires the prior written approval of the Jamestown Civic Center, and is subject to prevailing rental rates. When approved, floor plans must include this space if it will be used for any other purpose beyond ingress/egress. All flooring in the pre-function and foyer areas

### **Lost & Found**

Items found and turned into the Jamestown Civic Center will be held in the office for a limited period of time. For inquiries regarding any lost items, contact (701) 252-4835.

### **Move-In/Out**

Events shall not move personnel, equipment, or materials into the Facility prior to the beginning of the term of the License Agreement without the expressed written approval of the Jamestown Civic Center. Events are responsible for contracting enough move in/out time for set-up and tear down. Upon expiration of the term of the License Agreement, the event shall remove all property, goods, effects belonging to the event, its employees, agents, contractors, representatives, patrons, guests or invitees, or caused to be brought in or onto the Facility. Materials left behind will be removed and dealt with at the discretion of the Jamestown Civic Center, and may result in disposal. Any costs incurred in such removal, disposal or storage of event-related materials will be passed on to the Event.

### **Mail, Freight and Shipping Deliveries**

The Jamestown Civic Center will not accept any COD's.

**Mail** -- Exhibitor or Show Management mail should be addressed in care of the event. As a customer service, mail will be held in the Jamestown Civic Center Office.

**Freight**--For the security of your freight, we ask for a timely delivery of your products and equipment to our facility. Event freight and materials will be accepted by the Jamestown Civic Center. The Jamestown Civic Center staff are not liable for any loss, theft or damage to materials received. Materials remaining in the facility after the last contract day is considered abandoned property and may be disposed of accordingly.

### **Materials, Processes or Equipment Requiring Special Permission or Permits for Use**

Use, display or storage of the following restricted material, processes, or equipment is subject to approval and requires special permission from the Fire Marshal:

1. Natural gas fire equipment
  2. Cooking equipment
  3. Open flame devices
  4. Candles (require protective shields)
  5. Exhibits involving hazardous processing or materials
  6. Firearms and ammunition
  7. Pressure vessels
  8. Fossil fuel powered equipment
  9. Hydraulically powered equipment using flammable fluids
  10. Radiation producing devices, including lasers
  11. Flammable liquids
  12. Electrical equipment or installations not conforming to the National Electrical Code
1. Other materials or processes judged by the Fire Marshal to increase the risk to fire and life safety
  2. Fireworks or Pyrotechnics (must have a permit)

## ❖ **Special Approval**

To obtain special approval, the exhibitor shall submit in writing to the Fire Marshal:

- The nature of the process or equipment to be used
- The quantity of restricted material to be used
- What provisions will be made to provide fire suppression or other life safety measures which will prevent any injury, harm, or damage. The request must be submitted to facility management 30 days in advance of the show preferably with pictures. It will then be given to the Fire Marshal who will approve or reject the request. Written notification will be returned to the originator of the request.

## **Minor Supervision**

For the safety and security of events, all children must be under the direct supervision of an adult. Children will not be permitted to roam the facility freely without an adult present. If children accompany any vendors or promoters, they must provide an adult to attend to the child(ren) at all times. They must be restricted to the leased areas only. Because more than one function can occur simultaneously in the facility, children cannot have open access to other areas.

## **North Dakota State Tax**

North Dakota State Tax information can be obtained from the Office of State Tax Commissioner, 600 E Boulevard Ave., Dept 127 Bismarck ND 58505-0599 701-328-2770. See the State's sales tax web page for more information.

<http://www.nd.gov/tax/>

## **Novelties**

A facility merchandise fee of 15% may be applicable on the sale of merchandise and novelty items sold within the facility and facility premises. Merchandise and novelty products include, but are not limited to T-shirts, programs, pictures, records, tapes and miscellaneous show promotion items. All negotiations to arrange for event sale and compensation procedures are to be directed to the Jamestown Civic Center Director.

## **Obstructions**

All exit doors shall be in operable condition at all times. Exit signs, manual pull stations, fire department handsets and fire cabinets shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies, passageways and fire and life safety devices shall be unobstructed at all times. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc., shall not be placed beyond booth area into aisles.

## **Pre-Function Space / Public Space**

All pre-function (lobby space) and foyer areas are to be used for ingress/egress. Use of these areas for registration, exhibits or any other activity requires the prior written approval of the Jamestown Civic Center, and is subject to prevailing rental rates. When approved, floor plans must include this space if it will be used for any other purpose beyond ingress/egress. All flooring in the pre-function and foyer areas must be adequately protected from damage prior to moving any supplies or equipment into this space.

## **Prohibited Items & Weapons Policy**

There are no book bags, large bags, laser pointers, noisemakers, whistles, air horns of any type, coolers, bottles, cans, drugs and weapons of any kind allowed in the Jamestown Civic Center.

## **Prohibited Materials, Processes, & Equipment**

Use of the following materials, processes, or equipment is prohibited:

1. Overnight sleeping in any facility
2. Hazardous refrigerants such as sulfur dioxide and ammonia
3. Electrical equipment or installation not conforming to code
4. Fireworks or pyrotechnics (must have a permit)
5. Blasting Agents
6. Explosives

7. Flammable cryogenic gasses
8. Aerosol cans with flammable propellants.
9. Smoking
10. Fueling of motor vehicles
11. Class I liquids, including gasoline
12. Gasoline operated cooking equipment
13. Wood matches with all-surface strikes
14. Portable heating equipment
15. Propane over 20 pound containers/closer than 20 feet

### **Refund Policy**

Tickets for Jamestown Civic Center events may not be refunded or exchanged. This includes instances of inclement weather

### **Rigging**

For public safety reasons, the Jamestown Civic Center must approve all rigging. A rigging plan showing locations, weights intent and method of suspension must be submitted to the Jamestown Civic Center Office no later than 30 days prior to the event. The Jamestown Civic Center reserves the right to retain consultants at the Event's expense to review or verify rigging specifications.

Nothing may be attached to any Facility electrical or mechanical systems. This includes, but is not limited to, ducts, electrical conduit or raceways, plumbing, acoustical baffles, or pipes. Rigging may only be attached to approved structural members.

All rigging must be in accordance with all national, state and local safety codes. The Jamestown Civic Center will require that any rigging found to be in violation of any of these codes be corrected at the expense of the Event. Fees may apply.

Rigging is **prohibited** in the meeting rooms. Technical information and load capacities are available upon request.

### **Room Set-Up**

The price of each room/arena includes tables & chairs, their set up and the set up of any rented Civic Center-owned equipment in the desired arrangement as requested by the Event. All room diagrams are to be finalized and approved by the Jamestown Civic Center no later than (7) working days prior to the event.

For safety reasons, the Event is not permitted to move Civic Center equipment. The room, its furnishings, and all Civic Center owned equipment should not be altered in any way. Event personnel are not allowed to stand on tables, chairs, etc. The Event must provide their own ladder.

### **Settlement**

For your convenience and clarification, an Event Settlement Sheet/Invoice summarizing fees, additional charges and any credits is prepared after each event.

The basic rental rate and charges for other services are as and may be established from time to time by the Jamestown Civic Center, the City of Jamestown.

### **Skateboards, In-Line Skates, Roller-blades, Scooters**

The use of skateboards, in-line skates, roller blades, scooters or other types of recreational transportation is prohibited within the Facility.

### **Smoking Policy**

Under the North Dakota Century Code, Public Health Provisions, August 2005, Jamestown Civic Center is a non-smoking building. Smoking is strictly prohibited in all areas at all times.

### **Vehicles on Display**

Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the Jamestown Civic Center shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys

for vehicles on display shall be kept at the Jamestown Civic Center Office for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

### **Walking Policies**

Regular walking hours are 9:00 a.m.-4:00 p.m. Monday through Friday. The Civic Center reserves the right to restrict walking due to events or building maintenance. Whenever possible, advance notice of special hours will be posted on the walking calendar, available at the office window.

### **Water, Waste Disposal, Ware Washing**

No oils, combustibles, or any liquids other than water may be poured in the Jamestown Civic Center drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in Jamestown Civic Center restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from Jamestown Civic Center restrooms or janitor areas.

**NOTE...The Civic Center/Arena Director shall have the final discretion over disputes regarding all rates, rules and regulations.**