

# WALKER COUNTY CIVIC CENTER

## OPERATIONS POLICY

**PURPOSE:** To ensure equality, uniformity and responsibility in using the facilities of the Walker County Civic Center Complex.

**Scope:** This policy applies to: Auditorium and all Meeting Rooms  
Kitchen/Dish Pantry  
All other miscellaneous equipment/supplies

**USE:** The facility is open, on a reservation only basis, to any person, group, business or resident located in Walker County subject to the fees and availability . Non county residents/business are welcome to use this facility based on Availability.

**FEES:** Fees for use will be made in accordance with the following schedule. This schedule considers all rooms as separate rooms.

SPACE	RENTAL FEE	DEPOSIT	TOTAL
Auditorium	\$500.00	\$500.00	\$1,000.00
Single Room/A/B/C/D	\$150.00	\$150.00	\$ 300.00
Double Room/Ab/CD	\$300.00	\$300.00	\$ 600.00
Kitchen	\$150.00	\$150.00	\$ 300.00
Dish Pantry	\$150.00	\$150.00	\$ 300.00
Lattice Panels	\$ 15.00 each	\$ 15.00	
Beverage Dispenser	\$ 15.00	\$ 15.00	\$ 30.00
TV/DVD/Projector/Screen	\$ 50.00	\$ 50.00	\$ 100.00
Microphone Wireless		\$ 50.00	\$ 50.00
Pavilion	\$200.00	\$200.00	\$ 400.00
Dance Floor	\$275.00	\$275.00	\$ 550.00
<b>TOTAL</b>			

**PAYMENT:** All fees, deposit and rental are due at time contract/booking for use is completed. Contract /booking must be completed in person.

**DEPOSITS:** Deposits are equal to user fee. Deposits are refundable provided all rules have been followed /rules posted throughout building.

**BOOKING:** We do not hold dates. First come first served.  
Our facility is a designated disaster relief facility and may have to cancel an event if a Community disaster /emergency occurs.