

# EMERY THOMAS AUDITORIUM

## FACILITY USE TERMS AND CONDITIONS

**To inquire about leasing the Emery Thomas Auditorium, contact:**

**The City Manager's Office**

Felicia Aaron

(478) 277-5000

[aaronf@dublinga.org](mailto:aaronf@dublinga.org)

*All payments must be made in person at the City of Dublin Customer Service Department located in City Hall.  
Any and all credit card payments will carry an additional 3% credit card charge.*

## About Emery Thomas Auditorium

The last remaining building from the first and only African-American 4H Club in Georgia, the Emery Thomas Auditorium is listed on the National Register of Historic Places. Built in 1957, the building was the auditorium and assembly hall of the Dublin 4H Center. First established in 1939, the camp provided a place for African-American 4H youth to perform demonstration events, hold state congresses, and recreate prior to integration.

The building is named for one of Dublin's first African-American City Councilman, Emery Thomas, who was integral to the camp's success. Today, the building is situated within the City of Dublin's Riverside Golf Course, has undergone renovation in 2023, and is available for rentals and events.

### **STATEMENT OF PURPOSE**

The Emery Thomas Auditorium is owned and operated by the City of Dublin. General operating policies and procedures have been established to ensure the Emery Thomas Auditorium, the City of Dublin, its personnel, Licensees and related service industries are working in a safe and orderly environment. These policies and procedures govern all activities at the Auditorium for all concerned and will be enforced by the City of Dublin. Any requests for variations or exceptions should be submitted in writing and have prior approval by the City Manager.

### **RESERVATIONS OF FACILITIES:**

1. The base fee to rent Emery Thomas Auditorium is \$750.00. This fee includes rental of the facility for eight (8) hours, including load-in and out time. It is \$50 for each additional hour over eight. Rates are based on a "four wall" policy and include normal janitorial service, heat/air conditioning, basic lighting and water. For additional fee and rental rates, please see below.
  2. To reserve a date at the Emery Thomas Auditorium, a \$250.00 nonrefundable security deposit and contract are due immediately. A date is not considered confirmed until the Lessee has submitted the required deposit and signed contract to the City of Dublin and confirmation provided by the City of receipt of the same. The balance of the rental is due (14) days prior to the event date. Events cancelled due to acts of God, inclement weather, death, or other cause are not the responsibility of the City of Dublin and any deposits paid for an event will not be refunded for any reason.
  3. An additional deposit may be required for anticipated advance expenditures. The balance of the rental fee and any additional expenses (i.e. clean-up, damage and security deposit) is due to the City of Dublin (14) days prior to the event date. All payments must be made in person at the City of Dublin Customer Service Department located in City Hall. Any and all credit card payments will carry an additional 3% credit card charge. Failure to do so could cancel the event date. **THE LESSEE MUST NOT WAIT UNTIL THE EVENT DATE TO PAY RENTAL FEES, NO EXCEPTIONS.**
  4. **IF SECURITY OF THE EMERY THOMAS AUDITORIUM AND ITS PATRONS ARE BREACHED IN SUCH A WAY THAT LAW ENFORCEMENT IS CALLED TO RETAIN ORDER, OR FOR ANY REASON PERTAINING TO CIVIL MATTERS THE ENTIRE AMOUNT OF THE CLEAN-UP/SECURITY DEPOSIT WILL BE FORFEITED BY THE LESSEE.** Any damage to the Auditorium or any equipment within the auditorium will be billed to the Lessee and due and payable upon receipt to the City of Dublin. Failure to pay any bills for damage may result in legal action and denial of any future requests for the facility. Lessee agrees to be responsible for all costs, including attorney's fees, associated with collection of the same.
  5. The Emery Thomas Auditorium books on a first come first serve basis and is not responsible for the rollover of any events that are held annually. It is the responsibility of the person/organization responsible for the event to reserve dates and follow the policies for auditorium rental.
  6. The City of Dublin has an employee designated to open and close the facility for each event. He/She is the liaison between the Lessee and the City Manager. All problems during the Lessee's occupancy must be directed to him/her. City personnel are on site to supervise the use of the facility and to manage any facility issues that arise, and will not be responsible for the Load-In or Load-Out of an event.
  7. For events that are open to the general public or that are ticketed and may be purchased by the general public,
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all Lessees are required to have insurance. Public liability insurance in the amount of \$100,000 for injuries sustained by one person, \$300,000 for injuries to two or more persons and \$50,000 for property damage coverage for each occurrence, naming the City of Dublin, a municipal corporation, as additional insured must be provided by the Lessee. Insurance must cover Load-In and Load-Out dates.

8. Parking is available in the general area of the Emery Thomas Auditorium to the north of the building.
9. The approved methods of payment for all related expenses for event dates are as follows: Check, Cashier's Check / Money Order, All Major Credit Cards, convenience fees may apply.

#### **LESSEE RESPONSIBILITIES AND PERFORMANCES**

1. The City of Dublin reserves the right to conduct background checks on potential Lessees and deny rental due to any pending or completed charges or other questionable matters.
2. It is the responsibility of the Lessee to inform the City of Dublin of the full nature of the event for which the Emery Thomas Auditorium will be used. The event must be approved prior to accepting a booking date.
3. One event shall not exceed a maximum period of six (8) hours, ending no later than 11:30 pm. Failure to do so is forfeiture of the damage/security deposit. Any exception from this must have prior approval from the City Manager's office.
4. The Lessee is responsible for the actions of all participants in the event while using the Emery Thomas Auditorium during each event date(s). Children under the age of 18 are to be supervised at all times and are not allowed in the prep kitchen. NO EXCEPTIONS.
5. Lewd gestures and language will not be allowed and is the responsibility of the Lessee to stop such behavior should it occur during an approved event. Furthermore, no event may be of a sexual or illicit nature or anything that might negatively reflect on the City, including any illegal activities.
6. The City of Dublin does not accept responsibility for the sale of tickets, nor applicable sales tax.
7. Advertising for events is the sole responsibility of the Lessee.
8. Lessee shall remove all trash and debris from the Facility and all food products from the Facility. This includes all bathroom trash, auditorium trash, and kitchen trash. There is a dumpster for disposal purposes located near that Facility that should be utilized for all trash.

#### **EQUIPMENT**

1. Use of the kitchen appliances is generally included in the base rental and must be indicated on the contract.
2. Sound equipment is the responsibility of the Lessee, except that the city may be able to provide a simple microphone podium for lecture or meeting style events at no additional cost. Any batteries needed for the microphones for the event are the responsibility of the Lessee.
3. Tables and chairs are available for the event and included in the base rental and must be indicated on the contract.
4. If any equipment is not returned to the city in its original positions and operating condition, the Lessee will be responsible for all cost associated repairing or replacing the same.
5. Lessee accepts any equipment and furnishings of the City that is utilized for the Event as sufficient for the needs of the Lessee. Any other equipment or furnishings desired are the sole responsibility of the Lessee.

#### **GENERAL BUILDING POLICIES**

1. The Emery Thomas Auditorium is a NON-SMOKING facility. It is the responsibility of the Lessee to enforce this policy.
  2. For non-profit groups only, City ordinance allows for alcohol to be consumed at the Emery Thomas Auditorium, but no sale of alcohol is allowed. This means a non-profit may not sell tickets for an event and provide alcohol and they may not utilize a cash bar. Alcohol must be provided for a free event by the Non-profit Lessee. No other Lessee may have alcohol at the facility. NO EXCEPTIONS. See also City Ordinance Section 4-29(b)(2). Compliance with all other laws or regulations for alcohol consumption are the responsibility of the non-profit Lessee.
  3. Fog machines or bubble machines are not allowed for any event as they may cause damage to the building and/or set off the fire alarm.
  4. Animals and pets are NOT permitted in the building except in conjunction with an approved performance legitimately requiring use of animals that is approved by the City Manager prior to the event. EXCEPTION: GUIDE DOGS
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5. Decorations must not be attached to any surface without prior approval from the City Manager. Absolutely decorations, props, signage, or anything similar are to be hung from stage drapes or the ceiling framing without prior approval from the City Manager. No adhesive material, nail, screw, or the like shall be used to affix decorations or signage to walls, windows, or doors. NO EXCEPTIONS.
6. City of Dublin permanent graphics, signs or displays may not be visibly blocked in any manner nor may temporary signs and decorations be attached to permanent building graphics.
7. Do not drag any item across the floor within the Auditorium. This includes equipment, tables, chairs, decorations, instruments, props, sets, etc. Such items must be picked up and put in place. The floor cannot be marked in any fashion such as painting, duct tape or the like. The Lessee is responsible for providing specialized stage tape and this will be the only approved item to be used. (If used, it is the responsibility of the Lessee to remove it immediately after the event.) Contact City personnel if you are in need of using it. Failure to do so constitutes damage to the facility and forfeiture of the security/damage deposit.
8. Damage to City of Dublin's property and/or equipment shall be the responsibility of the Lessee and/or the person or organization causing such damage. Event management is invited to inspect areas prior to Load-In. Damages should be reported immediately to City of Dublin personnel.
9. Banners, overhead signs and special decorations may not be hung from the Auditorium ceiling or walls without prior approval.
10. House Lighting, ventilation, heat or air conditioning will be provided as required during the event. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during Load-In and Load-Out.
11. No equipment, props, etc. can be left on the stage or in the loading/ unloading area. The City of Dublin does not accept "donated props" due to limited storage space.
12. No "on site" construction is allowed.
13. The warming kitchen is to be utilized for the plating and maintaining temperatures of prepared foods. Any cooking at the facility that is desired for an event requires the prior approval of the City Manager. It is the responsibility of the Lessee to clean all areas used while plating/warming food, or cooking, if approved. No grills, smoke cookers, etc. are allowed inside the Emery Thomas Auditorium.
14. Any event or circumstance not covered in these rules and regulations are subject to special consideration and stipulations as deemed appropriate by the City Manager. Questions and clarifications should be directed to the City Manager.

#### **SECURITY**

1. Lessee is responsible for complete security within the auditorium, lobby, parking lot and all other areas specifically leased from the time of initial occupancy until completion of Load-Out. Lessee must not leave the facility until all patrons and guests, etc. have departed and the on-duty City personnel have given approval. Any and all security breach incidents that occur endanger the Lessee's ability to lease the Auditorium for future events, regardless if security is present. Such security, when required will be at the expense of the Lessee.
2. The City of Dublin reserves the right to determine when additional security (in the form of uniformed, off-duty police and/or deputy officers) is required. That determination will be based upon events with increased likelihood of participants becoming unruly.
3. City of Dublin must be informed of and approve all security arrangements. The security officer's acceptance of working the event must be in writing complete with a telephone number where he/she can be easily reached.
4. Exit doors are not to be propped open at any time and must be kept clear of any obstructions at all times.
5. Lewd and abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.
6. No soliciting is permitted in or around the Emery Thomas Auditorium or Riverview Golf Course.
7. Safety of all occupants of the Emery Thomas Auditorium is of utmost concern. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately in order for the event to continue.

#### **HAZARDOUS WORK AREA (LOADING DOCK)**

1. Absolutely no drinking of alcoholic beverages is allowed, nor is anyone under the influence of alcohol or controlled substances allowed to work in this area.
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- 2. Event management and all involved parties must comply with all Federal, State and Municipal fire codes which apply to places of public assembly. Sections of the Life Safety Code Book which are pertinent to places of public assembly shall be considered a part of all Lessees, whether specifically referenced or not.
- 3. All materials that are not a part of the facility such as drapes, curtains, carpet or any materials used in performances must be flame retardant. All such materials are subject to inspection and flame testing by the Fire Marshall.
- 4. Firefighting emergency equipment may not be hidden or obstructed, including fire extinguishers, fire hose cabinets and fire alarm pull stations.
- 5. Crates or event equipment may not be stored in service areas. Crate storage is the responsibility of the Lessee.
- 6. All electrical equipment must be UL approved and all gasoline engines must be AGA approved.
- 7. All emergency exits, hallways and aisles leading from the building are to be kept clean and unobstructed. Vehicles blocking the exits, etc. will be towed at the owner’s expense.

**MISCELLANEOUS – NON-DISCRIMINATION STATEMENT AND REQUIREMENT:**

The City of Dublin does not discriminate on the grounds of race, color, sex, national origin, or disability in the approvals of Lessees for events at the Emery Thomas Auditorium. Lessee also agrees to not engage in any action or inaction that results in discrimination against anyone on the basis of their race, color, sex, national origin, or disability in the use of the Emery Thomas Auditorium. Failure to comply with this requirement will result in immediate removal from the facility and preclude any future rentals by the Lessee.

**Rates & Fees**

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Daily Facility Rental Fee	\$750	Full payment is due 14 days prior to the event. For uses of three hours or less, please contact the City Manager’s Office.
Reservation Deposit	\$250	Non-Refundable and is credited towards the total Facility Rental Fee. This is to hold the date on the calendar and is not a security deposit. Any damage to the facility is the responsibility of the Lessee.
Non-Profits	50%	The Facility Rental Fee will be reduced by half for non-profits who are active and in good standing with the Secretary of State’s Office. The deposit and security deposit remain the same.
Golf Tournaments	\$250	Must coincide with a golf tournament at Riverview Golf Course.
Governmental Entitles		Please refer those inquiries to the City Manager’s office directly.