

Old Murphey School Policies and Procedures 2016

3717 Murphey School Road, Durham NC, 27705



The Shared Visions Retreat Center is located in the old Murphey School at the corner of Murphey School Road and NC Highway 10. The center is conveniently positioned between Orange and Durham Counties, and in the zip code 27705. The site is generally considered to be in the area of Hillsborough. Please visit our website at <http://www.sharedvisions.org/svrc.html> for more information about our facilities and to reserve a space.

Table of Contents

Introduction	4
General Information	4
Days and Hours of Operation	4
Events and Reservations	4
Rates	5
Registration and Fees	5
Special Contracts	5
Payment Methods	5
Refunds and Cancellations	5
Standards for Facility Use	6
<i>Meals</i>	6
<i>Use of Warming Kitchen</i>	6
<i>Trash Disposal, Recycling, and Compost</i>	6
<i>Septic Systems and Well Water</i>	6
<i>Restrooms</i>	6
<i>Thermostats</i>	6
<i>Damages and Extra Cleaning</i>	7
<i>Music and Noise Levels</i>	7
<i>Parking</i>	7
<i>Access</i>	7
<i>Technology and Supplies</i>	7
<i>Storage</i>	7
<i>Pets</i>	8
<i>Emergency Preparedness and Medical Care</i>	8
<i>Alcoholic Beverage Policy</i>	8

Table of Contents (continued)

Tobacco, Drugs, and Weapons.....9

Youth Groups.....9

Damage to Personal Property.....9

Indemnification.....9

Privacy Policy.....9

Evaluation and Feedback.....9

Introduction

The mission of the Shared Visions Retreat Center is to assist non-profit service agencies in Orange and Durham counties as a program of the Shared Visions Foundation. The space includes a 2500 sq. ft. auditorium that can be used for workshops, speaker's meetings, and fundraisers. Also, there is a large boardroom and a warming kitchen for use by visiting groups. In June of 2009 the entire property was entered into the National Register of Historic Places and we diligently worked toward the completion of this project for two years. The old school, auditorium and teacherage have been under renovation since April 2008 and we were excited to begin welcoming guests in Summer 2010!

General Information

This manual was created to inform all individuals, groups, and organizations entering in to a contract with Shared Visions Retreat Center (SVRC) of the policies that regulate the use of all facilities and equipment found on the property. It is the responsibility of all contract holders and event sponsors to become familiar with and abide by all policies outlined in this document. This is a living document that will be reviewed periodically by management and updated as necessary. All renters and contract holders will be provided a copy of this document along with revisions as they become available. Management may revise any guideline or procedural situation not covered in this document. Management may also consider whether revisions to any previously established guideline is warranted.

Days and Hours of Operation

Weekdays- The classroom areas are open for office activities and are available for use through contract and/or reservation, generally from the hours of 9:00 am- 5:00 pm. The Boardroom and Warming kitchen are generally available after hours, or 6-10pm weekdays on a sign up basis for groups under contract with SVRC.

Weekends- The Auditorium is available on Wednesdays and select Fridays, Saturdays, and Sundays for retreats and other events such as music, dance recitals, fundraisers and ceremonies. The auditorium seats up to 150 people comfortably. The Warming kitchen and Boardroom can be used in conjunction with the Auditorium for special events on a contract basis (Refer to "Events and Reservations" section for available time slots).

****Please view our website for current space availability.***

Events and Reservations

Reservations are taken on a first come, first served basis and may be requested by email at events@sharedvisions.org or by phone at 919-656-8179. Reservations will be approved based on availability of space.

The Reservation Contract must be signed by a person 18 years of age or older who is authorized to act as the event sponsor. The event sponsor is responsible for any damage or misuse of the facility reserved.

Day Events- are held between 8:00 am- 5:00 pm

Evening Events- are held between 6:00 pm- 11:00 pm **It is imperative that all buildings and grounds be cleared of garbage and guests by 12:00 pm. All music must conclude by 11 pm.**

****Additional arrangements may be made in consultation with management.***

Rates

All pricing is determined in relation to our cost for maintaining facilities, equipment, utilities, insurance, and taxes on the property and is determined by contract for each event according to guest needs. Non-profit service organizations in Durham and Orange counties are eligible for a discounted rate on all reservations (please consult management for current discounted rates and eligibility details). The cost for an event in the Auditorium is generally a base price of \$450. Certain events such as weddings and reception parties will require a full day rental at a base price of \$800. Boardroom rentals start as low as \$75 per day. Unless otherwise stated on your contract, a non-refundable security deposit of 20% of your total event cost will be required for all reservations. A \$200 refundable security deposit will also be collected.

**Please refer to your contract for specific rate information and totals for your event.*

Registration and Fees

Events must be registered at least 30 days prior to the date of an event and are considered final upon receipt of the security deposit. The security deposit will ensure that the preferred date and time slot cannot be requested by another organization. Any remaining balance is typically due 20 days before an event.

**Please refer to your specific contract for the date that your payment is due.*

Special Contracts

Long-term contracts (e.g. Boardroom/kitchen rentals) will include the issuance of a key and alarm code.

Payment Methods

All payments and fees can be made by check or credit card. Checks should be made out to “**Shared Visions Retreat Center**” and mailed to 3717 Murphey School Rd., Durham, N.C. 27705.

Refunds and Cancellations

SVRC may cancel a reservation in the case of severe weather conditions, a Town emergency, and/or if all the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control. In order to receive a refund, event sponsors must cancel space in writing at least 21 days prior to the scheduled event. The rental fees (includes room, equipment, etc.) will be refunded minus 10% of the total reservation fee. We will only accept email or walk-in requests for cancellations. Fees are not refunded for rooms, equipment, etc. cancelled less than 30 days in advance.

Standards for Facility Use

Meals

Our staff does not provide food service, but we encourage event sponsors to bring and serve their own food. Meals must be catered or prepared ahead of time and guests will have the use of our warming ovens, microwaves, and refrigerators. Event sponsors must provide their own supplies for meals like plates, bowls, cups, napkins, cutlery, ice, etc. We ask that these items be disposable and biodegradable, when possible. A dumpster will be available on site to dispose of trash after an event. Staff is available to answer questions about food and accommodations as you plan your event.

Use of Warming Kitchen

Event sponsors will have access to two 30-inch warming ovens, a 21 cubic foot refrigerator, and two large microwave ovens. This is a caterer's kitchen and it is not designed for food preparation. Event sponsors must clean kitchen and dispose of all garbage appropriately after use.

Trash Disposal and Recycling

Event sponsors are responsible for the proper disposal of all trash immediately following an event. One dumpster is available on site, including recycling bins for sorting trash appropriately. If the amount of trash exceeds the capacity of containers provided by SVRC, event sponsors are required to dispose of trash off site. All event sponsors are expected to leave spaces clean and organized after an event. Cleaning supplies are available on site for your convenience. There is a \$90 cleaning fee for each event, unless other arrangements are made.

Septic Systems and Well Water

Our septic system runs on well water and is designed to accommodate a maximum of 1500 gallons of wastewater during retreats or special events. This includes facility use Monday through Friday. The school and other offices will use approximately 500 gallons per day. A special event of up to six hours will require approximately 800 gallons for 170 people. If you are unsure of the amount of attendance and think it may exceed 170 people, the addition of a portable toilet may be necessary and will be at the expense of the individual/group/organization responsible for the reservation. A total of 200 people can use the facility on Saturdays when the offices are closed.

Restrooms

3 full-service bathrooms are available on site (1 men's room, 1 women's room, 1 wheelchair accessible). Non-human waste (e.g. tampons, sanitary napkins, paper towels, etc.) is a threat to the septic system and is not permitted in any toilet, sink, or urinal. Organizations may be charged for damages in the event that a serious plumbing issue occurs as a result of non-human waste in toilets, sinks, or urinals.

Thermostats

Event sponsors are permitted to make adjustments to heating and cooling systems. All year-round buildings have modern heat and air-conditioning, including solar hot water and solar radiant heat for the schoolhouse floors. Please refer to your event guideline handout for maintaining thermostats. (See FAQs section.)

Damages and Extra Cleaning

There is a \$90 cleaning fee for all events. All damages to property must be reported to management immediately. SVRC may invoice an individual, group, or organization to recover costs for damages. All event sponsors are expected to leave spaces clean and organized after an event. Cleaning supplies are available on site for your convenience. Cleaning includes all trash – the only exception is mopping the entire facility, which is included in the cleaning fee.

Music and Noise Levels

We love music and look forward to hosting music groups regularly at SVRC. In consideration of our neighbors and the surrounding community, noise levels may not exceed 100 decibels.

Parking

78 parking spaces are available on the SVRC gravel lot. There is some overflow parking available in the grass in the front of the school. Please carpool as much as possible to avoid overflow parking.

Access

All buildings are equipped with ramps and fully accessible to wheelchairs in accordance with the American Disabilities Act.

Technology and Supplies

The following services and equipment are available for use at listed fees (see reservation form) and must be requested in writing and prior to the date of an event. Request for additional services and equipment can be made at the time of reservation or in writing by email after a reservation has been submitted. All requests must be received 10 days before an event.

- Sound system
- Tables- 6 foot folding tables for Auditorium, event sponsors are responsible for set-up and break-down.
- Chairs- 120 padded folding chairs for Auditorium, event sponsors are responsible for set-up and break-down.
- Internet
- LCD projector
- Portable screen

Storage

Storage of event supplies is not permitted without prior authorization from management. Request for storage space in anticipation of an event must be requested in writing 30 days before the date of event. To avoid pests, absolutely no dirty dishes or soiled linens may be left in the building overnight.

Pets

Pets are not permitted in any of SVRC indoor facilities. Exceptions are made for animals trained to provide assistance to individuals with special needs in accordance with the American Disabilities Act.

Emergency Preparedness and Medical Care

In the event of an emergency (e.g. fire, flood, accidents, injuries) event sponsors should dial **911** immediately. We advise that at least one member of your group be trained in CPR and First Aid. Event sponsors are responsible for contacting any licensed physician, hospital, medical clinic, or emergency medical service organization (collectively, “medical service providers”), on behalf of any participant in activities sponsored by the Event Sponsor. The Event Sponsor is also responsible for knowing in advance whether any activity participant requires special medical accommodations. Without waiving the foregoing, the Event Sponsor hereby authorizes Shared Visions Retreat Center, its employees, volunteers, officers, or agents to obtain medical care from any medical service provider on behalf of any individual participating in an activity sponsored by the Event Sponsor on SVRC property.

Alcoholic Beverage Policy

SVRC will not serve alcoholic beverages to guests for any event and is not responsible for the handling, storing, distribution, or selling of mixed drinks, beer, wine, and cordials. Event sponsors may serve alcoholic beverages under the terms and conditions consistent with the applicable laws of the State of North Carolina.

- Alcoholic beverages are served only to adults age 21 or older.
- Alcoholic beverages are served and consumed in the area where the alcohol permit is posted.
- If any event sponsor wants to serve alcohol and charge an admission fee or a fee for alcoholic beverages, the event sponsor shall contact NC ABC Commission to obtain the appropriate permit. This permit must be given to the SVRC management.

Alcoholic Beverage Control Commission, Permit Department, 3322 Garner Road, Raleigh NC, Phone #- 919-779-0700

- Alcoholic beverages are to be served by a licensed, insured alcohol distributor or caterer. If alcohol is not served by a licensed, insured alcohol distributor or caterer, the event sponsor must provide a minimum of \$1 million commercial general liability insurance and a certificate of insurance naming Shared Visions Retreat Center as an additional insured.
- No alcoholic beverages may be brought in to the SVRC facilities, except by the event sponsor or caterer.
- If alcohol is served for more than 1 hour, the event sponsor shall request that the Police Department provide a law enforcement officer to monitor the event. The officer will monitor the event during the entire time that the alcohol is consumed. The event sponsor shall pay the per hour fee per officer for the monitoring services. An approved request for a law enforcement officer must be in place at least one week prior to event.
- There is no set time for serving alcoholic beverages during an event. However, if alcohol is not being served in conjunction with a dinner function (either during a reception/social one hour prior to the dinner or during the dinner), the event sponsor must make arrangements to serve heavy hors d’oeuvres (at least two hot hors d’oeuvres) while the alcohol is being consumed.
- If the event sponsor or any event participant fails to abide by these guidelines or if an event interferes with other groups using the Shared Visions Retreat Center due to alcohol consumption, SVRC reserves the right to revoke the permit and terminate the event prior to the scheduled end time, with no refund. If SVRC revokes and terminates an event prior to the scheduled finish time, it may prohibit the event sponsor from renting the facility in the future.

Tobacco, Drugs, and Weapons

Smoking, all illegal drugs and other substances, weapons of all kinds except law enforcement officers in the execution of their duties, are prohibited in all of our facilities. Any smoking must take place outdoors in specifically marked areas.

Youth Groups

When the planned activity is for participants under 18 years of age, the person signing the contract will be responsible for providing 1 adult chaperone per 10 youth for the duration of an event. The event sponsor is responsible for any damage or misuse of the facility reserved.

Damage to Personal Property

SVRC cannot assume responsibility for personal property and equipment brought on to the premises.

Indemnification

In consideration for use of the facility, the group leader ("Event Sponsor") hereby agrees to defend, indemnify and hold harmless Shared Visions Retreat Center its Board, employees, and representatives, from and against any and all liability, loss, damage injury or death arising from acts connected with User's activities while using the facilities, whether same is caused by or arises from the negligence of User or of its participants, members or guests or by failure to perform any terms of this agreement.

The Shared Visions Retreat Center director has the authority to ask individuals or the total group to leave the facility when they will not cooperate with the policies of Shared Visions Retreat Center. The Shared Visions Retreat Center director will consult with the leader of the group before this extreme action is taken.

Privacy Policy

SVRC will not sell, trade, or share your personal or organizational information with third parties without receiving written permission in advance. All information obtained through our reservation process and other services will be kept confidential unless otherwise permitted in writing by the individual and/or organization. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our policies, or protect ours or others' rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses. Individuals may opt out of receiving newsletters and other solicitations from SRVC at any time.

Evaluation and Feedback

We encourage our event sponsors, guests, and neighbors to provide feedback regarding our services and facilities. Feedback can be sent to management via email or by filling out an evaluation/comment form. These forms can be placed in the suggestion box located on site. Take a moment and let us know how we are doing and how we can improve!