

DOWNING-GROSS Cultural Arts Center

Facility Use Information



**2410 Wickham Avenue
Newport News, Virginia 23607
(757) 247-8950 phone
(757) 247-8960 fax
www.downing-gross.org**



DOWNING-GROSS

Cultural Arts Center

Facility Usage Policy

Facility Usage at Downing-Gross Cultural Arts Center is subject to the following regulations:

1. The Downing-Gross Cultural Arts Center (DGCAC) programs and services take priority and the DGCAC reserves the right to cancel a reservation previously approved. In the event of cancellation, as much notice as possible will be given.

User cancellations must be made at least 72 hours prior to meeting time. Failure to cancel may result in loss of use privileges.

2. Rooms are available to rent Monday through Friday (7:00 a.m. to 9:00 p.m.) and Saturday (7:00 a.m. to 5:00 p.m.). Facility space rental on Sundays require administrative approval. Users making reservations need to allow for their required set-up and clean-up times; otherwise, set-up and clean-up times are included in the maximum hours allocated. Users are responsible for returning the room to its original condition.
3. The fees for the rooms are as follows:

Banquet Room (Sundays)	\$250 (max 4 hours) \$250 (max 4 hours)	\$100 per hour after \$150 per hour after
L. Marian Poe (Sundays)	\$150 (max 4 hours) \$150 (max 4 hours)	\$50 per hour after \$75 per hour after
Executive Board Room (Sundays)	\$75 (max 3 hours) \$75 (max 3 hours)	\$30 per hour after \$60 per hour after
Administrative Fee	\$25 (Sundays only)	
Non-refundable Deposit	\$50 (Check or Money Orders Only)	

**Deposit and application are required to reserve rental space.*

*** Final payment due 1 full week prior to event date.*

4. Applicants are responsible for the cost of security Monday through Friday after 9 p.m. and Saturday after 5 p.m. at a rate of \$15 per hour per security staff person and \$30 per hour per security staff person on Sundays. (One security staff person per 75 guests)
5. Smoking and Alcoholic beverages are prohibited in all City facilities. Note: **Smoking only permitted outside, 100 feet behind the building. Do not throw cigarette remnants into the mulch or grass to prevent fires.**
6. A kitchen is available for preparation and serving of refreshments. Delivery of catered food and supplies should be made to the kitchen using

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the service entrance at the rear of the building. Each user is responsible for cleaning up all areas and equipment used. Trash must be taken to the dumpster at the rear of the building in firmly secured trash bags. Trash bags are provided by the facility.

7. Requests for use of rooms must be reviewed and approved by the Director or designated representative.
8. Users must provide their own audio-visual equipment and operators. Users must provide their own extension cords.
9. Users assume responsibility for any damage to rooms or contents and must leave the rooms in an original condition. The Downing-Gross Cultural Arts Center is not responsible for any injuries incurred during use of the rooms or for any lost or stolen property.
10. Should the meeting room be used for public exhibits or displays the Downing-Gross Cultural Arts Center is not responsible for loss of or damage to any article on display.
11. Applicants are responsible for informing meeting attendees of the facility Emergency Evacuation exits and floor plan located on the wall in each conference room.
12. All Visitors should use available parking lot and street parking.
13. Requests to exceptions to this Use Policy must be submitted in writing to the Director of the Downing-Gross Cultural Arts Center and can only be granted by the Director.

In the event of an emergency, the following procedures should be followed:

1. Alarm boxes are located near the rear and front door exits on the first floor (including exit doors in the banquet room). Pulling the handle straight down activates the alarm system.
2. When the alarm is activated, all conference attendees and visitors shall evacuate. Employees will assist visitors in evacuation. When evacuating the building, all conference attendees and visitors will use the closest exit to their respective conference room. Evacuation should be calm and at a safe, steady pace with spaced intervals to avoid falls or create bottlenecks. The last person leaving the conference room should close

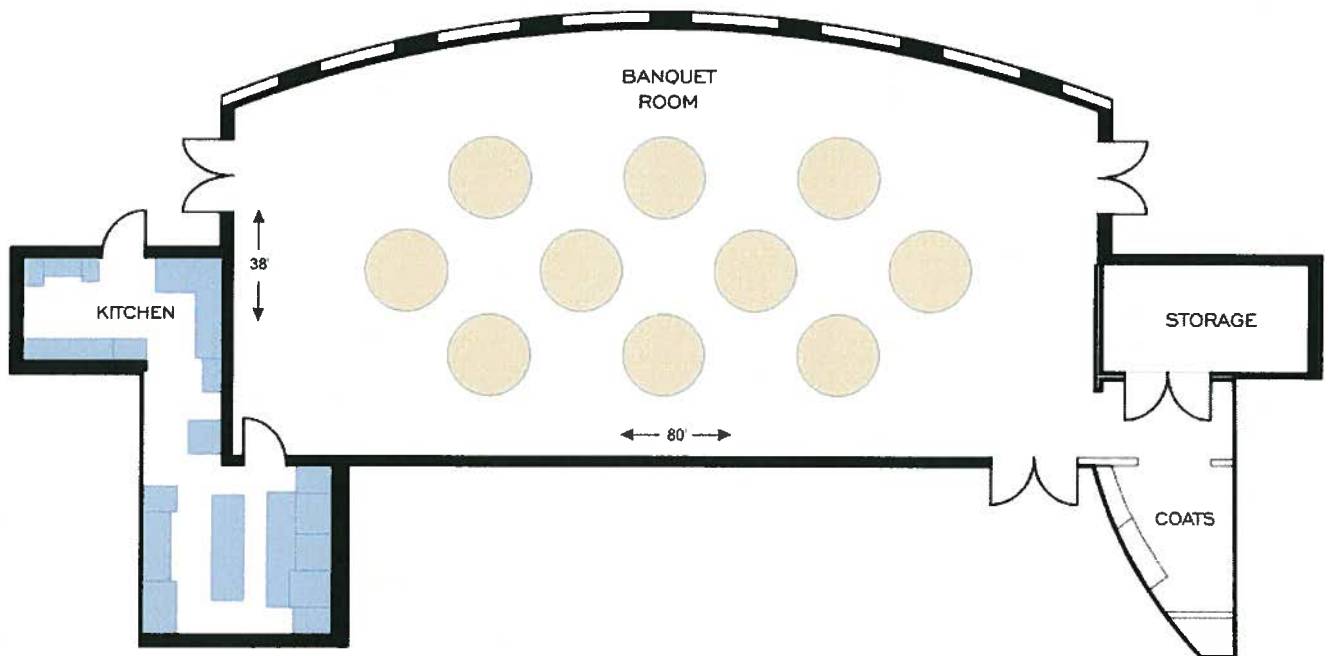
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the doors. After evacuation has commenced, do not return to the facility under any circumstances.

3. Upon exiting the building, assemble in the rear parking lot. If exiting through the front of the building, walk around the building to the parking lot. In the event of inclement weather, conference attendees and visitors will meet at Pearl Bailey Library across the street. Do not leave the assembly areas unless directed by a Facilitator. Assemble with your respective meeting coordinator for accountability.
4. Fire extinguishers are located in a stainless steel cabinet near the rear exit door (near the security desk) and on the wall near the women's bathroom door.
5. In the event of an actual fire emergency, notification will occur by alarm. When the alarm is activated, everyone except wardens will commence immediate evacuation – using the stairwells and not the elevators.
6. Upon discovery of a fire in the building, pull the alarm box nearest the fire immediately. The location of the pulled alarm box automatically registers on an indicator panel in the lobby and equipment room located on the first floor. A security contract company monitors these panels 24 hours a day, 7 days a week. This company will notify fire and police.
7. If you saw the fire and pulled the alarm, report to the security desk on the first floor and be prepared to assist the emergency responders and building maintenance/security personnel by giving them as much information as possible.

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CONFERENCE FACILITIES
2410 Wickham Avenue
Newport News, Virginia 23607



BANQUET ROOM - Large Conference Room

Size – 80'X38' – 3,040 sq. ft.

Seating/Room capacity

Theater Style – 300

Banquet Style – Up to 180

Standing Room Only - 400

Features:

72" Round Tables

6' Rectangular Tables

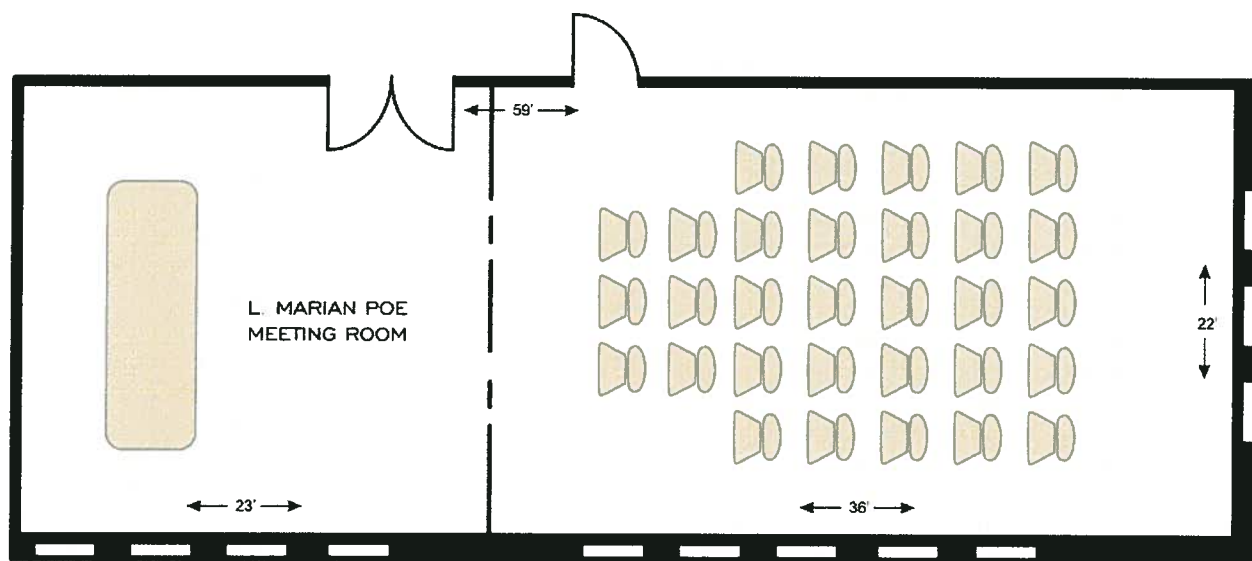
8' recessed projection screen

5 floor boxes for power/ data/voice connectivity

Podium

Dry Erase Boards

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L. Marian Poe Room - Conference Room

Size – 59'X22' – 1,298 sq. ft.

Seating/Room capacity:

Theater Style – 125

Classroom Style – 50

Standing Room Only - 190

Features:

6' Rectangular Tables

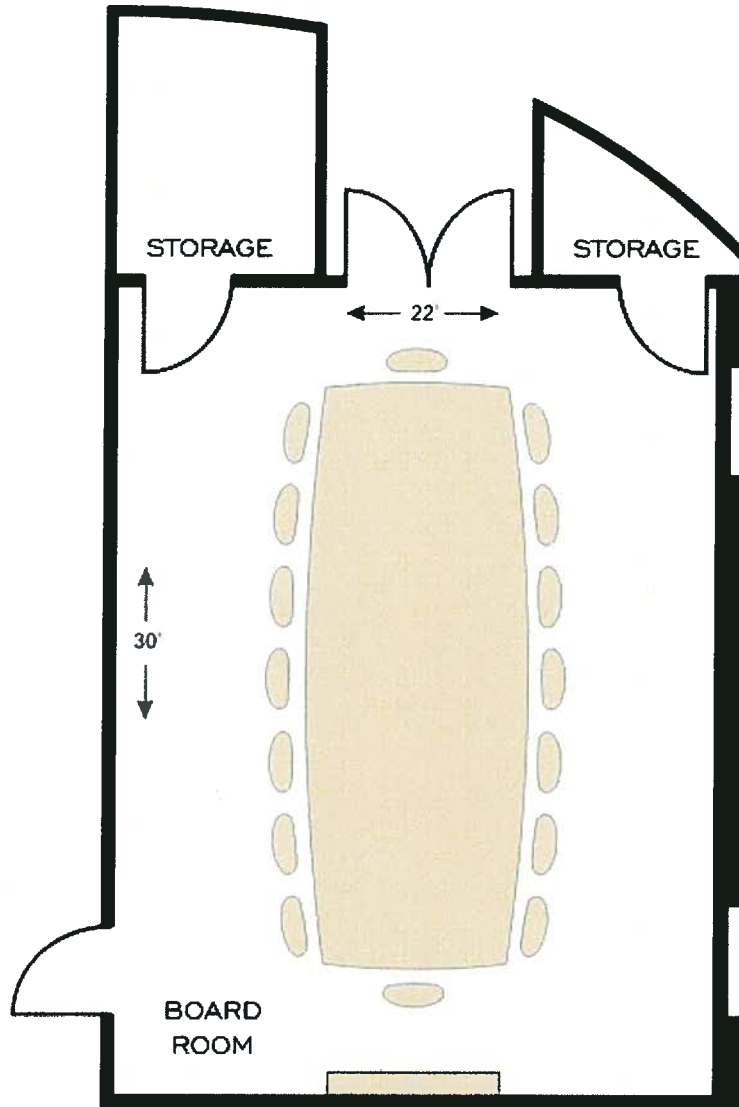
8' recessed projection screen

4 floor boxes for power/data/voice connectivity

Podium

Dry Erase Boards

DG DOWNING-GROSS Cultural Arts Center



Board Room - Executive Meeting Room

Size – 18'X22' – 400 sq. ft.

Seating/Room Capacity:

18 around table*

**Chairs can be added along the wall for additional seating.*

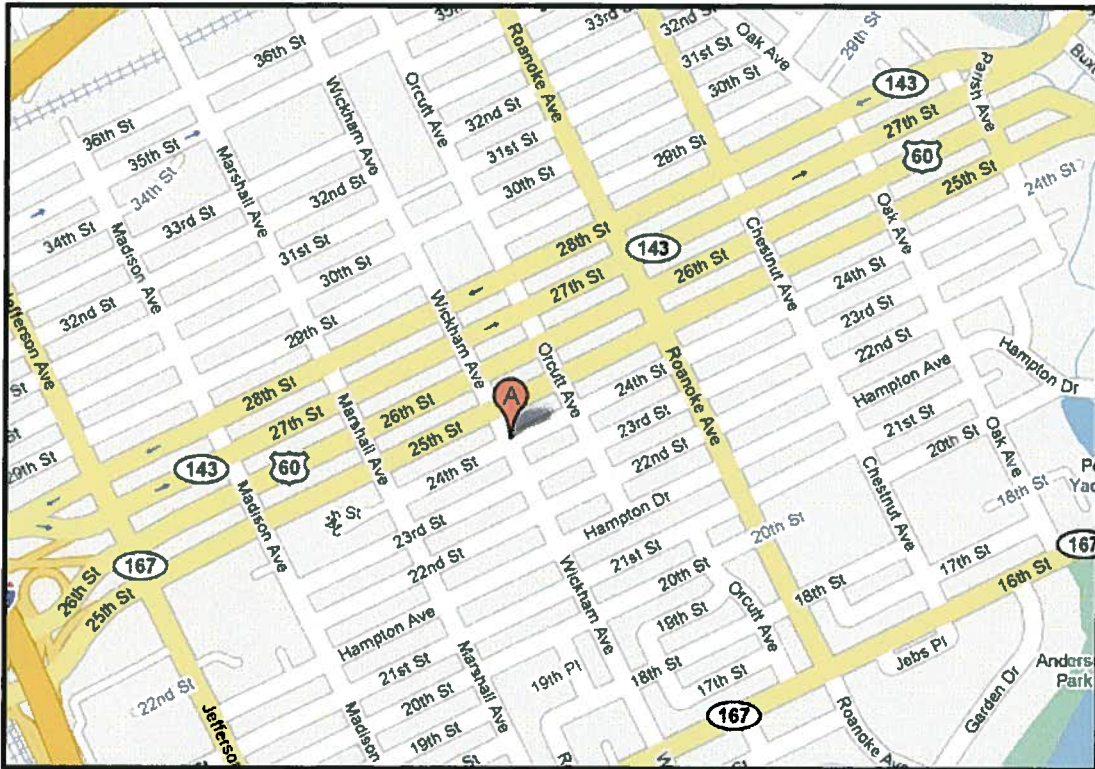
Features:

Racetrack table with executive seating

Floor box for power/data/voice connectivity

Wall mounted presentation board w/markers & projection screen

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For tourism information on hotels, restaurants and attractions contact Cheryl Morales, Newport News Tourism Development Office at 757-926-1400 or send email to cmorales@nngov.com