



McCall Auditorium

Terms of Use

(External)

As of July 2023

INDEX

- I. **Use of Auditorium**
- II. **After Hours Reservations**
- III. **Security Deposit**
- IV. **General Rules**
- V. **User Responsibilities**
 - a. Day of event*
 - b. Stage*
 - c. Tables and Chairs*
 - d. Lighting*
 - e. Audio/Visual Needs*
 - f. Technology Services Support*
- VI. **Kitchen**
 - a. Food*
 - b. Utilities*
- VII. **Parking**
- VIII. **Access**
- IX. **User Conduct**
- X. **Disclaimer**

I. Use of the Auditorium

- a) The Auditorium is intended for limited use by Santee Cooper employees and retirees. The maximum capacity for the auditorium is 130 people. Limited privileges are also extended to those in the following categories:
 - i. A customer directly served by Santee Cooper
 - ii. A customer directly served by one of the State's electric cooperatives
 - iii. A non-profit organization [501(c)(3)]
 - iv. A governmental agency

- b) The auditorium may not be reserved for any of the following purposes:
 - i. Political functions
 - ii. Discriminatory uses
 - iii. Religious activities
 - iv. Profit-making ventures (including but not limited to fundraisers, events with paid services, prepaid or at-the-door admission charges, etc.)
 - v. Pageants and fashion shows
 - vi. Recitals (including dance, music, etc.)
 - vii. Events with a professional service present
 - viii. Class reunions
 - ix. Social gatherings (including reunions, weddings, parties, showers, etc.)

- c) Children under the age of 15 must always be accompanied by an adult.

II. After Hours Reservations

- a) There is no fee for reserving the auditorium, but a security deposit is required (see section IV: Security Deposit).

- b) For external meetings or after-hours meetings, an electronic reservation form <https://www.santeecooper.com/Other/External-Auditorium-Reservation/index.aspx> must be completed by the Event Coordinator and approved by the Auditorium Coordinator prior to making the reservation.

- c) External, non-employee groups are not allowed to use the McCall Auditorium during Santee Cooper's business hours (8:00 a.m.-5:00 p.m.).

- d) Reservations must be made no later than two weeks prior to the event date.

- e) Reservations may be made one (1) year in advance.

- f) Reservations are limited to four (4) per calendar year for each group, organization, committee, or person. Multiple people from the same group, organization, or committee may not reserve the auditorium more than four (4) times per calendar year.

- g) Reservations are not allowed on company holidays.
- h) An Event Coordinator (or delegate as described in Section I) must be listed on the reservation form and must be present for the duration of the event.
- i) If the Event Coordinator will not be present for the event, he/she must call three (3) business days in advance to identify a delegate; otherwise, the event will be canceled and/or guests will be turned away by Security.
- j) Cancellations must be made three (3) business days prior to the reservation date. Failure to adhere to the cancellation clause may result in the loss of your privileges for the auditorium for up to one year.
- k) Business needs take priority over non-corporate use. Santee Cooper reserves the right to reschedule, cancel, or deny any reservation.
- l) The Event Coordinator must inform Santee Cooper as soon as possible if an outside vendor (i.e., delivery service, caterer, photographer, etc.) will be used. Vendors are required to sign a release and waiver of liability three (3) business days in advance of the event date.

III. Security Deposit

- a) A \$150.00 security deposit will be required for all non-employee events and all after-hours events. Checks are to be made payable to Santee Cooper and given to Law Enforcement & Security Desk upon arrival. One check per event/reservation date is required.
- b) A clean-up checklist will be provided upon making a reservation. It must be completed at the end of event and turned in to Law Enforcement & Security Desk in the main lobby. The Event Coordinator may request the use of a vacuum cleaner, broom, and dustpan, and/or plastic trash bags from Law Enforcement & Security Desk, however, all other cleaning supplies are the responsibility of the event coordinator.
- c) The security deposit will be returned to the Event Coordinator after the event once it has been inspected and determined the auditorium was left in satisfactory condition and that no other violations have occurred.
- d) The security deposit is not a cleaning fee. If the auditorium is left in an unsatisfactory condition, it will result in the loss of your deposit and your privileges.
- e) Santee Cooper reserves the right to recover cost of damages should they exceed the \$150.00 security deposit.

- f) Santee Cooper reserves the right to retain the security deposit if any of the Auditorium Terms of Use are not followed.

IV. General Rules

- a) For the consideration, benefit, and safety of all those who use the auditorium, the following rules must be closely observed:
- i. Smoking is prohibited.
 - ii. Alcohol is prohibited.
 - iii. All wildlife and vegetation should be left outside. Floral arrangements are permitted.
 - iv. No pets are allowed. Service animals only. All service animals must be up to date on rabies vaccination, under the control of the owner always and must be cleaned up after. Any service animal that shows aggressive behavior will need to be removed from the property immediately and will no longer be allowed on the premises. Any damage or mess caused by the service animal may result in a loss of security deposit and privileges.
 - v. Materials should not be nailed, stapled, taped, or otherwise affixed to the walls of the auditorium.
 - vi. No open flames are allowed.
 - vii. Children must always be supervised.
 - viii. Trash must be placed in the provided bins inside the auditorium. A recycle bin is also provided. Keeping the building clean is expected of all users.
 - ix. Firearms are not allowed at Santee Cooper, except by security officers and law enforcement officials.
- b) Auditorium users are prohibited from charging money for guests to attend (whether in advance or at the door) and are not allowed to sell any products or services in the auditorium. Should this occur, all future privileges will be revoked, and the security deposit will not be returned.

V. User Responsibilities

All users must adhere to the following Auditorium user requirements.

- a) Day of the event, the Event Coordinator is responsible for:
- i. Checking in at the Law Enforcement & Security desk and submitting your deposit check to confirm access.
 - ii. Making sure the set-up of all equipment used is taken care of.
 - iii. Cleaning up of the auditorium, kitchen, and bathroom (a list of instructions will be provided upon checking in with Security).
 - iv. Placing all trash in provided bins located in the auditorium or the kitchen area at the end of the event.
 - v. Making sure no materials are nailed, stapled, taped, or otherwise affixed to the walls of the auditorium.
 - vi. Completing the checklist at end of event and turning it in to the security officer upon departure. Failure to do this may result in the loss of your security deposit.
 - vii. Assuring the safety of all attendees at the event. Event Coordinators should develop a safety plan upon arrival that includes knowledge of the nearest

First Aid kit and all surrounding exits.

b) Stage

- i. All users must take care of the stage to avoid damages.
- ii. The flags located on the stage are not to be removed from the auditorium for any reason.
- iii. To prevent scratching the stage floor, do not drag tables or any object across the stage.
- iv. Identify and mitigate all slip, trip, and fall hazards, including securing cords on and off the stage.

c) Tables and Chairs

- i. The maximum number of people the auditorium will accommodate is **140**. There are 16-30'x8' tables and 120 chairs available. They are stored in the closet to the right of the Auditorium entrance.
- ii. AFTER-HOURS EVENTS: Set-up and take-down of tables and chairs will be the responsibility of the requestor.
- iii. If tables and/or chairs are needed, and they are not already in the Auditorium, Security will unlock the door upon the Event Coordinator's arrival and request.
- iv. All tables are to be wiped clean, folded, and stacked on the table cart found in the storage closet and left against the wall.
- v. All chairs are to be brushed off and stacked (5 per stack) neatly against the wall next to the table cart.

d) Lighting

- i. There is a button for the lights on the wall to the right of the auditorium entrance. This will only turn on one (1) row of lights.
- ii. The light box panel is in the back of the auditorium to the left of the sound booth. The switches/nobs are labeled. On the pad of nine (9) buttons, push the top left corner button to turn on all lights. The arrows will turn the brightness up or down.

e) Audio/Visual Needs

- i. Any audio or visual requirements will be the responsibility of the requestor. Instructions on how to operate this equipment are posted in the podium.
- ii. The podium is not to be removed from the Auditorium for any reason.
- iii. Laptops, PA Systems, or microphones will be the responsibility of the Event Coordinator.

f) Technology Services Support

- i. Call 761-8000 x7777 during normal business hours for any questions or training assistance on audio/visual equipment.
- ii. There is no A/V support after normal business hours.

VI. Kitchen

- a) Food
 - i. Food will be permitted in the auditorium. Complete cleanup is the responsibility of the Event Coordinator. All tables should be wiped down and trash disposed of properly. The kitchen counters can also be used to set up a display of food.
- b) Utilities
 - i. A refrigerator, freezer, food warmer, sink, and ice are available for use. The coffee pot is to be used for internal purposes only. All containers, trash, food, and beverages are to be disposed of properly before leaving the building. ***Please do not use or remove any food or other item that is being stored in the cabinets, refrigerator, freezer, or food warmer.***

VII. Parking

- a) Parking is limited during working hours. A map with approved parking sections is included at the end of this document.
- b) Parking is available on the weekends.

VIII. Access

- a) All external-use guests need to enter and exit through the outside auditorium door. Guests have access to kitchen and restroom facilities. The doors to the rest of the Santee Cooper building are locked and guests are not permitted to access any other part of the Santee Cooper building.
- b) Event Coordinators are responsible for making sure their party does not attempt to go beyond the approved access areas.
- c) If assistance is needed during the event, it may be accessed by leaving the auditorium through the outside doors and returning through the revolving doors to the main lobby.
- d) A floorplan showing the emergency exits is available here.

IX. User Conduct

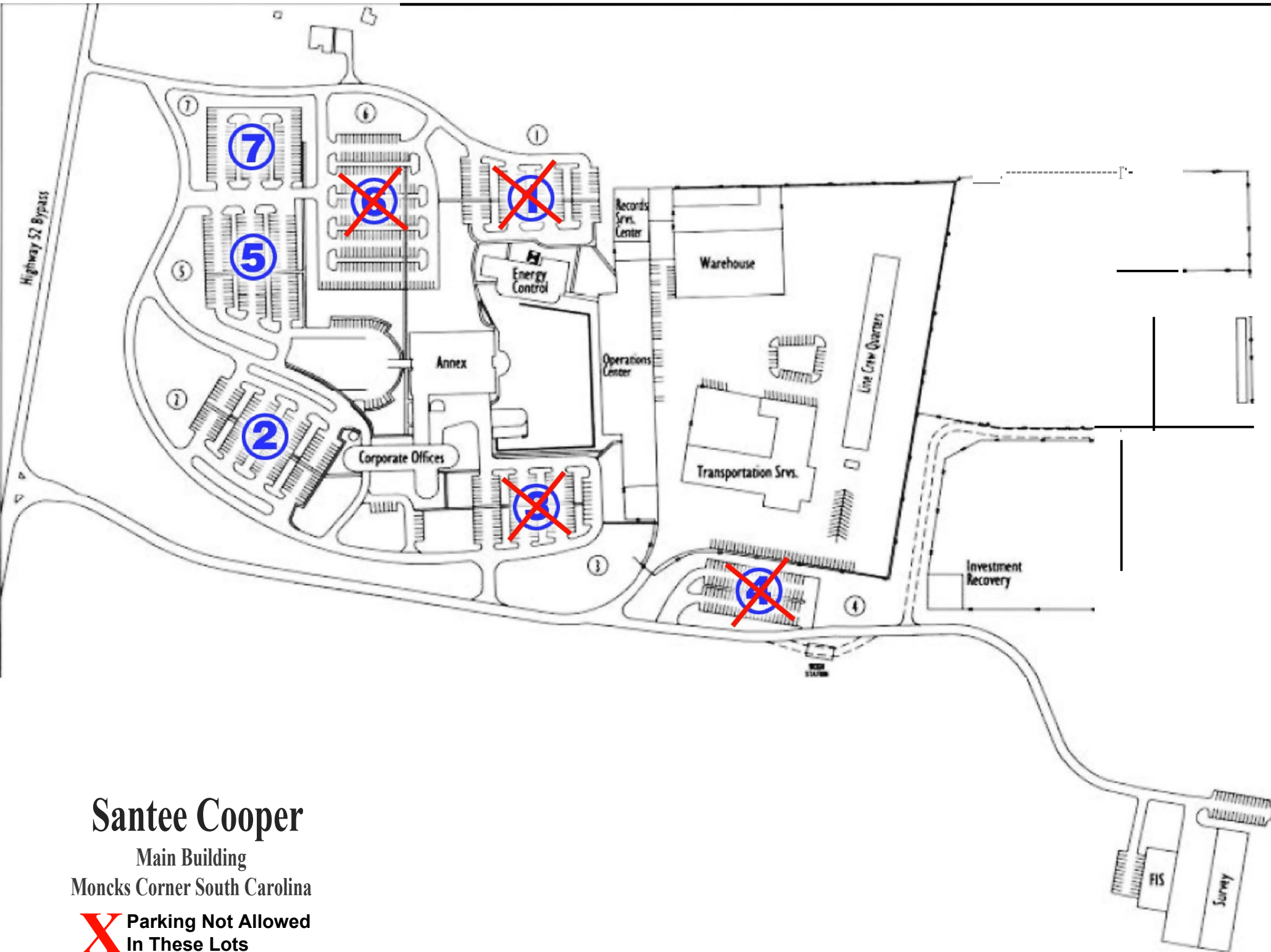
- a) Santee Cooper's auditorium is a business facility. Boisterous conduct, obscene language, excessive noise, drunkenness, abuse of drugs, destruction, misuse of property, or other types of abusive actions are not acceptable.
- b) The Law Enforcement & Security Staff has the right to ask any and all guests to leave immediately in cases of conduct or other terms of use violations. Improper behavior will be reported to appropriate management and, in certain situations, to additional law enforcement officials. Failure to cooperate with Santee Cooper Staff, Security Officers, or to follow any of the rules included here or posted at Santee Cooper, may result in an employee, family member, or guest being suspended from use of the McCall Auditorium. The conduct of any guests is the full responsibility of the Event Coordinator.

- c) Safety is very important at Santee Cooper. Adults are expected to closely supervise children at all times. Safety is the responsibility of all users and guests.

X. Disclaimer

a) Santee Cooper Reserves the Right to:

- i. Terminate any reservation immediately and without notice if (1) they believe the requestor has acted inconsistently with the spirit or the letter of these terms of use or (2) they believe the requestor has violated or tried to violate the rights of others or these terms of use.
- ii. Change or modify these terms of use at any time.
 - As a condition of allowing a party to reserve and use the McCall Auditorium, that party assumes liability for all damage to property at the facility caused by himself or his agents or participants, whether such damage is accidental or intentional.
 - Santee cooper does not assume and expressly disclaims any and all liability for injury to person or damage to property suffered by any guest or invitee of the reserving party, or other person in or around the auditorium during its use by the reserving party.



Santee Cooper

Main Building
Moncks Corner South Carolina

X Parking Not Allowed
In These Lots

Santee Cooper Main Building - Ground Floor

