

CCWA'S COMMUNITY USE BUILDINGS FREQUENTLY ASKED QUESTIONS

Q: How can I reserve the facility?

A: You can reserve online: <https://www.ccwa.us/rental-facilities/> or call 770-603-5600.

Q: How can I get a tour of the facility?

A: Public viewing days are:

- March through October: Wednesdays (3pm – 6pm)
- November through February: Wednesdays (11am – 3pm)
- The facility is closed for viewing on Wednesday's that fall on Water Authority Holidays
- Potential renters should always check the Reservation Scheduler calendar prior to viewing days to ensure the facility has not been rented or closed for schedule maintenance.

Q: Do I have to be a resident of Clayton County to rent a facility?

A: No. The facilities are available for public rental.

Q: How far in advance must I reserve the facility?

A: While there is no set time, Saturdays and Sundays are very popular rental days and are often reserved one year in advance.

Q: What is the capacity of each facility?

A: For the three combined levels of the Shamrock facility, we allow up to 200 persons. For the JW Smith facility, we allow up to 50 people. These are the maximum numbers allowed, whether all attendees are there at one time or not.

Q: Do you have to use a specific caterer if you rent either of the facilities?

A: No. Renters are welcome to use their own caterer or bring in their own food. The facilities do not have linens or cookware. Renters should bring their own linens and decorations needed for their event.

Q: What type of tables and chairs are provided?

A: The Shamrock facility has 20 round tables (60" diameter), 20 rectangle tables (96" long and 30" wide) and 200 stackable plastic molded seat chairs (which are black). The JW Smith facility has 10 rectangle tables (72" long and 30" wide) and 50 stackable plastic molded seat chairs (which are teal green).

Q: Who is responsible for the set up and take down of the tables and chairs?

A: Renters of the facility are required to set up and take down the tables and chairs. All set up and take down must be accomplished during the rental period hours.

Q: Does either facility have a dance floor?

A: Both facilities have tile floors. Renters must arrange the rooms to accommodate the use.

Q: What are the dimensions of the fireplaces in each facility?

A: Shamrock facility:

Mantle length: 9' (or 108")

Opening: 45 1/2" high and 59 1/2" wide.

JW Smith Facility:

Mantle length: 6' (or 72")

Opening: 24" high and 48" wide