

THE NATIONAL CENTER FOR CIVIL AND HUMAN RIGHTS | EVENTS POLICY

1. INTRODUCTION

This document outlines the policies, procedures, and requirements for hosting a private event at the National Center for Civil and Human Rights (the “Center”). It applies to every rentable space at the Center: the Glenn, the Shirley Clarke Franklin Pavilion, the Atlanta Boardroom, the Georgia-Pacific Fountain Plaza, the Skyline Terrace, the Main Lobby & Mezzanine, the Lower Level Buyout, and the Full Facility Buyout.

These policies work alongside your signed rental agreement, not in place of it. If something in this document conflicts with your contract, the contract governs. Your event coordinator is your main point of contact for any question about these policies.

2. PRICING

Starting rates for room rental vary by space, day of week, time of day, event duration, and your logistics needs. All prices published on our website reflect the starting price for that space. Starting rental rates are based on a 4-hour rental period, counted from arrival for set-up through the end of load-out. Your event itself doesn’t need to fill the full 4 hours; the minimum applies to how the rental is priced, not how long your event runs. Event durations greater than 4 hours will be subject to additional charges, and events that begin in daytime and extend into evening will incur evening rates for that portion of the rental timeframe.

Your venue rental includes the specified room or space and the associated catering prep area(s). Additionally, you’ll get a dedicated event coordinator, access to Wi-Fi, and free admission to our exhibits for the length of your event. As a courtesy, following your event your guests will also receive 20% off their next visit to the Center.

Several spaces also come with built-in A/V, like the Glenn’s sound system and drop-down projector; the Pavilion’s LED screen, and the Atlanta Boardroom’s built-in A/V system, though hosts must arrange live technical support for that equipment and any other systems they will use separately. Museum security and post-event cleaning are charged as additional fees, scaled by your guest count.

Contact our events team for a detailed quote based on your specific needs and to learn about options to customize your event. The Center offers add-ons to enhance your experience for an additional fee, including private individual or group tours with docents at the Center, keeping the gift shop open after hours, or an expert talk by the Center’s President and CEO, and noted human rights leader, Jill Savitt. Please note, hosts will need to arrange catering, A/V, decor, and other service needs directly with the Center’s approved vendors (see Sections 9 and 15).

3. DEPOSIT & PAYMENT SCHEDULE

A 50% deposit is due on the date the rental contract is signed. The remaining balance is due in full no later than 14 days before the event. Accepted payment methods include credit card, ACH, and wire transfer. Checks are accepted but must be received 30 days prior to the final payment date. The Center does not accept cash.

4. RESCHEDULING, CANCELLATION, & REFUNDS

If you need to change your event date, we'll move your event to another available date at no additional cost, with a 14-day courtesy hold on your updated date.

If you need to cancel instead, keep in mind that your caterer and other event vendors are contracted directly with you, not with the Center, since we don't coordinate between hosts and our approved vendors. Any fees you owe them are yours to settle directly.

We don't offer refunds on your rental fee. Instead, the portion of your full invoice amount you forfeit depends on how far in advance you cancel:

- 91 days or more before your event: forfeit 25% of the full invoice amount
- 61 to 90 days before your event: forfeit 50% of the full invoice amount
- 31 to 60 days before your event: forfeit 75% of the full invoice amount
- 30 days or less before your event: forfeit 100% of the full invoice amount

5. EVENT TYPES WE HOST

The Center hosts a wide range of events, including private social gatherings, weddings, anniversaries, birthdays, proms, and family reunions, along with corporate events, conferences, meetings, workshops, classroom sessions, photo and film shoots, nonprofit and fundraising events, and holiday parties. Every event is reviewed on a case-by-case basis, and we reserve the right to decline one that doesn't align with our mission. In practice, the Center rarely declines an event based on the event type. We are happy to work with our clients to accommodate their various needs. A ticketed concert is something we can host, for instance, depending on the details.

As a nonpartisan organization, we also welcome political events, and any political party is free to host a campaign event here. Rallies are considered case-by-case and require approval in advance; visit our [Host a Rally](#) page for details on how that process works.

6. EXCLUSIVITY & CONCURRENT EVENTS

The Center often has more than one event happening at once, so please note what your rental does and doesn't include prior to booking.

- Renting a single space on the Lower Level (the Glenn, the Shirley Clarke Franklin Pavilion, the Atlanta Boardroom, or the Georgia-Pacific Fountain Plaza) doesn't guarantee exclusive use of shared circulation areas like the pre-function lobby or restrooms. Another event may be using an adjacent space, or that same shared area, at the same time. The Shirley Clarke Franklin Pavilion is the only space on the Lower Level that comes with private restrooms. Otherwise all Lower Level spaces when booked singly share the common facilities. Full privacy and exclusive use of the Lower Level is only guaranteed with a Lower Level Buyout or a Full Facility Buyout.
- The dividing wall between Glenn A and Glenn B and the folding glass walls between the Freedom, Hope & Justice Classrooms aren't fully soundproof, so sound may carry between simultaneous events on either side.
- Our galleries stay open to the public during Center hours, and we don't limit visitor access to the exhibits during that time because event guests are present. So even if your event includes gallery access, that access won't be exclusive to your guests while the museum is open to the public unless you reserve a Full Facility Buyout.

7. THE CENTER'S HOURS & EVENT TIMING

The Skyline Terrace and the Main Lobby & Mezzanine are available for evening events only, while the Center is closed to the public. Set-up can begin at 5:00 PM and events can begin at 6:30 PM. If you need an earlier start time, you can pay to close the museum early, moving your set up time to as early as 3:00 PM. For a daytime Full Facility Buyout the set-up and start time can begin when the host chooses.

All other spaces can be booked any day of the week, day or evening. Regular hours are between 8:00 AM and 12:00 AM (midnight), but we offer earlier and later hours including additional load-in and load-out at an additional cost.

8. SET-UP, LOAD-IN & LOAD-OUT, CLEAN-UP

Hosts and their vendors may begin set-up up to 1.5 hours before an event's start time. The time of arrival for load-in counts toward the 4-hour event length used in our starting price rates. All event set up is the host's responsibility. Your event coordinator will be on-site to direct you and your vendors to the space, but the Center's staff won't perform set-up other than arranging tables and chairs unless otherwise agreed.

Our loading dock is located at 100 Ivan Allen Jr. Blvd. NW, Atlanta, GA 30313, and is accessible from 8:00 AM to 5:00 PM daily for drop offs. Hours outside of this window can be arranged and may incur an additional fee. Please note there is no extended vehicle waiting or parking at the loading dock.

Loading dock access must be coordinated in advance with the Center and vendors making materials deliveries may not block any event caterer's ability to gain entry or exit as food is transported. It is the host's responsibility to ensure that your vendors follow Center rules about deliveries. If a host, their guests, or their vendors, blocks access to the loading dock and fail to move their vehicle in a timely manner, the Center staff may tow that vehicle.

The Center accepts deliveries shipped prior to an event. Depending on the item(s), this service may incur an additional fee. Deliveries can be scheduled up to a week ahead of your event. We're able to hold deliveries at the loading dock but it isn't a secured space, so the Center isn't responsible for anything lost or damaged while items are on site. Items requested for storage must be of reasonable size for the storage area. Furniture is not eligible to be stored and cannot arrive before the contracted event date.



- Pull into the bus lane on the far-right side, directly in front of the Center's fountain. There is no curbside ramp leading to the loading dock. You will have to drive on top of the sidewalk.
- Place the vehicle in reverse and back into the loading dock entrance. The loading dock is near the green dumpsters.
- Once vehicle is in position, notify Security of your arrival. The security button is located next to the double doors on the right side.

Load-In and Load-Out

All equipment, food, and other items must come in through the freight elevators rather than the public ones. Hosts and their vendors are responsible for transporting event materials through the building.

Everything that is brought into the Center must leave with you at the end of your event. Overnight storage isn't included with your rental. If you need to leave equipment behind temporarily, we can store it for up to 1 day after your event for a fee, but you'll need to arrange for a carrier to pick it up within 24 hours.

Load-out must be completed within one hour of your event's end time, with all materials removed from the building by then. Extended load-out hours can be arranged for a fee, which covers housekeeping, security, and other staff overtime.

Post-event cleaning is handled by the Center's own cleaning staff and is charged as an additional cost based on your guest count. Your caterer is responsible for cleaning their own area and removing their equipment and materials. From there, our cleaning team handles the rest of the space, including removing all trash.

9. APPROVED CATERERS & VENDORS

The Center works with an exclusive directory of approved caterers and vendors, most of whom are sourced through our minority-owned vendor network. Please refer to our Events Guidebook to locate service providers for your event. Liquor may only be provided and served by Complete Beverage Systems (see Section 11). Your rental includes access to a catering prep area suited to your space. These areas are noted on the floor maps in the Events Guidebook and on our website, and your event coordinator can show you where it's located.

If you need a vendor for something we don't list in the Events Guidebook, such as an outdoor tent, specialty decor, or signage, check with us first to confirm there isn't already an approved option. From there, you're welcome to bring in an outside vendor for that part of your event, as long as you let your event coordinator know which vendor you've chosen. Any vendor outside our approved network will need to provide a Certificate of Insurance.

10. INSURANCE REQUIREMENTS

Every host is required to provide a Certificate of Insurance (COI) before their event. The COI needs to show a minimum of \$1,000,000 in general liability coverage, with the Center named as an additional insured. Third party vendors not listed in our Event Guidebook must also provide a COI. This includes services including tent rentals and performers.

Please submit all COIs at least three weeks before your event date so our team has time to review and approve them.

11. ALCOHOL & BEVERAGE POLICY

The Center holds a liquor license and alcoholic beverages are permitted on site. Please note, liquor can only be provided and served by the Center's approved vendor, Complete Beverage Systems. Outside liquor and beverages are not allowed.

12. PARKING & TRANSPORTATION

Guest parking is available nearby at the World of Coca-Cola Parking Deck, 126 Ivan Allen Jr. Blvd. NW, Atlanta, GA 30313, at the prevailing self-parking rate. Parking is subject to availability and isn't guaranteed, since the deck is owned and operated by World of Coca-Cola rather than the Center. Any issues with pricing, availability, or a lost ticket need to be handled directly with World of Coca-Cola.

If you'd like to offer your guests complimentary or prepaid parking, that's available as an event enhancement, subject to availability. Submit a written request to your event coordinator at least two weeks before your event to inquire about options.

Another nearby garage is located at 236 Williams Street, NW, Atlanta, GA 30313. This is an attended lot with both covered and uncovered parking options located three blocks south of the Center on Centennial Olympic Park Drive, with access from John Portman Blvd. and Williams Street.

The Center's closest stop on MARTA is Civic Center Station, an 8 minute walk away. For more information on parking and directions, see our [Visitor FAQs](#).

Please refer to the guest arrival map included in the Events Guidebook for information on the best paths to the Center and your event's entrance.

13. WEATHER CONTINGENCY

Outdoor spaces need a weather plan, and the details vary depending on which space you book. Every Georgia-Pacific Fountain Plaza booking requires a backup reservation of either the Glenn or the Shirley Clarke Franklin Pavilion in case of rain. If you'd rather stay outdoors, you can rent a tent through an outside vendor, but a backup reservation is still required either way.

For the Skyline Terrace, the Main Lobby & Mezzanine and the Shirley Clarke Franklin Pavilion are both available as a rain-plan backup.

14. SECURITY

Museum security is required for every event and is calculated as a separate fee from your room rental, scaling with your event's size since staffing needs increase along with guest capacity. Your event coordinator can walk you through the specifics for your event. If you'd like additional security for VIPs, you're welcome to bring in your own private security team from outside the Center. However, those services would be in addition to the required museum security, which must be provided by the Center's staff.

15. AUDIO/VISUAL, POWER & TECHNICAL SUPPORT

Several spaces come with basic plug-and-play A/V included in the rental: the Shirley Clarke Franklin Pavilion includes a 165-inch LED screen, plus a presentation system in each of the Freedom, Hope & Justice Classrooms; the Glenn includes a built-in sound system and a drop-down projector; and the Atlanta Boardroom includes a built-in A/V system. Live technical support isn't included with any of this equipment, even in spaces where the A/V itself comes with the rental and needs to be arranged separately. Custom lighting options are also available (see Section 9). Wi-Fi is available for events, and your event coordinator will send you the details before your event.

16. ENTERTAINMENT, MUSIC & NOISE

Performances and live music are permitted at the Center, including on the Skyline Terrace and the Georgia-Pacific Fountain Plaza. Please note that for all outdoor events with amplified sound, 11:00 PM is the latest time the amplified sound portion of your event can end on weekdays and 12:00 AM is the latest end time on Friday and Saturday nights given Atlanta's Noise Ordinance rules. Outdoor events can continue past these hours without amplified sound.

17. DECOR, SIGNAGE & BRANDING

Centerpieces, signage, and branding materials are available as paid enhancements for your event, however anything you'd like to bring in needs to be approved by the Center in advance. Most standard displays and signage are permitted, including window clings, step-and-repeats, pop-ups, and easel signage. A few common items aren't permitted, for example confetti, glitter, adhesives on walls, helium balloons, and open flames. Ask your event coordinator for a list of permitted items and any applicable associated fees. Hosts and their vendors are responsible for removing all decor, signage, and branding at the end of their event.

18. EXHIBITS & GALLERY ACCESS DURING YOUR EVENT

Every rental includes free admission to all of our exhibits for the duration of your event, and your guests are welcome to move freely between galleries. Guests can eat and drink while viewing most exhibits, with the exception of the Martin Luther King Jr. exhibit, where food and drink aren't permitted. Your event coordinator can confirm whether any other galleries will carry the same restriction for your event based on the event type, or if there are sensitive temporary exhibitions that might have restrictions.

19. PHOTOGRAPHY & FILMING

Photography and filming is allowed everywhere in the Center with the exception of the Martin Luther King Jr. exhibit. Any photo or film shoots need to book the space they're shooting in, the same as any other event.

For event photography, the Center doesn't currently have an exclusive photography vendor, so you're free to bring your own photographer. Publishing your event photos is allowed without restrictions but we request that the Center be identified and that you use our social media handles in any publicity. The Center also reserves the right to use images of your event for marketing purposes unless otherwise agreed.

Drone photography and footage are allowed with advance approval. Photographers must submit a proposal for the flight and proof of their drone license in addition to a COI. Drone requests must be made one month in advance of the event date.

20. ACCESSIBILITY

The Center is ADA accessible on every floor, with an accessible entrance located on the Lower Level. For more detailed information, visit our [Accessibility Policy](#) page.

21. CONTACT INFORMATION

To reach the Events Department at the Center, please email events@civilandhumanrights.org or call 404-835-4286.