

## RVCC FACILITY USE APPLICATION & AGREEMENT

Today's date \_\_\_\_\_

RENTAL DAY(S) & DATE(S): \_\_\_\_\_

### RENTAL TIME\*

On what day and time will you begin setting up for your event? \_\_\_\_\_

When will your guests arrive? \_\_\_\_\_

On what day and time will you finish breaking down and be ready to exit the facility? \_\_\_\_\_

*\*No admission before 8am. Event must end by midnight. All cleanup must be completed by 2am; additional fees apply for late-night events.*

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Current RVCC Membership? Yes No

### FACILITY NEEDED:

Auditorium\_\_\_ Lounge\_\_\_ Rock U\_\_\_ Dining Room\_\_\_ Yoga Studio\_\_\_ Small Conference Room\_\_\_

Blue Mountain Pavilion\_\_\_ Tents\_\_\_ Fields\_\_\_

For Pavilion events: Install "green screen" between the Pavilion and the Skate Ramp? \_\_\_\_\_

Basketball/Baseball/Skate Park/Soccer Field (please specify)\_\_\_\_\_

What kind of event are you planning?

Max number of guests \_\_\_\_\_ Age range of guests \_\_\_\_\_

Will you charge an entrance fee? \_\_\_\_\_

*There is no charge for community events that are 1) free and open to the public, and 2) do not support partisan causes or for-profit business or enterprise.*

*If you would like for RVCC to help promote your event, please submit promotion materials to [rockfishcc@gmail.com](mailto:rockfishcc@gmail.com) as soon as possible. Text or pdf preferred. The deadline for the monthly newsletter is the 25<sup>th</sup>.*

## Rental Fees: (Non-Member Fee/Member Fee).

### Additional fees may apply.

Rental fees are calculated based on the entire time you need access to the space, to include decorating/setup, breakdown and cleaning time. Additional fees may apply for tent rental w/Pavilion.

#### Auditorium or Pavilion, short term:

- \$250/200 for the first 4 hours \$ \_\_\_\_\_
- \$30/25 each additional hour (limit ½ day) \$ \_\_\_\_\_

#### Auditorium & Pavilion/Tents/Fields Day Rates\*:

- \$175/150 Day Rate for low-volume nonprofit events without alcohol \$ \_\_\_\_\_
- \$300/250 Day Rate for high-volume nonprofit events w/alcohol \$ \_\_\_\_\_
- \$500/400 Day Rate for events with no alcohol \$ \_\_\_\_\_
- \$750/600 Local Resident Day Rate for events with alcohol \$ \_\_\_\_\_  
(must provide proof of Nelson County residence)
- \$1200/1000/day for events w/alcohol, for non-local renters: \$ \_\_\_\_\_

**Pavilion/ Auditorium Use Deposit:** \$350 (in addition to the rental fee)\* \$ \_\_\_\_\_

**Dining Room or Yoga Studio:** \$20/15 per hour or \$100/75 per day. \$ \_\_\_\_\_

#### Rockfish Lounge:

- \$30/25 per hour, \$100/75 per first four hours, or \$160/140 per day. \$ \_\_\_\_\_
- \$250/200 per day for high-volume events with alcohol \$ \_\_\_\_\_

#### Rockfish University:

\$30/25 per hour; \$100/75 per 4 hours; \$160/140 per day \$ \_\_\_\_\_

#### Additional Fees:

Public Address System rental: \$30/25 per event \$ \_\_\_\_\_

Late Night Lock Fee (for events going past midnight, limit 2am): \$50 \$ \_\_\_\_\_

Optional Cleaning Fee: \$150 \$ \_\_\_\_\_

Tent Relocation: \$200 per tent, per occurrence

**TOTAL FEES** \$ \_\_\_\_\_  
**Deposit Paid** \_\_\_\_\_  
**Fees Paid** \_\_\_\_\_

\*If the center needs additional cleaning after you leave, you will be charged \$50 per hour (minimum).

Renter/user is responsible for any repairs/cleaning which exceed the deposit amount. Other charges may apply. The security deposit is refundable—please contact us for more information.

Security Deposit and completed contract are required to confirm reservation of the Auditorium and Pavilion.

Total fees and completed contract required to confirm reservation of all other spaces.

Discounts available for nonprofit organizations.

Security Officer fee (recommended for large events w/alcohol) shall be contracted & paid for by the Renter/user.

## ALCOHOL AT RVCC

If your event is open to the public, you may not have alcohol at RVCC unless you are a Non-Profit organization and have received an ABC Banquet License from the Commonwealth of Virginia, and provide us with a copy 14 days prior to the event. In no event shall alcohol be allowed outside the building.

Contact ABC at <http://www.abc.virginia.gov/> or at (434) 582-5136.

An ABC Banquet License certificate is required if you plan to allow alcohol at your event.

If you answer NO to any question listed below, alcohol will not be allowed at your event:

Yes / NO: Is this a private event (not open to the public)?

Yes / NO: Will you know everyone who attends your event?

Yes / NO: Can you provide a guest list?

Yes / NO: Have you applied for an ABC Banquet License?

Yes / NO: Have you provided RVCC with a copy of your ABC Banquet License?

If you submit an ABC Banquet License for your event, and the user is not a Non-Profit organization, user shall be responsible to hire and pay for a security officer chosen from a list provided by RVCC. Normal fee in the past, for such a security officer has been \$125 for 4 hours.

## HOW MANY TABLES AND CHAIRS WILL YOU NEED?

The auditorium capacity set up is approximately 200 persons for seating, and 150 persons for tables and chairs. The Small Conference room capacity is approximately 6 persons. The Lounge capacity is approximately 49 persons. Rockfish University and Dining Room capacities are approximately 30 persons.

Number of tables: \_\_\_\_ round (58", seats 6-8)(4 available) \_\_\_\_ 6' rectangular(seats6-8)(9 available)\_\_\_\_

8' rectangular (seats 8-10)(10 available) Number of chairs: \_\_\_\_plastic & metal (75 folding & 100 plastic available)

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## SHORT-TERM RENTAL USE RULES & REGULATIONS

1 A Facility Use Agreement is required for all Renter/users of the Rockfish Valley Community Center (RVCC) facilities and must be submitted to the RVCC Manager for approval. The RVCC reserves the right to deny use of the facilities at any time and for anyone.

2 Acceptance or Rejection: The RVCC reserves the right to accept or reject, at any time, any application for use of the facilities. Payment of fees will be refunded if rejection of application is deemed appropriate. Upon acceptance, the Renter/user agrees to hold the RVCC harmless from any damage or claims arising from the action of the Renter/user, his/her employee(s), and/or guests or patrons while the facility is in use, including reasonable attorney's fees.

3 The RVCC requires Renter/user to obtain liability insurance if deemed appropriate (such as if alcohol is allowed, high risk activities, teen parties, etc.), at appropriate coverage limits as determined by the Manager and Board of Directors. If RVCC requires liability insurance, renter must provide a copy of insurance listing RVCC as additional insured, with limits of at least \$1 million per occurrence and \$2 million aggregate, and name RVCC as additional insured for both the premises and any products and completed operations coverage. For instructors, this certificate shall be provided to RVCC prior to teaching classes at RVCC. Instructor shall indemnify and save harmless RVCC from and against any and all costs, expenses, liabilities, losses, damages, claims and demands of every kind or nature, including reasonable legal expense, by or on behalf of any person or other party whatsoever arising out of any failure by Instructor to perform any act required by this agreement, or any accident, injury, or damage of whatever nature occurring arising from Instructor's occupancy or use of the premises, except that this provision shall not apply to costs, expenses, liabilities, losses or damages caused by the sole negligence or willful act of the RVCC.

- 4 Facilities may be used from 8:00 am to midnight daily, depending upon status of the RVCC activities. All set-up and clean-up shall be conducted within the allotted rental hours. Total rental times shall be rounded up to the nearest hour.
- 5 For outdoor events, all amplified music MUST end by 9pm Sunday through Thursday, and by 10:00pm Friday and Saturday.
- 6 All fees, deposits and rents are due at the time of reservation, as well as a copy of any ABC Banquet license and security contract. Checks are to be payable to the RVCC.
- 7 Renter/user is responsible for the acts and safety of all guests and for acts of all uninvited persons at the facility (both inside and outside). Problems should be immediately reported and identified to the Nelson County Sheriff's Department, call 911. (RVCC is located at 190 Rockfish School Lane, Afton, Va), and notify the RVCC Manager at 434-962-3588.
- 8 Renter/user and guests shall stay in the specific leased space and restrooms only. No one is allowed past the women's restroom down the left hallway, except for fire exit/emergency purposes. Tenants and guests of spaces opening into the auditorium shall have free access to those spaces at all times—no doors may be blocked.
- 9 Kitchen availability TBD in 2019.
- 10 The telephone in the front foyer, adjacent to the RVCC office, is for emergency use only. Any long distance calls made during times of rental will be charged to the Renter/user.
- 11 No Smoking or use of tobacco products is allowed in the building. All cigarette butts must be properly disposed of in the provided containers outside. Littering shall be reason for forfeiture of full security deposit.
- 12 No tape or nails may be used to attach decorations in the Auditorium. No glitter or confetti may be used for decorating. No fog machines may be used, as they will set off the fire alarm and the fire department will be deployed. All decorations must be removed at the end of the event. Keep chairs and tables away from the walls. Keep balloons away from fans.
- 13 Do not obstruct any hallways or doors anywhere in the facility, and maintain all fire exits.
- 14 Renter/user is responsible for cleaning and returning the facility to its original condition before leaving the building.
  - A. All decorations must be completely removed.
  - B. Floors must be swept and mopped completely clean, until no trace of stickiness remains.
  - C. Tables and chairs (wiped clean with damp cloth) put away where they were found.
  - D. Cleaning supplies are located in the Men's restroom. Water for cleaning is located in the Women's restroom between the sinks and in the janitor's closet.
  - E. All Trash must be removed from the premises and taken with you on the day of your event.
  - F. Renter/user shall report to the RVCC Manager any problems as they occur.
- 15 Renter/user will be responsible for any costs of repairs and cleaning and, the user will forfeit their deposit and be responsible for repairs and cleaning exceeding their deposit. User will be billed at the rate of \$50 per hour for cleaning.
- 16 The Renter/user must be on site the entire time the Renter/user rents the facility and while their guests remain on site.

17 Activities for youth under 21 years of age require one adult chaperone (provided by the Renter/user) for every eight (8) youths under 21 years of age.

18 Parking on the facility grounds shall be confined to the paved and gravel parking areas only. The front of the building is a NO PARKING FIRE LANE. HANDICAPPED parking is available at the right rear side of the building, as are the accessible ramps into the building. Parking on lawns is prohibited.

19 The driveway at the right side of the building shall be kept clear, allowing access to the rear parking area and the Nelson County Garbage Transfer Station next door. Overnight parking is not allowed.

\_\_\_\_\_  
Renter/user Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Date

Designated Responsible Person on site (if different from front page): \_\_\_\_\_

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell

**BY SIGNING THIS CONTRACT, RENTER/USER AGREES TO TAKE RESPONSIBILITY FOR ALL RULES AND REGULATIONS DETAILED HEREIN, AND FOR ALL DEPOSITS AND FEES DETAILED HEREIN.**

**RENTAL IS NOT VALID UNTIL COUNTER-SIGNED BY THE RVCC MANAGER**

\_\_\_\_\_  
RVCC Manager Signature

**Emergency Contacts:**

Stu Mills: cell 434-987-1633 or home 540-456-6666

Sara Taylor: 434-962-3588

**Building Security:**

Wayne Flood: 804-297-5040 (to be used for lock-up coordination only)