

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:

INDOOR: Auditorium ___(max 216) Lounge ___(max 50) Rock U ___(max 35) Imaginarium ___(max 35)
Yoga Studio ___(max 35)

OUTDOOR: Blue Mountain Pavilion & Stage w/tents _____

For Pavilion events: Install panel curtains between the Pavilion and the parking area? _____

Basketball/Baseball/Skate Park/Soccer Field (please specify) _____

What kind of event are you planning?

Max number of people on site* _____ Age range of guests _____

Will you charge an entrance fee? _____

There is no charge for community events. Community events must be open to the public at no cost and not primarily serve fundraising or promotional purposes for an individual, business, or political organization.

If you would like for RVCC to help promote your event, please submit promotion materials (pdf preferred) to rockfishcc@gmail.com as soon as possible.

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

Additional fees may apply.

Rental fees are based on the entire time you need access to the space, including setup, break-down, & cleaning.
RVCC Rentals include use of our tables and chairs.

Auditorium & Pavilion/Tents/Fields Rental Rates*:

- \$225/175 Day Rate for low-impact nonprofit events or meetings \$ _____
- \$375/325 Day Rate for high-impact nonprofit events w/alcohol \$ _____
- \$625/500 Day Rate for events with no alcohol \$ _____
- \$850/700 Local Resident Day Rate for events with alcohol \$ _____
(must provide proof of Nelson County residence)

Venue Package: includes setup the day before, breakdown the day after, and use of both indoor and outdoor facilities.

- \$1300 RVCC members \$ _____
- \$1500 for non-members \$ _____

Pavilion/ Auditorium Use Deposit: \$400 (in addition to the rental fee)* \$ _____

Imaginarium, Rock U, or Yoga Studio: \$25/20 per hour or \$125/100 per day. \$ _____

Rockfish Lounge:

- \$40/30 per hour; \$125/100 per four hours; \$225/185 per day. \$ _____
- \$325/275 per day for high-volume events with alcohol \$ _____

Additional Fees:

Late Night Lock Fee (event must end by 12am, must leave building by 2am): \$75 \$ _____

Optional Cleaning Fee: \$250 \$ _____

TOTAL FEES \$ _____
Deposit Paid _____
Fees Paid _____

A refundable security deposit is required to confirm all Auditorium and Pavilion rentals. After your event, the facility will be inspected by RVCC staff. If the space is left clean and undamaged, your deposit will be refunded in full within 14 days of the event, typically by mailed check. If additional cleaning or repairs are required, RVCC will automatically deduct the associated cost (at \$50 per hour, minimum 1 hour) from your deposit.

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

An ABC Banquet License certificate is required if you plan to allow alcohol at your event. Contact ABC at <http://www.abc.virginia.gov/> or at (434) 582-5136.

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.

Private Events (invitation-only):

- You must provide your guest list, your invitation, and a signed copy of this rental form to the ABC department when applying for your license.
- Alcohol must remain indoors.
- Renter is responsible for guests and safe service.

Public Events (open to the public):

- Only 501(c)3 nonprofits may serve alcohol. Please be prepared to submit a copy of your IRS determination letter to the ABC department along with your application.
- Must submit the ABC Banquet License and security officer contract.
- Renter is responsible for compliance with all ABC and public safety requirements.

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 Lounge capacity is approximately 49 persons. Rockfish University and Imaginarium 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 (65 folding, 60 plastic, and 70 padded available)

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 The RVCC kitchen is not available for short-term use.
- 10 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.
- 11 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.
- 12 Do not obstruct any hallways or doors anywhere in the facility, and maintain all fire exits.
- 13 Renter/user is responsible for cleaning and returning the facility to its original condition before leaving the building.

