

OLD CHURCH COMMUNITY CENTER : 2080 Old Church Rd.

Mailing Address: P.O. Box 182, Mech., Va 23111-0182

Fees:

Building: Member: 6 hr: \$100, 24hr: \$250 ; Non-member: 6hr: \$250, 24hr: \$500

Pavilion: Member: \$25, Non-member: \$50

Name: _____ Member: YES / NO (circle one)
Address: _____
Phone number (s): home: _____ work: _____
Reservation Date: _____ Type of Event: _____ Number of Guests: _____
Length of reservation: _____ Time of Event: _____
Security Deposit \$ 200.00
Rental fee: \$ _____
Total: \$ _____
The rental fees and security deposit should be mailed as two different checks

THE PERSON RESPONSIBLE FOR THE RENTAL WILL SEE THAT THE BUILDING IS IN THE SAME CONDITION AS WHEN RENTED

TERMS AND CONDITIONS:

The security deposit of \$200 is due to secure your date and should be issued separately from the rental fee. This confirms your rental. Fees of the building will be paid by cash or check. Please make check payable to Old Church Community Center. Use of the kitchen will be allowed under the approved rental fee.

GENERAL guidelines:

1. NO ALCOHOLIC beverages allowed without an ABC LICENSE. It must be posted during building use.
2. Renters must control parking. No parking on the ball field or playground areas.
3. Live bands and loud music are ONLY allowed inside the building unless the board approves.
4. The OCCC Board of Directors must approve any rental with more than 100 people attending.
5. All fees, including the security deposit, must be paid in full prior to receiving the building entry code.
6. Security deposit will not be refunded if a cancellation notice is not received 1 week prior to your reservation date.
7. All activities must be complete by midnight.

CLEANING guidelines:

1. All sinks must be cleaned. All counters must be left clean. Wipe all tabletops with a damp cloth.
2. All trash must be bagged and transported to the outside dumpster/receptacles located between the Community Center and the ball field.
3. Floors must be swept and mopped at the conclusion of your rental. Debris must be disposed of in trash. Put all tables, chairs, etc. back as you found them. All toilets must be flushed.
4. Building must be cleaned, and back in order, THE SAME DAY OF USE or your security deposit will NOT be refunded.

DECORATING guidelines:

1. DO NOT use thumbtacks, staples or duct tape under any circumstances.
2. Please remove all TAPE AND DECORATIONS when your function is over.

The OCCC Center will provide necessary cleaning materials for cleanup, (brooms, mops, floor cleaner, paper towels, toilet tissue, trash bags, etc) if there are any questions, contact the board member responsible for RENTALS. If above guidelines are NOT met, the security deposit will be retained. If the center is left as you found it, the security deposit will not be processed. The person or group using this facility agrees to hold harmless the Old Church Community Center, its board members, including attorney's fees arising from injury or damage while using this facility.

Signed: _____ Date _____