

# OLD CHURCH COMMUNITY CENTER

(Location) 2080 Old Church Rd.  
 (Mailing Address) P.O. Box 182, Mech., Va 23111-0182

**Fees:** (member) 6 hr: \$100, 24hr: \$250  
 (non-member) 6hr: \$225, 24hr: \$500  
*Pavilion:* (member) \$25, (non-member) \$50

## RENTAL INFORMATION

Name of Organization _____	Type of Activity _____
Reservation Date _____	Time _____
Person Responsible _____	Number to Attend _____
Address _____	Zip Code _____
Phone # ( Home ) _____	Work ( Emergency ) _____
Security Deposit \$ <u>200.00</u>	
Rental \$ _____	Member: YES or NO
<b>Total \$</b> _____	

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

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.

All renters of the building must follow the following 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.
  - a. According to Executive Order 72, no more than **10** persons may gather. (12/10/2020)
5. All sinks must be cleaned. All counters must be left clean. Wipe all tabletops with a damp cloth.
6. All trash must be bagged and transported to the outside dumpster/receptacles located between the Community Center and the ball field.
7. 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.
8. Building must be cleaned, and back in order, **THE SAME DAY OF USE**.
9. All fees, including the security deposit, must be paid in full prior to the receipt of the keys to the building.
10. Security deposit will not be refunded if a cancellation notice is not received 1 week prior to your reservation date.
11. The security deposit will not be refunded until the keys are returned to the appropriate board member.
12. Face covering & social distancing guidelines are followed per current Virginia Executive Orders in effect (12/10/2020)
13. All activities must be complete by midnight.

When **Decorations** are used:

1. **DO NOT** use thumbtacks under any circumstances.
  2. **DO NOT** use staples under any circumstances.
  3. **DO NOT** use duct tape under any circumstances.
  4. Please remove all **TAPE AND DECORATIONS** when your function is over.
- THE 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 BUILDING & GROUNDS.
  - If above guidelines are not met, the deposit will NOT be refunded. If the center is left as you found it, your full deposit will be refunded within 7-10 days.
  - 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 \_\_\_\_\_