

OLD CHURCH COMMUNITY CENTER

2080 Old Church Road Mechanicsville, VA 23111

Mail: PO Box 182, Mechanicsville, VA 23111

Rental Fees:

Building: Member: 6hr: \$150, 24hr: \$250 Non-member: 6hr: \$300, 24hr: \$500

Pavilion: Member: \$75 Non-member: \$100

Name: _____ Member: YES / NO (circle one)

Address: _____

Phone number: _____

Rental Date: _____ Type of Event: _____

Number of Guests: _____ Length of Rental: _____ Time of Rental: _____

Security Deposit: **\$250**

Rental Fee: \$ _____

Total: \$ _____

Two separate checks must be written. One for rental fees and one for the security deposit.

THE RENTER WILL SEE THAT THE BUILDING IS IN THE SAME CONDITION AS WHEN RENTED.

TERMS AND CONDITIONS:

The security deposit of \$250 is due to secure your date and should be issued separately from the rental fee. This confirms your rental. Fees will be paid by cash or check. Please make checks payable to Old Church Community Center (OCCC). 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 rental date.
7. All activities must be completed by midnight.

CLEANING Guidelines:

1. All sinks must be cleaned. All counters must be left clean. Wipe all tabletops with a damp cloth. Wipe any spills left in appliances.
2. All trash must be bagged and transported to the outside dumpster.
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 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 Old Church Community Center, its board members, including attorney's fees arising from injury or damage while using this facility.

Signed: _____ Date _____