

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

Misrepresentation or misuse of member rental eligibility will result in forfeiture of the security deposit and may result in additional charges equal to the applicable nonmember rental rate.

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: \$250.00
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 and rental fee must be paid in full to secure your date. The security deposit must be in the form of a check. Rental fees may be paid electronically with all convenience fees being the responsibility of the renter. Please make checks payable to Old Church Community Center (OCCC).

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, grass areas or playground.
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 placed in the dumpster outside. Place new trash bags in all trash cans.
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. No damage painter's tape is the only permitted tape to be used.**
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: _____