

APPOMATTOX COUNTY COMMUNITY CENTER RENTAL APPLICATION
P.O. BOX 863 APPOMATTOX, VA 24522
TELEPHONE – (434)352-5996

Date of Application: _____ Event: _____
Name of Applicant: _____ Telephone: _____
Address: _____
Date of Function: _____ Rental Hours _____ Number of Guest _____

PLEASE READ THE FOLLOWING RENTAL CONTRACT AND SIGN BELOW

The Rental Charge of the Appomattox Community Center is \$25.00 an hour. A Separate \$50.00 Clean-Up deposit check is also required. The person responsible for the renting the Appomattox County Community Center must be an Appomattox County resident and must be present for the entire rental event. You must leave everything in the building clean as found. Staff will inspect the building after your rental and if the building is not left clean, the County will charge the \$50.00 clean up fee. The Community Center will only be unlocked and opened for the person renting the facility that signed the rental application and no one else.

Make all checks payable to Appomattox County. **Your payment is due seven days prior to your event. If we do not receive your payment within this time, your rental will be cancelled. The rental time must include your set-up time, the actual rental time and clean-up time. You are responsible for setting up all the tables and chairs and putting them back after your rental.**

All trash must be put into the trashcans in the Community Center and taken out to the dumpster located outside of the building after your rental. A mop bucket and broom will be left out for you to use to clean-up. Please check to make sure restrooms are left clean and all trash is removed. We have other groups using the building and the facility must be left clean.

A County staff person will be on duty the entire time of your rental to open and close the Community Center and assist with any needs you may have.

Please do not drag tables and chairs across the floor or sit on the tables. No decorations of any kind are allowed to be put up on the walls in the Community Center.

Cancellation Policy: If you need to cancel your rental reservation, please contact the Appomattox County Community Center as soon as possible. There will be a \$25.00 Cancellation Charge for rentals cancelled within 7 days prior to you rental date.

The person or persons to whom the permit is issued shall be responsible for any and all damages to the facility and County property. The person/persons shall assume the defense of and indemnity and save harmless the County, it's employees and officers from and against any and all claims, liabilities, judgments cost, cause of action, damages and expenses, whether in law or equity or otherwise and shall pay all attorney fees, court cost and other cost incurred in defending such claims, which may occur against, be charged to, be recovered from or sought to be recovered from the County, it's employees and officers for reason of damage to property, personal injury or death of any rising from the applicants use of County facilities. The Director with the concurrence of the County Administrator may require such public liability insurance as he or she deems necessary to protect the interest of the County.

I HAVE READ AND UNDERSTAND THE ABOVE RENTAL CONTRACT.

SIGNATURE OF APPLICANT: _____ **DATE:** _____
Print Name of Applicant: _____