

# Request for Use of Depot Community Center

Town of Coeburn ♦ P.O. Box 370 ♦ Coeburn, VA 24230

(276) 395-3323 ♦ (276) 395-3648 FAX

Use of the Depot Community Center is first-come, first-served. Rental fees apply. If renters desires cleanup, additional cleanup fees may also apply. All fees are due at the time of reservation.

## About Your Event

(complete a separate form for each day)

Date Requesting: (circle one) M T W Th F Sa Su    \_\_\_/\_\_\_/\_\_\_

Time Requesting: \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm    Number of People: \_\_\_\_\_

Type of Event (meeting, training, party, etc.): \_\_\_\_\_

For (invited guests, general public, etc.): \_\_\_\_\_

## About You

Renter: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Rental Fee: \$ \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-Office Copy-

**DEPOT COMMUNITY CENTER**  
**Rental Usage Agreement**

**THIS** agreement entered into on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Town of Coeburn and \_\_\_\_\_, hereinafter referred to as “renter”.

**WHEREAS**, the Depot Community Center is owned by the Town of Coeburn, and

**WHEREAS**, Renter desires to use the Depot Community Center,

**NOW**, therefore, the parties do mutually agree as follows:

1. A refundable damage/key deposit in the sum of \$\_\_\_\_\_ has been charged by the Town of Coeburn. Should damage occur to the facility related to the renter’s use, renter agrees to forfeit the deposit pay the full amount to repair such damages.
2. A rental fee of \$\_\_\_\_\_ has been charged by the Town of Coeburn. Renter may be asked to provide a certificate of insurance.
3. A cleanup fee of \$\_\_\_\_\_ has been charged by the Town of Coeburn. If no fee is charged, renter is responsible for cleanup.
4. Renter shall indemnify and hold harmless the Town of Coeburn against any suit, claims, actions, or liabilities arising out of the use of these premises.
5. By signing this agreement, renter acknowledges that he/she has read and understands “Depot Community Center Rental Guidelines and Procedures” and agrees to abide by said guidelines. Renter understands that failure to do so may result in immediate cancellation of this agreement.

The Town of Coeburn and the Renter, or their designees, have executed this agreement.

**BY:** \_\_\_\_\_  
*Renter or Designee*

**Date:**\_\_\_\_\_

**BY:** \_\_\_\_\_  
*Agent ~ Town of Coeburn*

**Date:**\_\_\_\_\_

## **DEPOT COMMUNITY CENTER**

### **Rental Guidelines & Policies**

1. Scheduling will be on a first-come, first-served basis. However, Town of Coeburn programs, activities and events take priority over rental use.
2. Rental of the facility is at a rate of \$75 for up to six (6) hours. Each additional hour will be charged at a rate of \$10 per hour.
3. A refundable key deposit of \$25 is required upon signing the rental agreement. Upon inspection of facility, the key deposit will be refunded if property is left clean and undamaged. Please allow 2-4 weeks for refund to be processed.
4. Events must end no later than midnight (12:00 a.m.).
5. **NO TOBACCO USE** is permitted inside the center. Appropriate smoking areas are available on the porches of the facility. Smokers are asked to dispose of all smoking materials and smokeless tobacco products in appropriate receptacles.
6. **USE OF ALCOHOL IS PROHIBITED.**
7. All renters must have a signed, approved rental usage agreement on file before use of the facility will be permitted.
8. All fees, including damage/key deposit, are due upon reservation.
9. **Cancellation of an activity is required at least one calendar week prior to the event to receive a full refund of rental fees paid.** Refunds will be prorated for cancellations received less than one week prior to a scheduled event. No refund will be given for cancellations received less than 48 hours prior to an activity. The Town of Coeburn will issue all refunds within 30 calendar days of the cancellation.
10. The Town of Coeburn is not responsible for inclement weather. No rain checks, make up dates, or refunds will be granted for weather that prevents the event from being held or cuts the event short.
11. **Renters must remove all refuse from the community center and place it in the dumpster at the rear of the building. Renters must also see that the facility is left in the same condition in which it was found, including the replacement of all tables and chairs used.** (Tables and chairs are stored in the closets in the rear of the room.)
12. Renters using the facility will be liable for any damage, destruction or repairs associated with their use of the facility.
13. The Town Manager, or a representative, may at her discretion require renters to submit a certificate of insurance for activities or events considered to be a high-risk activity or event. Additional fees may also apply.
14. Renters are not charged for decorating and setting up during times when the facility is not in use. Arrangements should be made at the time of reservation.
15. Use of the center for profit-making functions, or for events for which an admission fee will be assessed, is prohibited.
16. Long-term scheduling is prohibited.
17. The facility is rented on an "AS-IS" basis. **Renters are not to attach anything to the walls or ceilings of the center by any means whatsoever.**
18. The Town of Coeburn reserves the right to refuse to rent the facility.