

George James Community Center, Inc

Mail Address:  
General Delivery  
Radiant, VA 22732-9999

1215 George James Loop  
Radiant, VA

**RENTAL AGREEMENT & CDC RENTAL AGREEMENT ATTACHMENT**

**Applicant:** \_\_\_\_\_  
(Responsible applicant must be at least 21 years of age)

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone # (W)** \_\_\_\_\_ **(H)** \_\_\_\_\_ **(C)** \_\_\_\_\_

**Event** \_\_\_\_\_

**Expected Attendees:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_ **Time Requested** \_\_\_\_\_

**Signage Wording:** \_\_\_\_\_

**Rental Fee:** \$175.00-1st floor, (capacity not to exceed 65): \$275.00-1<sup>st</sup> & 2nd floors, (capacity not to exceed 95). The 2<sup>nd</sup> Floor cannot be rented solely. Rental Fee includes the pavilion, billboard, bathrooms and kitchen for warm up only. Signage-only rental: \$15.00 (not to exceed 50 characters). Additional characters are \$0.50 each.

Typical Rental Time is 4 hours. Any additional time will be **\$20** per hour or a portion of an hour. There will be **NO** rental that would exceed the time of 12:00 midnight. There are only two standard rental groups \$175.00 or \$275.00 Rental Deposit of \$100.00 is in addition to Rental Fee. See Page 2, Item#8 for Rental Deposit Refund.

**Rental Deposit of \$100.00** must accompany the signing of any application. All applications must be submitted at least 2 weeks prior to the event. If the required information and rental deposit are not submitted with application, your application will not be final. Please make your **checks/money orders payable to the George James Community Center, Inc.** **If CHECK is used for payment of rental fees, payment must be submitted at least 7 business days prior to event, and at least 5 business days for all other forms of payment. An additional fee of \$35.00 will be charged for all insufficient checks returned, which must be paid prior to event being held.**

*The George James Community Center reserves the right to change the rental fees as deemed necessary to situations arising in accordance with the Bylaws of the George James Community Center, Inc. Events whose actual numbers exceed the pre-stated attendance is consider a violation and may result in a loss of deposit. Rentals other than listed will be considered at the discretion of the Center’s Board of Directors. Please initial to signify your acceptance:* \_\_\_\_\_

Are you a current member of the George James Community Center? **Y** **N**  
(All GJCC current members receives a one time, per year discount of \$25.00)

## Condition of Use:

- 1. Decorations:** Decorations can be put up only in designated areas one (1) hour before the scheduled event. Arrangement for decorations must be made with the scheduling managers. All decorations must be removed immediately following the event, and not to extend beyond midnight. Any need for other arrangements must be approved by the scheduling managers prior to signing the agreement. Use of staples, tape, tacks or nails are not allowed.
- 2. Alcohol:** No alcohol is allowed in or outside of the center. Failing to adhere to guidelines could prevent future rental of the center.
- 3. Use of Facilities:** The applicant is responsible for the conduct of the guest. No unattended use is allowed. A member of the Center may be present during the event to include the setup for decorating and cleanup. Use of Center and facilities will be limited as per signed contract.
- 4. Additional Hours and Extension:** The applicant may be granted additional hours for setup, cleanup or event use, provided, arrangements have been made with the scheduling managers at the time the contract is signed. Prices for additional hours will be in accordance with pre-established prices. The scheduling managers can refuse additional hours at his/her discretion. Any portion of an hour will be considered as a full hour. No event will be extended beyond 12:00 midnight to include cleanup.
- 5. Damage to Facilities:** The applicant is responsible for any damage to the property (in and outside) of the Center. The deposit is nonrefundable until restitution has been made in full.
- 6. Intended Use:** Use of the George James Community Center, Inc. and its facilities is limited to legal activities only. Use of facilities other than the written contract purpose is not allowed.
- 7. Use of Kitchen Utensils:** Pots, pans, utensils and serving dishes are not allowed for use unless pre-arrangements have been made with the scheduling manager. Selection is limited to what is available at time of event. **Until CDC guidelines have been lifted, disposable supplies, plates, cups, utensils must be supplied/used by the applicant on all rentals.**
- 8. Clean-Up.** Your deposit will be refunded if the applicant cleans the center and kitchen as well as the outside. To get a refund, all tables and chairs must be returned to their original location; all trash must be removed; all floors must be swept clean; all trash cans emptied, all spills on floor mopped clean; all tables and chairs wiped clean; all trash in parking lot is picked up. The premises must be cleaned, and all trash hauled away immediately following the event, unless special arrangements are made with the scheduling manager prior to event.
- 9. Cancellations, Refunds and Deposits:** The deposit is due when contract is signed. Contract will not be binding unless all payments are made. The deposit will not be returned unless the reservation is cancelled in writing, and the cancellation occurs one (1) week (5 business working days) prior to the scheduled date of event. Special cancellations are considered at the discretion of the GJCC Board. All refunds are returned within a week of event, if all rules & regulations are met and Center is returned in good condition.

No smoking, illegal drugs, alcoholic beverages or disorderly conduct will be allowed or tolerated. George James Community Center, Inc. members, reserve the right to close the Center immediately due to disruptive behavior of its occupants, and this rental contract will be cancelled without refund of rental payment.

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*Applicant Signature/Date*

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*Scheduling Manager / Date*  
*Sandra April Taylor / Darryle R. Crump*  
*540-406-1861*

*Thank you for your patronage, and we look forward to working with you.*

*Revised 01/15/23*

**CDC RENTAL AGREEMENT ATTACHMENT**

George James Community Center, Inc. (GJCC, Inc.)  
1215 George James Loop  
Radiant, VA 22732

Pursuant To The Commonwealth of Virginia, Office of the Governor, Executive Orders 51, 53, 55, 61, 63, 72, 79, Guidance EO 72 and 79 Updates and/or any not mentioned, I \_\_\_\_\_, shall be responsible for Full Compliance with the (CDC)-Executive Orders listed above (and/or any Executive Orders not listed, **on** \_\_\_\_\_, \_\_\_\_\_, **20** \_\_\_\_\_, as per the Rental Agreement.

**New - 1<sup>st</sup> Floor Rental - Capacity not to exceed 65**  
**1<sup>st</sup> & 2<sup>nd</sup> Floor Rental - Capacity not to exceed 95**

I, \_\_\_\_\_, (hereby referred to thereafter as Building User) agrees to indemnify and hold harmless the GJCC, Inc. against and from any and all claims by or on behalf of any persons, arising from the conduct of or management about the premises of the GJCC, Inc. or from any accident in or on the premises of the GJCC, Inc.

The Building User will further indemnify and hold the GJCC, Inc. harmless against and from any and all claims arising from any breach of default on the part of the Building User in the performance of any covenant or agreement on the part of the Building User, or arising from any act or negligence of the Building User, or any of its agents, contractors, servants employees, or licenses, and from and against all cost, counsel fees, expense and liabilities incurred in or about any such claims or action proceedings brought thereon.

The building user further shall defend at User’s expense such action or proceeding by counsel reasonably satisfactory to GJCC, Inc.

Signing the Rental Agreement and CDC Rental Attachment shall constitute compliance.

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Print Name**