

Mail Address:  
General Delivery  
Radiant, VA 22732-9999

George James Community Center, Inc  
1215 George James Loop  
Radiant, VA

## RENTAL AGREEMENT

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

(Responsible applicant must be at least 21 years of age)

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

**Telephone # (w)** \_\_\_\_\_ **(h)** \_\_\_\_\_ **Event** \_\_\_\_\_

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

**Sinage Wording:** \_\_\_\_\_

**Rental Fee: \$275.00 both floors (to include the grounds bathrooms and kitchen, warm up only).  
1<sup>st</sup> Floor only \$175.00. Sinage rental: \$15.00 (not to exceed 50 characters. Additional characters are \$0.5 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 two (2) categories of rental fees. There is a \*\$50.00 Rental Fee for small groups, (and/or special rates at the discretion of the Board); and \$275.00/\$175.00 for standard groups.

**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.**

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

**Rental Fee: \$50.00** w/kitchen privileges (warm up only)

- ▶ Small group meetings (0-25 people)
- ▶ Baby Shower (35 or less people)
- ▶ Children Events (ages 0-12)
- ▶ Seniors Event (75 of age & over – 0-25 people)
- ▶ Bridal Shower

\*\* (Other small groups will be considered at the discretion of the Center's Board of Directors)\*\*

*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.*

## Condition of Use:

1. **Decorations:** Decorations can be put up only in designated areas 2 hours prior to scheduled event. Arrangements for decorations must be made with the scheduling managers. All decorations must be removed immediately following the event, unless prior arrangements are made with the scheduling managers. No staples, tape, tacks or nails allowed.
2. **Alcohol: No alcohol** is allowed in or outside of the center. If caught with alcohol, could result in not being able to use the facilities again.
3. **Use of Facilities:** The applicant is responsible for the conduct of the guest. No unattended use is allowed. A member of the Center must be present at all times when facility is in use. This condition applies to decorating, event and cleanup. Use of Center and facilities are limited per designation in contract and agreed to prior to event.
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 past 12:00 midnight.
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 allowed unless pre-arrangements have been made with the scheduling manager. Selection is limited to what is available at time of event.
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; Center and bathrooms 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) weeks (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 Managers/Date  
Fredia Kennedy – Astorie Acty  
540-672-7138*

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

*Revised 06/3/11*