



Pittsylvania County™
Parks & Recreation

Community Center Facility Use Policy

This policy pertains to the Pittsylvania County Community Center located at 115 South Main Street, Chatham, VA 24531.

Please make all payments payable to: Pittsylvania County, PO Box 426, Chatham VA, 24531.

Facility Rental Rules & Regulations

- Parks and Recreation reserves the right to accept or reject, at any time, any application for use of facilities. Advance payment of fees will be refunded if rejection of application is deemed necessary.
- Community Center Reservation Applications shall be completed and submitted by an adult, 18 years of age or over (21 years if the event involves alcohol), and at least thirty (30) working days prior to the requested date of the event. No permits shall be issued to minors. The reservation security deposit must accompany the reservation application to hold reservation.
- Any group or organization that has damaged or destroyed the Center's property or has failed to follow established policy in the past may be denied a permit. Staff shall consider the safety, health and welfare of persons and the security, preservation and orderly use of the Center as criteria when reviewing permit applications. Parent/guardian will be responsible for behavior of minors. Permit holder is required to follow all local ordinances and laws.
- Charging admissions, selling tickets, games of chance or solicitation of money in any manner without prior approval of the Director of Parks and Recreation is prohibited. This includes the sale of and /or peddling of any foods, refreshments, novelties or goods.
- The Center may, at its discretion, require the lessee to provide, at the lessee's sole expense, any police, fire, and/or other center staff as deemed reasonable for the protection and preservation of the public property and peace.
- The center requires the lessee to meet such other special conditions as are deemed reasonable and necessary for the safe and effective functioning of the proposed event.
- Caterers used by groups must be licensed. Unlicensed caterers will be required to obtain a banquet permit from the Health Department to prepare food in the facility kitchen.

- Care of Property: Property shall be left free of trash/debris and in similar conditions to those that existed prior to authorized use. Failure to comply could result in loss of security deposit or additional charges being levied.

Alcohol

The sale of alcohol may be permitted upon the approval of the Director of Parks and Recreation. The Director has absolute discretion to allow alcohol on premises. At least thirty (30) working days in advance of the event, the Applicant must provide the department with a copy of a valid permit from the Alcoholic Beverage Control Board (ABC) authorizing the proposed use or sale of alcoholic beverages and evidence that the Applicant has obtained a Special Event endorsement/liability insurance coverage specifically covering the sale/service of alcohol beverages at the center. The liquor liability insurance shall be in such form and amount as required by Pittsylvania County Parks and Recreation and shall name Pittsylvania County, its officers, officials, employees, agents, and volunteers as insured parties. A law enforcement presence may be required at an event where alcohol is served.

Insurance

The sponsor of any event may be required to provide liability insurance in an amount no less than \$1,000,000.00 for the center. Additional insurance may be required at the discretion of the Parks and Recreation Department. The event sponsor shall agree to hold Pittsylvania County harmless from any damage or claims arising from the action of the permit holder, his/her employee(s) or patrons while the facility is in use. Also, the permit holder must agree to indemnify Pittsylvania County from and against any and all claims, loss, injury, causes of action and any consequential and incidental damages incurred during the use of the facility, including reasonable attorney fees and costs.

Security Deposit Fees

The Center requires a signed contract and security deposit from each lessee at the time of rental. The deposit is refunded if no damage occurs and the area is left in a clean and satisfactory condition. Failure to comply shall, at the Director of Parks and Recreation’s discretion, result in the Center’s retention of any required security deposit to reimburse the Center for staff time and any expenses incurred as a result of applicant’s failure to perform these duties. The deposit is not a limit on the liability of the sponsor for payment of clean-up costs or repair of any damage to the facility as a result of the event.

Cancellations must be made in writing to the Community Center. Security deposits for reservations cancelled less than thirty (30) days prior to event date are non-refundable.

	No Alcohol	Alcohol
Gallery Room	\$50	\$200
Grand Hall	\$100	\$200
Gym	\$100	\$200

SECURITY DEPOSIT NOTE: At the discretion of Pittsylvania County Parks and Recreation, Non-Profit entities may be eligible for a waving of the security deposit.

Rental Fees

A fee will be charged in accordance with the fee schedule below. Checks must be made payable to Pittsylvania County and must be submitted at least thirty (30) working days in advance of the rental date. The rental fee will include the security deposit, rental of space, set-up and take-down fees and any other additional fees.

Reservations are not considered final until all fees have been paid. Please do not send invitations or make other arrangements until your application has been approved and paid in full.

Room	Capacity	Bleacher	Rental	Rental	Set Up/Take Down Staff Fees	Additional Fees
	<u>Theatre Style</u>	<u>Seating</u>	<u>4 Hours</u>	<u>8 Hours</u>	<u>Flat Rate</u>	
Art Studio	40	20	\$50.00	\$100.00	\$40.00	\$25.00 Per Hour
Kitchen	n/a	n/a	\$50.00	\$100.00	-	\$12.50 Per Hour
Kitchen (use of center dishes)	n/a	n/a	\$75.00	\$150.00	-	\$18.75 Per Hour
Gallery Room	100	n/a	\$125.00	\$250.00	\$60.00	\$31.25 Per Hour
Grand Hall	175	n/a	\$150.00	\$300.00	\$80.00	\$37.50 Per Hour
Gymnasium	450	134	\$325.00	\$650.00	\$120.00	\$81.25 Per Hour
Stage	-	-	-	-	\$20 per section (max 4 sections)	
Mic, Podium, Speakers	-	-	-	-	\$20.00	

RENTAL FEE NOTE: At the discretion of Pittsylvania County Parks and Recreation, Non-Profit entities may be eligible for a 50% reduction in the RENTAL and ADDITIONAL FEES. This reduction does not include SET UP/TAKE DOWN STAFF FEES.

I/We the undersigned have read the Pittsylvania County Community Center Facility Use Policy and agree to adhere to all the policies contained herein.

Signature: _____

Date: _____