



Town of Rocky Mount
Community & Hospitality Center
The Depot Rental Agreement

52 Franklin Street
Rocky Mount, VA 24151
♦
540.489.0948
♦
depot@rockymountva.org

Name or Organization: _____

Address: _____

Mailing Address (if different): _____

Phone Numbers: Home/Mobile _____ Email _____

Rental Type: Private/Commercial Event (\$30/hr) Boardroom (\$25/2hr) Non-Profit* Event (\$10/hr) Government/Special
*Non-Profit Commonwealth of Virginia Tax Exempt Certificate must be included with rental agreement

Rental Date(s): _____ Rental Time: _____

Expected Number of Guests: _____ Facilities Reserved: Main Hall & Kitchen Board Room

Brief Description of Event/Activities: _____

Will food be served at the event? Yes No If yes, the food will be: Catered Pre-Prepared

Rental Fees for the Center shall be assessed as specified in the Fee Schedule. No fee shall be pro-rated for less than the minimum rental period or for a portion of an hour thereafter.

Rental Type	Rental Fee	Maximum Occupancy	Minimum Rental Period
Main Hall w/Kitchen	\$30 Per Hour	93	2 Hours (\$60.00)
Board Room	\$25 Per 2 Hours	28	2 Hours (\$25.00) No Food or Drink Allowed
*Non-Profit Organizations	\$10 Per Hour	*With a copy of the Commonwealth of VA Tax Exemption Certificate	

The renter shall be responsible to check out at the end of the event or upon return of the key with the Center staff to become eligible for the security deposit refund. The Center staff will complete the Deposit Refund Checklist.

By signing below, I agree to abide by all the terms of the Rental Agreement and Terms of Rental. I agree to hold the Town of Rocky Mount and any of its employees or agents harmless from any and all injury, illness, or liability which may result from the rental of the Community & Hospitality Center facility. If I am representing an organization/agency, I certify that I am authorized to act on behalf of the organization/agency, and I agree to inform all my staff members who may use the Center of the terms of rental, including set-up and clean-up requirements.

I acknowledge I have received a copy of the Rental Agreement and Terms of Rental.

Signature of Renter _____ Date _____

Signature of Community & Hospitality Center _____ Date _____



**Town of Rocky Mount
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FOR OFFICE USE ONLY**

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Security Deposit Fee: \$50.00 Cash Check/MO # _____ Debit/Credit Date Paid: _____

Number of Hours Rented: _____ *Non-Profit Certificate on File: Yes No

Rental Fee Total: _____ Cash Check/MO # _____ Debit/Credit Date Paid: _____

Key Number Assigned: _____ (Deposit & Rental Payment Required Prior to Key Pick-Up)

Key Pick-Up Date: _____ Signature By: _____

Key Return Date: _____ Signature By: _____

Deposit Refund Checklist:

- All trash was removed from the facility.
- Restrooms Clean and in good order.
- Kitchen, including appliances, Clean and in good order.
- All Items were removed from the refrigerator.
- Floors were left in good condition, Swept and Mopped if necessary, and are free from confetti or other related debris.
- There is no evidence of alcohol, tobacco, or candle use.
- There is no evidence of damage to the Center, including walls, floors, display cases & items, windows, etc.
- Renter did not leave behind tape, strings, confetti, balloons, or other decorative items.
- The building was found secure (doors and windows), lights, chairs, tables, faucets and commodes.
- The key has been returned.

Note any problems found: _____

Deposit eligible for refund: Yes No

- Mailed - Date: _____
- Picked up in person - Date: _____
- Check Request for Refund Sent to Town Office

Checklist completed by: _____

Date: _____

PERIODIC USE RENTERS ONLY

Certain agencies may be approved by the Town of Rocky Mount to use the Center on a periodic-use basis. Such approval is usually granted to agencies who offer community-focused programming to the residents of Franklin County and Rocky Mount. Generally these agencies are governmental or educational in nature, and the programming offered is free or low-cost to the public. Agencies who ask for periodic use of the facility must agree to and abide by all of the terms of rental. Approved agencies must sign a new rental agreement for each calendar year and periodic-use rental requests need to be submitted in writing.

Type of Event	Date Requested	Time of Event	Approved	Fee Waived	Inspection Record/Initials



Town of Rocky Mount Community & Hospitality Center The Depot Terms of Rental

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1. The rented premises includes the Community & Hospitality Center, hereafter referred to as the Center, and also known as "The Depot," located at 52 Franklin Street, Rocky Mount, VA 24151.
2. The Center is available for rentals between the hours of 8:00 a.m. and 11:00 p.m., seven days a week. The Center is open to the public Wednesday through Friday, 12:00 p.m. until 6:00 p.m. and will remain open during rental events.
3. The renter of the facility shall be at least 25 (twenty-five) years of age. The renter must be present during the period of the reservation from set-up through clean-up.
4. Ordinances of the Town of Rocky Mount as to the occupancy capacity, use, and other safety factors shall be observed at all times.
5. Vendor tables are not allowed outside the facility. Vendor tables inside the facility should be limited to ten to meet fire safety requirements.
6. Any sound system, video, music, etc. shall be kept at a reasonable volume so as not to disturb others using the facility and/or the neighboring businesses or residents.
7. **NO ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, OR CANDLES ALLOWED** - inside the Center or on the Center property.
8. **NO ANIMALS**, except for service animals, are allowed inside the Center.
9. Children must be supervised at all times. Children are not allowed to handle or play with historical items.
10. Historical or other items (such as furniture and brochures) on display inside the Center are not to be rearranged, moved or used for decoration. Dollies/Carts and glass display cases are not to be moved, removed, or used as table tops, serving areas, or seats.
11. **DECORATIONS:** Renters are encouraged to decorate for events in a manner that makes the event festive without causing damage to the historical Center. Fans must be turned off when **BALLONS** are used during an event.
 - a. Decorations **CANNOT** be pinned, taped, or otherwise affixed to the walls, ceilings, windows, or fixtures inside the Center.
 - b. Thumbtacks, nails or other appliances are prohibited.
 - c. Glitter, Confetti or other decorations that will fall into the cracks of the plank flooring are not allowed.
 - d. Do not put any type of substance or corrosive material on the plank floor.
12. A \$50.00 refundable security deposit is required for all rentals. A signed the rental agreement and payment of the security deposit in full is required to confirm the reservation date and time. The purpose of the deposit is to ensure proper clean-up and care of the Center. The deposit will be held throughout the rental period.
13. Renter shall pay the rental fees in full prior to the scheduled event. The set-up and clean-up time for the event must be included by the Renter in the rental period.
14. Occupancy of the rental area earlier or later than agreed upon will result in additional rental fees; which will be deducted from the security deposit or assessed to the renter.
15. All persons; including guests, contracted services, and renter; must exit from the Center by 11:00 p.m. daily. The Center alarm system will automatically activate at 11:15 p.m. Consecutive Multiple Day Events: The Renter should clean at the end of each day, wiping surfaces and floors, and removing all garbage. Tables, chairs, decorations and other equipment may be left in place.
16. The Town of Rocky Mount is not responsible for any of the Renter's items which are left unattended in the Center.
17. Use of the kitchen by the renter shall be for food service only. Incidental use of the stove, oven, refrigerator, and/or freezer shall be permitted only to maintain temperature of foods and beverages to be served during the event. No food preparation on site.
18. The Center does provide ten 6-foot long folding tables and 100 stacking chairs for Renter's use. Linens, utensils, dinnerware, and cookware are not provided by the Center. All tables and chairs must be placed neatly back into designated storage areas.
19. Failure to comply with any of the terms of the Rental Agreement shall cause the individual and/or group to forfeit the security deposit and the privilege to reserve the Center for up to one year.
20. Cancellations 10 days prior to the rental date or due to inclement weather will result in a full refund of both the security deposit and rental fee. Cancellations made within 10 days of the rental date will result in the forfeiture of the security deposit.
21. The Town of Rocky Mount reserves the right to refuse or deny any rental application.
22. The Renter hereby assumes personal and individual liability for any damages to the facility or equipment occurring through or during the occupancy of use of the Center. The Renter will leave the Center in a condition as good as, or better than, originally found. The Renter personally and individually accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage. The cost of clean-up/or damage to the Center will be deducted from the security deposit fee. If the cost of the damage exceeds the security deposit collected, then the Town of Rocky Mount will bill the Renter for the excess, with payment required within ten days.
23. In the event that the Renter and/or the guests are unable to adhere to the terms of rental, the Renter can be charged additional rental fees and/or asked to vacate the premises by the Center staff and/or the Town of Rocky Mount Police Department. By signing the Rental Agreement, the applicant acknowledges that he/she is responsible for ensuring that all guest adhere to the to the terms of rental.



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BEFORE THE RENTAL

- Please tour the facility prior to your event during the Center's normal business hours of 12:00 p.m. to 6:00 p.m., Wednesday through Friday. Our host/hostess will show give you a grand tour! They will help with the location of chairs, tables, restroom facilities, use of the light & fan controls, and available cleaning supplies.
- Due to the age and openness of the Center, it is difficult to heat and cool. The air/heat thermostat is locked and can only be adjusted by Center staff.
- FREE WIFI! If you need Wi-Fi access during your rental, please request the password code from the host/hostess prior to your scheduled event. The password is not published.
- The Center has an alarm and camera security system inside the facility. Please check with the Center staff prior to your rental to determine if security code information will be needed.
- If your event begins or ends outside of the Center's normal business hours, you will need to pick up the key one day prior to your rental date. Deposit & Rental fees must be paid in full to obtain a key for your event.
- At the beginning of your rental period, please inspect the Center. If you notice any damage, vandalism, equipment malfunctions, or leaks, or any potential issues, please notify the Center staff at 540-489-0948. In case of an emergency call 911.

AFTER THE RENTAL

- Bag and remove **ALL** trash from the Center, both interior & exterior. Trash receptacle is located outside the Center in the small parking area at the end of the handicap ramp.
- Wipe off and clean all chairs & tables. Please stack chairs & tables, as found, on dollies. Place in the designated storage location.
- Remove all decorations and attachment devices, including balloons, strings, tape, etc., and any other items used during the event.
- Inspect restrooms to make sure restrooms are clean and the toilets/faucets are turned off.
- Inspect the kitchen to make sure all appliances are off, all items have been removed from the refrigerator and the refrigerator is closed, faucet is off, surfaces & floor are clean.
- Inspect the Main Hall floors - sweep, dust mop, or wet mop appropriately.
- If you used the Board Room, make sure the Board Room doors are secured.
- Turn off or down all lights and fans. Arm the security system only if you have been instructed to do so by the Center staff.
- Lock the exterior doors. Check both sets of front exterior doors to make sure they are secure. Sometimes, guests may leave the door ajar without the renter knowing.
- Please inspect the exterior grounds for clean up of litter or trash.
- Don't forget to return the key! You may return the key in person the following day, or you may return the key in the night depository located on the back of the Rocky Mount Municipal Building at 345 Donald Ave. Please check out with a host/hostess for deposit refund.

**Thank You for choosing the Town of Rocky Mount Community and Hospitality Center
for your special event! *Our 100-year old "Depot" is a community treasure!***