



**Ralph and Josephine Olmann Community Center Usage Agreement**

**Community Center Room: Capacity 49-64**

\*8 eight foot rectangle tables are available with seating for 64 \*default set up

\*7 five foot circle tables are available with seating for 49-56 \*extra set up not provided

**Chamber of Commerce Room: Capacity 8-12** \*Set up with Board room style table.

**Lessee Contact Information:**

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Single Event Date: \_\_\_\_\_

Event Start & End Times: \_\_\_\_\_ Proposed Arrival & Departure Times: \_\_\_\_\_

Recurring Event Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Describe the Event, occasion or activity (If this is an educational workshop or event, list the event title).

\_\_\_\_\_  
\_\_\_\_\_

*Please allow 5 – 7 days for the review of this request. Upon review, you will be notified if your event is approved. Deposit and event fee is collected with the submission of this agreement.*

*If your event is not approved, you will be refunded. When you hold an event, the deposit is refunded after successful site inspection.*

**Fee Detail: \*\*Circle your category**

**Category 1: Educational Activity for the Public** Examples: Flu Shot Clinic, Educational Class giving by the Health Department

Fee: **no charge**

**Category 2: Non-Profit Usage / Community Events** Examples: Chamber of Commerce Meeting, Girl Scout Troop meeting

Fee: **no charge**

**Category 3: Instructor led Class** Examples: Chair Yoga, Writing Class

Fee: **50% of class fees collected, not to exceed \$75**

**Category 4: Private Event** Examples: Baby Shower, Birthday Party

Fee: **\$100 with an additional Damage deposit of \$75 Per 2 hours**

**Office Use Only:**

Event Category \_\_\_\_\_ Event Approved / Denied \_\_\_\_\_ Reviewed By \_\_\_\_\_

Placed on Calendar \_\_\_\_\_ Call Applicant \_\_\_\_\_ Deposit Received \_\_\_\_\_

**Rules and Restrictions**

1. Rental pertains to the RJO Community Center.
2. The Center has a No Smoking and No Alcohol Policy. Lessee will not permit smoking or drinking inside the Center.
3. No cooking is permitted in the Center. All food preparation must take place off-premises. Use of kitchen appliances is limited to warming food items. Lessee will obtain all permits, licenses, etc., necessary and/or required for the rental activity.
4. Rental time begins as mutually agreed between the lessee and the City of Staunton.
5. You can pick up the code for the Center, the Friday (or day) before your event. (8:00 a.m. – 4:30 p.m.)
6. This Agreement and the privileges granted herein, or any part thereof, cannot be assigned or otherwise conveyed by Lessee without the written consent of the City of Staunton.
7. The City of Staunton reserves the right to enter the Center and inspect the facilities and activities at any time. This right is reserved for City of Staunton officials or representatives thereof.
8. The use of nails, tacks, tape, staples, screws, glitter, glue or confetti, is prohibited. Painter’s removable tape and “Stik-tak” type product are allowed.
9. No DJs or live bands are permitted outside of the Center without permission of the City of Staunton.
10. Lessee agrees to perform the following clean-up, immediately after the event\* (see below), secure the Center, turning off all lights and locking all doors. The City of Staunton is not responsible for items lost or remaining after the event concludes.
11. Lessee agrees to reimburse the City of Staunton for any damage caused by the Lessee or lessee’s guests, to Center facilities, equipment, or personal property during the rental period. Lessee agrees to pay the City’s attorney fees incurred in the enforcement of this Agreement.
12. Unauthorized, non-emergency tampering with the automated external defibrillator (AED) and all associated equipment is strictly prohibited. Lessee agrees to reimburse the City of Staunton for any damage caused by the Lessee or lessee’s guests to the AED machine, pads, case and supplies.
13. This signed Agreement, plus deposit, must be received in the Office of the City Clerk to hold the date. The rental fee is refundable only if cancelled within ten (10) days of the scheduled event.
14. Lessee individually and on behalf of any guests or other Users acknowledges receipt and understanding of the City’s Wi-Fi Policy and Disclaimer and agrees to be bound by its terms, which policy is incorporated by reference as if set forth fully in this Rental Agreement and made a part hereof.
15. Lessee agrees to indemnify and hold harmless the City of Staunton, its officers, employees and agents, from any and all losses, claims, damages, liabilities, expenses, attorney fees and costs, and obligations arising out of and related to injury to or death of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Center facilities by me, the Lessee and/or Lessee’s guests.

**\*Event clean up:                      Leave the space as you found it.**

- Remove all trash and replace liner(s).
- Place trash in the outside dumpster.
- Wipe off all tables and used surfaces
- Vacuum the space as needed to include under the tables and chairs.
- Replace chairs neatly as they were when you started.

*\*Vacuum, trash liners and cleaning spray are located in the Supply Hallway.*

**Total Building capacity should not exceed 75 individuals.**

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Official

\_\_\_\_\_  
Date