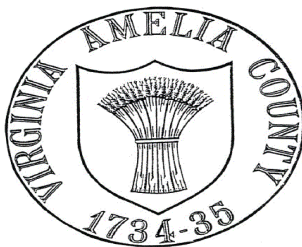


Post Office Box A, Amelia, VA 23002

COUNTY OF AMELIA

Tables: _____

Telephone: (804) 561-4100



Chairs: _____

Facsimile: (804) 561-1813

Set/Pickup Start Time: _____

OFFICE OF COUNTY ADMINSTRATOR

ACTIVITIES MUST BE OVER BY 10PM

No. of People: _____

CLEANED UP AND OUT BY 11PM

Start Time: _____

COUNTY CURFEW: 11PM

APPLICATION FOR USE OF AMELIA COUNTY PROPERTY

PRIVATE PARTY ORGANIZATION _____ OTHER _____

DATE(S): _____ (ONLY 5 HOURS TOTAL USE): TIME OF USE: _____

TO BE RESERVED: STAGE GYM TABLES CHAIRS CLASSROOM 1OR2 KITCHEN FIELD _____

OTHER: _____

INTERIOR ___ EXTERIOR ___ RESTROOMS ONLY ___

EVENT TO BE STAGED: _____

(1 hour for set-up, 3 hours for event, 1 hour for clean-up)

NAME OF EVENT CONTACT & RECIPIENT: _____

ADDRESS: _____

TELEPHONE HOME: _____ CELLULAR: _____

INSURANCE: Yes ___ No ___ BUILDING USE FEE CHARGED: Yes ___ No ___ PERMITS REQUIRED: Yes ___ No ___

I (We) have read the Building and Property use Polices, approved by the Board of Supervisors of Amelia County, and fully understand their content. I (we) agree to abide by the polices and agree to all requirements and stipulations contained therein.

NO ALCOHOL OR ILLEGAL DRUGS OR PETS ALLOWED.. You must have approval for any outside vendors or equipment.

Usage of Building Fee: \$100.00
(5 hours = 1 hour decorate, 3 hours for the party, 1 hour to cleanup)
Make checks payable to:
Amelia County Treasurer (ACT)

Receipt No. _____
 Check No. _____ Cash: _____

Kitchen	Yes ___	No ___
Classroom #1	Yes ___	No ___
Classroom #2	Yes ___	No ___
Microphone	Yes ___	No ___
PA/Boise	Yes ___	No ___
Lectern	Yes ___	No ___
TV/ VCR or DVD	Yes ___	No ___
Projector	Yes ___	No ___
OTHER:	_____	
Misc.:	_____	

Date: _____

Signature of Applicant: _____

Print Name: _____

NOTES: _____

- Single Event Description of Event: _____
- Recurring use of specific rooms/areas for regularly scheduled program
- Co-use of most/all facilities (with terms determined)

(MUST BE APPROVED BY ACP&R DIRECTOR)

APPROVED DATE: _____

SIGNATURE: _____

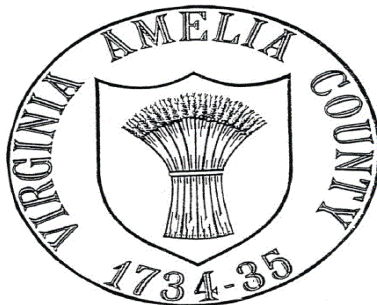
Witness: _____



COUNTY OF AMELIA

16330 Dunn Street
Post Office Box A, Amelia, VA 23002
Telephone: (804) 561-4100
Afterhours: (804) 314-9073
Facsimile: (804) 561-1813

ACTIVITIES MUST BE OVER BY 10PM
CLEANED UP AND OUT BY 11PM
COUNTY CURFEW: 11PM



Amelia
Parks and
Recreation

You are responsible for cleaning up after your event.

The rental fee is \$_____. Payment of the rental fee in full shall be made at the time this Agreement is signed by both parties. (NOTE: Event must be approved by the Director) The Agreement may be cancelled at no cost up to 48 hours prior to the rental period. **NO REFUND** will be given on any cancellation less than 48 hours prior to the time of the event. During the rental period, (name of individual/organization/group/sponsor) shall have exclusive right to use the building/premises.

GYM

- A. Sweep and Mop your areas used
- B. Chairs and tables must be returned to the correct location you got them
- C. Bleachers pushed back against the wall
- D. Trash should be put in all provided large rolling trash cans.
Do not put outside the building, roll the cans to the end of the bleacher closet to the back door.

KITCHEN

- A. All items used must be returned to it's right location
- B. Wash all dishes and put away
- C. Sweep and mop the area
- D. Any spills in refrigerator please wipe up.
- E. Trash should be put in all provided large rolling trash cans.
Do not put outside the building, roll the cans to the end of the bleacher closet to the back door.

CLASSROOMS

- A. Sweep and Mop your areas used
- B. Chairs and tables must be returned to the correct location you got them
- C. Remove any decorations and/or wall hangings from the wall
- D. Trash should be put in all provided large rolling trash cans.
Do not put outside the building, roll the cans to the end of the bleacher closet to the back door.

STAGE

- A. Sweep and Mop your areas used
- B. Chairs and tables must be returned to the correct location you got them
- C. Remove any decorations and/or wall hangings from the wall
- D. Trash should be put in all provided large rolling trash cans.
Do not put outside the building, roll the cans to the end of the bleacher closet to the back door.

FIELD

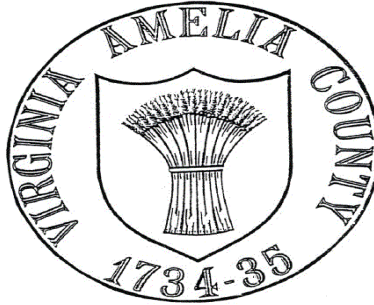
- A. Litter removal is required before leaving your event and any trash should be put in all provided large onsite trash cans
- B. Chairs and tables must be returned to the correct location you got them
- C. Remove any decorations
- D. Lock any buildings you were using prior to leaving.
- E. Return any field equipment back to its rightful place.



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Use of Facilities Guidelines

1. **No** use of alcohol any other beverage products that may be contrary to the state code allowed.
2. **No** illegal drugs are allowed
3. **No** pets are allowed (only certified service or support animals)
4. **No** outside vendors are allowed unless approved by Director
5. **No** outside sound equipment allowed unless voltage is approved by Director
6. **No** tobacco, or any other products that may be contrary to the state code allowed inside the building.
7. **No** flammable or dangerous objects used in any of our facilities.
8. **No** weapons of any kind are permitted on County property.
9. **No** fighting, No horseplay that can lead to fighting
10. **No** abusive language
11. **No** loud or vulgar music is allowed outside of the building.
12. **NOONE** is allowed in the office without permission.
13. Equipment (PA Boise, lights, Lectern) must be signed out before you are allowed to use it.
14. Non marking shoes in the gym area
15. Return all equipment, chairs, tables, etc. back to its original location.
16. All trash must be placed in either recycle binds (bottles, cans, plastic) or trash cans.

Please note if using equipment, chairs or tables and they are damaged you will be assessed the replacement charge of \$25.00 per damaged item. We also reserve the right to contact local authority whenever it is deemed necessary. Please note you are responsible for everyone's actions and behavior during your event.

There also may be fees assessed at the discretion of the *COUNTY OF AMELIA, Amelia Parks & Recreation* for long term use and to cover depreciation of the building. Such fee schedule will be evaluated every few months to ensure proper maintenance and condition of the building is maintained. *COUNTY OF AMELIA, Amelia Parks & Recreation* has the right to deny, limit, and terminate any application.

Termination by lessee party must be in writing at least 10 days prior to any event in order to get a refund. Our signature below signifies we agree to such terms and will comply with any and all policies and regulations in the use of your property.

SIGNATURE

DATE

PRINT NAME

WITNESS

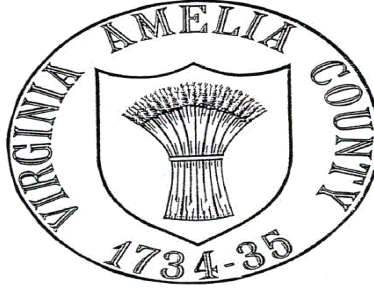
DATE

PRINT NAME



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The organization/applicant and/or individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against the COUNTY OF AMELIA, Amelia Parks & Recreation or it's staff as a result of the use of any facilities, equipment, or products pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless COUNTY OF AMELIA, Amelia Parks & Recreation and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of the property or equipment by the applicant, its members, guest, employees, and agents pursuant to this application.

Applicant shall indemnify and hold harmless COUNTY OF AMELIA, Amelia Parks & Recreation or it's staff, its officials, employees and volunteers, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the use of the building/premises/equipment sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property caused by the tortuous act or negligent act or omission of (name of individual/organization/group/sponsor), its employees, agents, volunteers or subcontractors. Further, the user/group may have to provide a certificate of liability insurance in favor of COUNTY OF AMELIA, Amelia Parks & Recreation in the amount of at least \$1,000,000 depending on the type of event or program being held—please check with the Director.

TERMS AND CONDITIONS: (Name of individual/organization/group/sponsor) will be financially responsible for any and all damages to the building/contents/premises that results from its use of the facility, including property damage, structural damage, and personal injury by (name of individual/organization/group/sponsor), its employees, agents, volunteers, guests or subcontractors which occur in the course of use of the building/premises during the rental period. This is a **SMOKE FREE BUILDING/PREMISES**. Smoking within the building is strictly prohibited.

The undersigned have carefully read, understand and agree to the terms of this Agreement, and further agrees that no oral representations, statements or inducements have been made.

SIGNATURE DATE

PRINT NAME

WITNESS DATE

PRINT NAME

