

BENT MOUNTAIN CENTER

Rental Agreement

Date

Name of Organization or Person

Date & Time Requested

Type of Event

Room(s) Requested

Number Attending Event

Address:

City:

Zip:

Phone:

Email:

\$

Room Rate (see below)

\$50
Deposit/Security -->

\$

Rental Amount Total ----->

office use only

<input type="text"/>	\$ <input type="text"/>
Date Rcv	Amount
<input type="text"/>	\$ <input type="text"/>
Date Rcv	Amount
<input type="text"/>	\$ <input type="text"/>
Date&Check	Fee Returned

Kitchen Needed?

Special Request

Set up and take down is included in rental time.
Security Deposit \$50. (if no damage, goes toward rental)

Kitchen - Commercial Grade (4hrs. - \$50) (8hrs. - \$100)

Caterer available on request.

Classroom - (Hourly-\$30; 2hr minimum) (4hrs- \$100) (8hrs.-\$200)...

Gym - Hour (\$35;2hr min) Half Day(up to 4 hours) \$125 Full Day(up to 8 hours) \$250
(Includes foyer and bathrooms only).

Special request or rental of other Rooms will be determined by the Board. Long term rentals available. Contact us for more information.

Deposit is required with application. Make check payable to Bent Mountain Center. Application can be emailed with check mailed to: Bent Mountain Center, P.O. Box 22, Bent Mountain, VA. 24059
Reservations are not guaranteed until the application and payment are received. Person requesting to rent property must be *approved* by the Board before agreement is final. Final payment must be received prior to event.

Cancellation Policy - If the event is canceled more than 14 days in advance - full refund.
Less than 14 days - half refund. No refund if cancellation is made less than 7 days prior to event.

Using the facility earlier/later than stated will result in additional charges. Set Up & Take down, and clean-up provided for additional fee. Otherwise, renter is responsible for all SU, TD, and cleaning.

Certificate of insurance may be required and must be on record at the time of rental (check with your home insurance agency)

BENT MOUNTAIN CENTER USAGE POLICY

The Bent Mountain Center ("Center") is leased from Roanoke County and is financially maintained by revenue generated through facility, user fees, and Roanoke County. The Center is responsible for scheduling the use of the facility.

For your safety please have someone at the front door, until all guest arrive. Then lock door.

Violation of these requirements will result in forfeiture of your security deposit. The type of group using the facility determines user fees. The Center reserves the right to refuse rental of the facility.

All Groups must agree to adhere to established fire and safety regulations. Fire exits are clearly marked. Please make sure that all participants are aware of evacuation procedures that are posted in the facility. Tampering with fire systems, fire alarms, or firefighting equipment is prohibited. Thermostats are preset.

Users shall observe, obey and comply with all applicable County, State and Federal Laws, The Center reserves the right to ask any persons or group to leave the Center property if they are deemed to be conducting themselves in a disorderly or inappropriate manner. User groups assume financial responsibility for damage and vandalism to the Center, grounds, and/or equipment for the duration of the contract, whether caused by the renter/user or any member of the rental party.

The Center and Roanoke County are not liable for accidents, injuries or loss of individual property in connection with use of Center facilities. Proof of Insurance may be required.

Facility use requirement:

Renting for children's event:

1. Person renting the facility must be at least 21 years old and must sign the rental agreement
2. Person renting the facility for children's event must have at least one (1) adult for every five (5) children. Event participants must stay in rented space at all times. Children must be supervised at all times. Children are not allowed to play on the stage or stage steps.
3. No adult will sign agreement with the intention of turning the building over to underage children to have parties or dances or any other function.

Renting to adult:

1. Maximum occupancy posted, excess violators will be evicted.
2. Person renting the facility is responsible for all guests.
3. The noise ordinance for Roanoke County is 11P.M. all activities have to be completed by then.

PROHIBITED:

1. Illegal drugs and firearms, Smoking (except in designated areas). *No smoking in church lot.*
2. Rice, birdseed and confetti thrown in or outside of building.
3. Tacks, nails, glue, or tape on walls, Use removable mounting putty
4. No Bubble or smoke machines allowed
5. No *outdoor parties or social gatherings* (unless pre-approved). *Stay in rented area.*
6. No propane grills within 6' of building and only with prior permission. No children in grilling area.
7. No Fireworks of any kind
8. Terms of Lease Prohibits use of Alcoholic Beverages including Vehicles, Parking Areas & church lot.
9. Center's users are restricted from bringing pets or other animals (excluding service animals).
10. Center has the right to ask your group to turn your music down if a complaint is made by neighbors.
11. Doors, hallway, and driveways may not be blocked

The Center reserves the right to determine if security personnel are needed. The estimate shall be based on the size of the crowd and nature of event. Cost of service will be the responsibility of the sponsoring organization.

Opening and Closing:

- 1. Rental agent will open the building and remain in the building if needed,
- 2. Rental agent is responsible for closing the building following checkout procedures.
- 3. Rental agent will inspect the building following event for any possible damages.
- 4. Center representative may enter the building during the event.

Room Setup

- A. Rental groups are responsible for own table and chair setup (chairs in gym closet, tables in back foyer)
- B. Tables and chairs **are not to be dragged across floors.**

Room Take Down

- A. All tables and chairs are to be taken down and placed in designated storage area.
- B. Decorations must be removed at end of event.
- C. If renter takes responsibility for cleanup, & cleanup is acceptable, the deposit will go toward rental fee.

Cleanup supplies provided by the Center.

Rental groups required to clean room(s) after use.

Wipe down table tops, counter tops, chairs and appliances.

Clean the floors. (which may include sweeping, dust mop, or wet mopping when necessary)

Depositing all trash in outside trash cans by kitchen door & inserting new bags into trash cans(including bathrooms)

If all trash is not removed there is an extra \$25 charge per bag.

Bathroom (sinks and commodes must also be cleaned).

If caterer is responsible for cleanup of rented area, renter is to get a \$100 deposit from caterer.

Deposit will be refunded if cleanup is acceptable.

If renter is found in violation of the above responsibilities, the Center reserves the right to ask renter to vacate the premises. If any damages are incurred, renter will forfeit their deposit and be held responsible for any damages over and above the deposit amount

Waiver and Indemnification:

By execution of this Rental Agreement, the Renter agrees to hold Bent Mtn Center harmless from any claims arising from the rental of the designated portion of the facility. Renter agrees that Renter hereby waives any claims Renter may have or that may arise from the rental of the facility or the event for which the facility was rented. Renter further agrees that Renter will assume all liability for the rental of the facility and the event against any guest or third party related to or resulting there from and indemnify Bent Mtn Center against any such claims that may arise. This indemnification specifically includes damage to real or personal property, or injury to a person.

In signing this agreement. Renter understands and agrees to follow all conditions set forth in this document.

Signature of Renter _____ Date: _____

Signature of Rental Agent _____ Date: _____

Special Conditions _____

**BMC Address: PO Box 22, Bent Mountain, VA 24059
Phone#: 540-929-4172**

Email: bentmtncr@gmail.com

Post Event Checklist---Office Use Only

1. Name of person responsible for rental.

Organization

2. Clean-up deposit received? Yes _____ No _____ Amount \$ _____

Form of payment _____ Staff Initials _____

Clean-up deposit returned? Yes _____ No _____ if no, why not?

3. Room checks are to be made at the completion of the rental before the rental representative departs:

- a) Table tops clean
- b) Floors clean
- c) Trash removed to dumpster
- d) Counter tops clean
- e) Stove tops clean
- f) Ovens and Microwaves clean
- g) Refrigerators clean
- h) Sinks clean and borrowed utensils, pots, pans, etc. put away
- i) Tables and chairs put away properly and room put back to original setup

4. In the event of any discrepancy concerning the clean-up, please have the renter write his/her comments below:

Initials(Renter) _____

Date: _____

Initials(BMC) _____

Date: _____