



FREESHADE COMMUNITY CENTER Building and Grounds Policy

This policy is established for the efficient operation and maintenance of the Freeshade Community Center. The building consists of a large meeting room, small kitchen area, stage, and two bathrooms. The building is owned and operated by the Board of Supervisors of Middlesex County. The Board hereby establishes the following rules and regulations governing the use of the Freeshade Community Center:

1. **Occupancy for the building** is limited to 269.
2. **Folding chairs and folding tables.** 108 folding chairs and eight (8) 6' fiberglass folding tables and five (5) 8' heavy folding tables are available for use by the leaser. All tables and chairs are to be returned to their storage area.
3. **Temperature control.** Thermostats are to be returned to their "unoccupied" settings at the end of the event.
4. **Smoking materials, and the use of vapor producing devices are prohibited within the entire building.** Smoking materials are allowed on the grounds; however, no evidence of their use is to be left behind.
5. **The County to provide all building maintenance services.** When the need arises for any maintenance items, such as touch-up painting, plumbing, electrical or HVAC repairs, or other such items not listed, the County Administrator's Office shall be notified.
6. **No items shall be taped, pinned or otherwise placed upon any wall within the building.**
7. **The Community Center is available for use by private citizens, political, community organizations, and other groups, for meetings or other gatherings. Businesses may submit applications for use of the facility, however, it is not intended for the facility to be substituted as the primary place of business for the business.** The representative for the group will be responsible for completing and forwarding the "Application for Use of Facility" and any associated fees to the Middlesex County Administrator's Office at least 30 days prior to the date of use.
8. **Any permitting and license requirements by Middlesex County, the Middlesex County Sheriff's Department, Virginia Department of Transportation, Virginia Department of Health and the Virginia Department of Alcohol Beverage Control, are the responsibility of the leaser.** It is the responsibility of the leaser to independently determine these requirements, gain approval, and provide proof of license approval during the application process. The use and/or possession of alcohol handled/served must adhere to all ABC requirements.
9. **Users are required to provide proof of insurance.** Applicant, organization, club or individual renting for anything other than a business meeting must furnish a Certificate of Liability Insurance in the amount of \$100,000/\$300,000 with "Middlesex County" named as "additional insured". Applicants will not be allowed to use the facility until a Certificate of Insurance has been issued with a copy sent to Middlesex County.
10. **Requests for use of the Freeshade Community Center are to be made through the County Administrator's Office.** Keys to the Meeting Room are available at the County

Administrator's Office and will not be released until all requirements are satisfied. A responsible party for the organization shall sign for the key.

- 11. No pets are allowed in the building, with the exception of and proof of a medically approved service animal.**
- 12. Parking.** Parking shall be limited to designated areas and along the entrance road to the facility.
- 13. Cleaning.** The building shall be left in the same condition as leased. It is the responsibility of the leaser to ensure all floors are swept or dry-mopped, bathroom and kitchen cleaned and floors wet-mopped, trash removed and building secured at the end of the event. Cleaning materials and equipment will be provided. Additional fees will be assessed to the renting party if the County has to clean following an event.
- 14. Damages.** The building shall be left in the same condition as leased. Any damage to the facility or building systems not functioning properly must be reported to the County Administrator's Office as soon as possible or by the first business day after the event.
- 15. Time of use.** All meetings, entertainment, dances, etc., must cease by 11:00 P.M.
- 16. Right to Refuse Use.** The County Administrator, with concurrence of the Board of Supervisors, shall retain the right of refusal of use of the facility to any person or group that they deem objectionable, or in any way jeopardize the health, safety, and welfare of the citizens of Middlesex County.

Rental Fees

1. For uses requiring a rental fee, a minimum of \$50.00 is required to reserve the building. The deposit is credited towards the rent of the building and is refunded only if the rental is cancelled at least 30 days prior to use of the facility.
2. The rental fee, less the deposit, must be paid prior to or when the renting party picks up the key to the building. If a personal check is used as payment and the check is returned by the bank for any reason, the renter agrees to pay an additional fee of \$35.00.
3. Rental rates will be dependent upon the event that the facility is used for and the amount of time the building is needed. **Uses that create need for additional maintenance by the County may be charged a higher rate for use of the facility. Businesses wishing to reserve the facility for multiple dates may receive a discounted rate depending on the amount of use. See criteria below.**

Rental Times and Rates:

- Day Rental - for a 24-hour period, beginning at 12:01 am and ending at 12:00 p.m. (midnight) (all activities must cease by 11:00 p.m.) - **\$300.00**
- 1/2 Day Rental - for any 6-hour period, morning, afternoon or evening - **\$200.00**
- Business Meetings Only - no charge; no insurance required; all other rules apply.
- For Businesses using the facility for multiple days the following shall apply:
 - The application submitted must include dates for the requested event(s);

- All dates must be within the same calendar year. The same event scheduled after December 31 constitutes a new application;
- Rentals for consecutive day events shall be charged the ½ day rental fees;
- A one-time deposit of \$50 will be paid with the application;
- Fees shall be paid prior to the date reserved;
- All other rules for use of facility apply;
- Discounts shall be applied as follows:

	Full Day Rental (24-hour period)	½ Day Rental (6-hour period)
1 st Day	\$300 (includes deposit)	\$200 (includes deposit)
2 nd Day (-25%)	\$225	\$150
3 rd Day (-50%)	\$150	\$100
4 th Day + additional (-75%)	\$ 75	\$50