



TOWN OF ORANGE
PUBLIC WORKS COMMUNITY ROOM
Facility Usage Request Form

Organization _____

Name/Contact Person _____

Person Responsible for Supervision of the event _____

Email Address: _____

Address _____

City _____ State _____ Zip _____

Phone (work) _____ (home) _____

Date(s) of Use _____

(Facility is not available for use on Mondays)

Begin Time _____ End Time _____ (no later than 11PM)

(This must include setup time)

(This must include cleanup time)

Purpose/Event: _____

Estimated # of Attendees: _____

(Parking limited to 25 vehicles – you **MUST** park in designated spaces, parking outside of designated spaces you will be towed)

Food or Beverage to be consumed?: Yes No Wine/Beer to be consumed? Yes No

Custodial assistance needed? Yes No (There will be additional charges for this)

Will you require removal of the council tables and equipment? Yes No (\$200.00)

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OFFICE USE ONLY

Approved Disapproved

Payment Information

Room Fee \$ _____ Check # _____

Deposit \$ _____ Check # _____

Town Council Tables Removal Fee \$ _____

Authorizing Signature

**TOWN OF ORANGE PUBLIC WORKS MEETING ROOM
235 WARREN STREET, ORANGE, VIRGINIA 22960**

FEE SCHEDULE

GROUP/EVENT	TERMS AND CONDITIONS	ROOM FEE
LOCAL CIVIC AND NON-PROFIT AND ACTIVITY GROUPS, AND IN-TOWN BUSINESSES	Request form and guidelines must be completed. No food or beverage being served	\$15 per event
	Food or beverage being served	\$50 per event
GOVERNMENTAL USE	Request form and guidelines must be completed.	No fee.
PRIVATE USE (TOWN RESIDENTS ONLY)	Request form and guidelines must be completed. Monday – Thursday	\$50 fee and \$250 Deposit*
PRIVATE USE (TOWN RESIDENTS ONLY)	Request form and guidelines must be completed Friday/Saturday/Sunday/Holidays	\$100 fee and \$250 Deposit*

IT IS HIGHLY PREFERRED AND RECOMMENDED THAT THE TOWN COUNCIL TABLES NOT BE MOVED. HOWEVER, SHOULD AN EVENT NECESSITATE SUCH A MOVE, PERMISSION MUST BE GRANTED AND THE COUNCIL TABLES SHALL ONLY BE MOVED BY TOWN STAFF, AND A \$200.00 FEE SHALL APPLY.

Please Initial

***THE \$250 DEPOSIT IS REFUNDABLE, SUBJECT TO ANY CLEANING FEES, LABOR COSTS OR DAMAGES INCURRED DURING USE.**

(Please note: official Town of Orange activities are not covered by these regulations.)

GUIDELINES FOR FACILITY USE

1. The Town of Orange is not liable for injuries or loss of property or damage to the property.
2. Failure to comply with the Community Room Use Policy and Guidelines will result in withdrawal of meeting room use privileges and forfeiture of all deposits and fees.
3. Payment, if any, must be made at the time of the reservation of the meeting room. Failure to make such payment may result in the facility being re-scheduled for another event, and the agreement to be rendered null and void.
4. The Town of Orange may terminate the use of the building and cancel any function without prior notice in case of emergency or building malfunction.
5. The Town has priority use of the facility.
6. The Town of Orange Police, the Orange County Sheriff's Office and the Virginia State Police are permitted to enter the premises at any time during your use of the facilities.
7. The Public Works Director and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the guidelines.

8. To promote the accessibility of the community room to a wide variety of community groups, the Town may limit meetings for any particular organization.
9. There shall be no interference with the regular operations of the Public Works Department.
10. The Public Works Department will not provide copying, supplies, equipment or storage for any group.
11. Reservations for meeting room space are on a first-come, first-serve basis.
12. Reservations are made individually, and in person, at the Public Works Department no more than 90 days prior to event. A community room application form needs to be completed and submitted, along with the appropriate fees, at the time the reservation is made. The application form is to be signed by the person responsible for the use of the room, and must be 21 years of age.
13. Notify the Public Works Department if an event must be canceled as early as possible, and no less than 24 hours prior to the event.
14. No group may consider the room its permanent meeting place or use the room as its mailing address.
15. Community room maximum capacity is 100 people.
16. Set up/clean up for your event may only be done on the day of your reservation.
17. A maximum of 25 vehicles are permitted in the parking lot and **MUST** use designated spaces. Additional vehicles may be subject to towing at the vehicle owner's expense.
18. You must enter and exit through the main double doors in the front. A lockbox combination will be provided to you for access to the community room.
19. The applicant is responsible for discipline and care of the room. The applicant will be held responsible for any damage and the condition of the room after its use; e.g., chairs stacked, kitchen cleaned, etc. Failure to do so may result in denial of future use of the room and **additional cleanup/labor charges**. **Please Initial**
20. The renter is responsible for returning the facility and its furnishings to its prior state. Tables must be folded and returned to storage rack and chairs should be stacked (no higher than 5) and be placed in the corner of the right of the Council area. **Please Initial**
21. Tables, chairs or any other furnishings are not to be removed from the community room, and cannot be used outdoors, or moved to any other part of the building. **No outside tables or chairs are permitted.**
22. Refreshments may be served, provided proper care is given to clean-up after the meeting. Meals may be served, but must be cooked off site.
23. If alcohol is to be served, only wine and beer allowed; no hard liquor. The sale of alcohol is prohibited.
24. Please do not place balloons, signs, etc. on the street signs. It is against state law to attach any items to sign posts or utility poles.

25. Brooms and cleaning supplies can be found in the utility closet near the restrooms, utilized and returned. Room and floor must be totally cleaned this includes moping of floors, USE WATER ONLY (NO CLEANING SOLUTION OF FLOORS) DAMP MOP

_____ **Please Initial**

26. Trash must be removed from all cans; this includes trash from the bathrooms and taken with you after your event.

I have read and understand the guidelines for use of the Town of Orange Community

Room:

IN RETURN FOR THE USE OF THE TOWN'S COMMUNITY ROOM BY THE PERSONS OR ENTITY DESIGNATED, THOSE RENTING THE FACILITY DO HEREBY COMMIT TO HOLD HARMLESS THE TOWN OF ORANGE FOR ANY AND ALL DAMAGES OR INJURIES INCURRED IN SUCH RENTAL AND DO FURTHER COMMIT TO INDEMNIFY THE TOWN FOR ANY LEGAL DEFENSE OR DAMAGES IT PAYS ON ACCOUNT OF SUCH CLAIMS, EXCEPTING ONLY THOSE CLAIMS, DAMAGES OR INJURIES FOR WHICH THE TOWN'S NEGLIGENCE IS FOUND TO BE THE SOLE CAUSE.

_____ **Please Initial**

Organization Name: _____

Print Name: _____ Date: _____

Signature: _____



**Town of Orange
Public Works Department**

235 Warren Street, Orange, Virginia 22960
 Phone: (540) 672-4791 Fax: (540) 672-9250
k.strawser@townoforangeva.org

**TOWN OF ORANGE
PUBLIC WORKS COMMUNITY ROOM
AGREEMENT**

By signing below I certify/promise the following:

- 1. I am a town resident.**
- 2. I take full responsibility for the community room and its contents.**
- 3. If I didn't pay to have Town Council tables and equipment removed, then I will not move them, use them, nor sit items upon them.**
- 4. Contents of the room may not be stored in the hallway or block exits due to fire code.**
- 5. You must take your trash away at the end of your event.**
- 6. No signs or balloons can be placed on any street signs or street poles.**
- 7. Floors must be swept and mopped at the end of event. If not done Public Works staff will perform work and you will be billed accordingly.**

Signed: _____

Date: _____

OFFICE USE ONLY

Copy of Driver's License Made