

# **WILLIAMSBURG COMMUNITY ACTION GROUP (WCA) BUILDING RULES & RENTAL INFORMATION**

(Revised/Approved 24 Jan 22)

- For rental requests please contact Ellen Driggers at 325-267-5044. All fees and charges are listed in the lease agreement below.
- Community/civic groups will pay an annual fee of \$50 to hold annual meetings in the building OR will participate in at least 2 Williamsburg Community Action fundraisers in lieu of fee.
- The building may be rented for functions such as reunions, parties, showers, receptions, etc. A contract must be signed and indicate the person(s) responsible for the building and premises. The building will not be left empty/unsecured at any time.
- Drugs and alcoholic beverages are not permitted on the premises. The use of such substances will be reason enough to immediately suspend the activity without benefit of refund of paid fees or deposit.
- Smoking is not allowed in the building. Please do not smoke near the entrance/exit doors of the building and dispose of your cigarette butts in an appropriate container.
- Motorcycles, tricycles, bicycles, scooters, roller skates/blades, skateboards, go-carts, ATVs, or other recreational equipment is not allowed in the building.
- No pets of any kind in building or near the entrances to the building. Certified service animals are the only exception.
- Renter is responsible for seeing that attendees are only in areas necessary to your event and furniture is used for its intended purpose. Parents/leaders are always responsible for children's behavior. Renter is responsible for ensuring attendees observe all the building rules.
- Renter is responsible for trash removal and the building and outside premises are to be restored to their original condition. A checklist of responsibilities will be supplied to you. It is your responsibility to ask for clarification before using the building.
- Members, Officers, and the Board of WCA reserve the right to waive any or all fees, make unannounced visits to any activity for inspection purposes, and amend any building rules as necessary.
- The WCA is not responsible for any accidents and/or injuries while on the premises.
- **PARKING FOR YOUR EVENT MAY NOT BLOCK THE DOORS TO THE FIRE DEPARTMENT OR RESCUE SQUAD. DO NOT BLOCK THE ENTRANCE TO THE SIDE AND BACK AREA OF THE BUILDING.**

