

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.**

WILLIAMSBURG COMMUNITY ACTION GROUP (WCA)
BUILDING LEASE AGREEMENT

(Revised/Approved 24 Jan 22)

I, _____, request the use of the Williamsburg Community
(Print Full Name)
Building on _____, for the purpose of _____.
(Date) (Event Name)

I am requesting the building for: (Check one)
(Please factor in set-up & clean-up time)

_____ Half day (up to 6 hrs/\$50)

_____ Whole day (max 12 hrs/\$100)

From _____ to _____.*

(Building Open) (Building Locked)

*All functions must end (including clean-up) by midnight unless special permission is granted.

_____ I am also requesting the use of the kitchen (Stove, Oven, Warmer/Additional \$25).

My fee for this event is _____ **PLUS** my refundable deposit.

I understand that I am required to pay a deposit that is equal to my rental fee. This deposit is to be paid at the time the contract is signed with the building fee, normally due within 10 days prior to the activity date. The deposit will be refunded to me if the building is cleaned and returned to its proper condition and that the refund of said deposit will be paid back within 10 days after the conclusion of the activity. However, should the building be left dirty, or should damage to the building, contents, or premises occur, I forfeit some/all of this deposit to cover the cost of cleaning, replacement and/or repair to said property. If damages exceed the deposit amount, I may be billed for additional repair/replacement costs.

I have read the rules listed above and agree to see that these rules are followed during my scheduled activity.

_____ I agree to terms of this contract.

Signature of Renter: _____ Phone # _____

Signature of WCA Representative: _____

Date: _____

WILLIAMSBURG COMMUNITY ACTION GROUP (WCA) BUILDING CHECKLIST

(Revised/Approved 24 Jan 22)

Please physically check each item/area then initial or check next to each item.

Sign and date the bottom then leave on the counter before you lock up.

PERSON SIGNING NEEDS TO CHECK THAT ALL TASKS ARE DONE.

___ **Appliances** - Turn off all used. Empty water, if any, from warmer. Empty coffee grounds. Remove all your items from the refrigerator.

___ **Fans** - portable fans, bathroom fans and stove fan, if used. (*Stove fan **MUST** be on if stovetop or ovens are turned on.)

___ **Sinks and Faucets** - Make sure faucets are completely off. **Clean all food from sinks.**

___ **Hot Water Heater** – Turn dial to “Vacation”. **DO NOT turn off.**

___ **Decorations** - Take down all that you put up (tape, string, staples, etc.).

___ **Cleaning** - Counter tops, tables, chairs should be wiped off with cleaning solution.

___ **Floors** - Should be swept completely. **MOP all spills, both kitchen and dining area.**

___ **Tables and Chairs** – Wipe off before putting away. You’ll be instructed as to whether to fold and stack or to leave standing.

___ **Bathrooms** - Flush toilets, wipe off sinks, sweep, empty trash, if necessary.

___ **Trash** - Dumpster is located near the rear of the building. Please clean floor if bags leaked on way to dumpster. Clean your litter from the parking area.

___ **Heat** - Turn heat back to 60 (check both thermostats)

___ **A.C.** - Return to **OFF**

___ **Personal items** - Take all items (hats, coats, umbrellas, etc.) with you.

___ **Lights** - Turn lights off in all areas.

___ **Lock Up** – Check all doors (Kitchen/Rear/Front) and window if opened. Turn the lock on the front doorknob, and pull door closed when leaving.

___ Yes, I checked to see that all items were completed pertaining to my building usage.

Signature: _____

Date: _____

***If there is a problem during your event that you cannot take care of, call
Ellen Driggers 325-267-5044, Robin Blough 304-520-2196, or Bill Zumpfe 304-992-7087***