

CONTRACT FOR USE OF BELMONT COMMUNITY CENTER

-----Located at 7124 Belmont Road (Route 652) Spotsylvania County-----
540-854-4298

Please return completed signed contract to the address indicated below

Organization or individual wishing to use building: _____

Date of use: _____ Time: _____ Number of Persons: _____ Donation \$ _____

Number of Persons/Donation: please check one grouping fee

1-49/ \$200.00 _____ 50-99/ \$300.00 _____ 100-149/ \$350.00 _____ 150-200/\$400.00 _____
Sec Dep \$100.00 Sec Dep \$100.00 Sec Dep \$200.00 Sec Dep \$200.00

(Ruritan Club and Belmont Club of Woman member donations are reduced by \$100.00) Member? _____
Yes No

Kitchen Annex (<15) up to 4 hours _____ \$50.00 (HOA meetings, etc)

A donation of \$ _____ plus a security deposit (see correct amount above) is required in advance, one check for the donation and one check for the deposit, both made out to **Belmont Operations and Maintenance (O & M)**. **To confirm reservation, the Building Representative must have received donation and security deposit payments. Once the signed contract is received, there is a non-refundable deposit of \$50.00 for cancellations. Security deposit (NO Money Orders) will be returned within 30 days upon satisfactory inspection of the building immediately following its use.** When payment is received the building is considered reserved. In no case will the building be considered reserved until the Building Representative receives the signed contract, donation and deposit.

If additional time is desired for **set-up and/or cleaning**, other than the period of use indicated above, there will be an additional **\$50.00 charge**. However, extra time will be authorized only if the building is available.

The building and grounds must be left in proper order in keeping with the procedure guides for "CLEANING THE BUILDING" and "CLOSING THE BUILDING". These guides accompany this contract. Immediate cleaning is required unless prior arrangements with the Building Representative have been made.

Tables and chairs are provided as are trash can liners, one roll of paper towels and paper products for the restrooms. All other paper goods (plates, cups, napkins, etc.) must be provided by the user.

Tape cannot be used for mounting decorations. There are hooks in the main hall for hanging decorations. **NO MARKS MAY BE LEFT** on floors, walls or wood work.

Vandalism and broken items must be repaired or replaced at the user's expense. The security deposit does not cover damage to the building contents.

Alcoholic beverages may not be sold on the building premises. If alcohol is consumed, the user assumes complete liability for any and all consequences that might result. If each individual supplies his/her own alcohol (B.Y.O.B), liability rests solely with each individual imbiber. No public advertising is permitted and no cover charge may be asked for admittance.

I/we agree to the above stated requirements for use of the Belmont Community Center.

User Signature: _____ Belmont Community Building Rep: _____

Make checks payable to: Belmont O & M

Mail check(s) and signed contract to:

**Kitty Croes
Belmont CC
6701 Morning Dew Drive
Mineral, VA 23117**

*note: two separate checks
1) donation check
2) security deposit check (No Money Order)

Disclaimer: If weather causes snow, frozen pipes or power outage, building may not be able to be used. Should this happen, all donation and security monies shall be returned. Plowing is not permitted due to graveled parking lot. Building has a video monitoring system and anyone using or visiting the building can be monitored without notice.