



BROWNTOWN COMMUNITY CENTER ASSOCIATION (BCCA)

*** Use of BCCA Facilities ***

AGREEMENT BETWEEN:

BCCA and _____ (Name)
_____ (Phone)
_____ (Address)
_____ (Email)
_____ (Date & Purpose)

Please read, sign, and date this Agreement and mail it with your ½ deposit at the time you make the reservation; Balance due 1 week prior to your event. Cancellations within 2 weeks of your event will result in loss of initial deposit.

Mail to: Patsy Pennington, 43 Gooney Alley Road, Browntown, VA 22610

(Key to the Center can be picked up at Patsy's house)

1. Maintaining the BCCA facilities is a community effort. Use of this property is conditional upon leaving the premises clean and in good repair. Please report any condition of disrepair to a member of the BCCA Board, or Patsy Pennington (635-5568) when you first enter the building to avoid being charged for damages.

NOTE: BCCA uses video recording in common areas. In compliance with state and federal law, no audio shall be recorded by cameras or the security system.

2. Rental Fees:

- Any **Browntown** organization, group, or individual using the Center shall pre-pay \$150.00 that will be used as a \$125.00 usage fee and a \$25.00 refundable security deposit.
- Any organization, group, or individual **outside of the Browntown Area** shall pre-pay \$275.00 that will be used as a \$250.00 usage fee and a \$25.00 refundable security deposit.

3. Terms of Use:

- Keep the fire lanes in the parking area and in front of the fire house open at all times
- Keep the front and back door closed at all times when the Heat or AC are on
- Adhere to Fire Department regulations; back door must be unlocked when building is in use
- Windows are sealed shut; **Do Not** try to open the windows
- Call the Emergency list of numbers posted in the Center if any problems occur
- Provide your own food, beverages, paper products (dining), and plastic utensils
- No alcoholic beverages**, pets, ATVs, or dirt bikes are allowed anywhere on the premises
- Private fireworks are not allowed

4. Security Deposit:

- The Agreement holder shall be responsible for leaving the Center and its surrounding property in an orderly and clean condition, no damages to BCCA properties or missing BCCA items.
- After your event, the condition of the Center will be checked for adherence to this Agreement, at which time the security deposit will be returned. Otherwise, the security deposit will not be refunded.

5. Departure:

- Return the completed Checklist to Patsy Pennington with the key

I HEREBY AGREE TO ABIDE BY THE ABOVE CONDITIONS

SIGNED: _____ DATE: _____

BROWNTOWN COMMUNITY CENTER ASSOCIATION (BCCA)

(Key fits front and back door)



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POST- EVENT CHECKLIST

For your use and information, the Community Center telephone number is (540) 635-3736. The phone is located in the kitchen. WIFI is available at the Community Center. The Password is posted on the side of the refrigerator.

BEFORE YOU LEAVE, please complete this Checklist, sign it, and return it with the key to Patsy Pennington.

- ____ Return thermostats (2), kitchen and front room, to 55 degrees in Winter and 80 degrees in Summer, by touching the up and down arrows (instructions are posted at each thermostat)
- ____ Turn off the gas oven if used but **DO NOT turn off the pilot lights**
- ____ Turn off and unplug all appliances used (except the refrigerators, freezer, and microwave)
- ____ Remove your items from the refrigerator and freezer and take them with you
- ____ Close refrigerator and freezer doors tightly
- ____ Wash and put away all dishes, utensils, pans, and coffee pots
- ____ Wash sinks and counters, ensure faucets are turned off completely
- ____ Flush all toilets used and make sure restroom facilities are clean, toilets are not running and sinks are turned off completely
- ____ Re-stack the chairs in the hall or back room on the chair racks
- ____ Take down the tables and lean them against the wall, to the left in the back room or front room, toward the back (Do not block the return air duct)
- ____ Vacuum rugs and sweep the floors (damp mop if needed)
- ____ Remove all trash from premises
- ____ Turn off all inside lights including bathrooms; leave on outside front entrance light, back porch light
- ____ Lock back door and front door when you leave
- ____ Return key to Tom Lacombe or Patsy

SIGNED: _____ DATE: _____

If you have any questions or problems, please contact Patsy Pennington at (540) 635-5568