

TOWN OF ALTAVISTA
Altavista, Virginia 24517

I. TOWN POLICY

NUMBER T-96-1

SUBJECT: BOOKER BUILDING RENTAL POLICY

EFFECTIVE DATE: JANUARY 1996 (REVISED MARCH 2008 & NOVEMBER 2011& JULY 2012, 2015)

POLICY:

- A. GENERAL: The Booker Building is available for rental between the hours of 8:00AM and 10:00PM. in 4 hour blocks (minimum). Rentals are limited to two per day with a minimum of two hours between rentals. Preferred renters are organized groups, such as Civic Clubs, Sororities, Churches, Volunteer Organizations, etc. Such organizations shall be required to formally agree in writing to be responsible for the planned event, the conduct of those present and for any damages resulting there from.

Rental by individuals is possible under the conditions that two (2) persons must agree in writing to be responsible for the planned event, the conduct of those present and for any damages resulting there from. Both individuals must be 21 years old or older.

The Town reserves the right to refuse any rental request at its own discretion.

B. RENTAL PERIODS:

Morning Rentals: 8:00AM –12:00PM: 9:00AM - 1:00PM: 10:00AM – 2:00PM: or 11:00AM - 3:00PM

Afternoon Rentals: 2:00PM -6:00PM: 3:00PM -7:00PM: 4:00PM – 8:00PM: 5:00PM - 9:00PM: 6:00PM – 10:00PM.

These periods can be adjusted, but the **number of rentals in a day is limited to two (2) per day with a minimum of two hours between the two rentals** and the ending time is **10:00PM** for private events.

Times (“Hours”) listed on the “Booker Building Rental Application” are the hours the renter may use the facility. If setup and cleanup time is needed, this time needs to be included during the rental time period. **No private event can continue past 10:00 p.m. unless authorized by the Town Manager or his designee. Should a rental period continue past 10:00 p.m. the renter(s) must hire either an off duty officer from the Town of Altavista or an off duty sheriff deputy from Campbell County to be present throughout the rental period.**

NOTE: Booker Building Rental Applications will not be accepted for the following holidays: Thanksgiving Thursday; the 24th or Friday 25th; Christmas Eve (December 24th); Christmas Day (December 25th); New Year's Eve (December 31st); or New Year's Day (January 1st).

Individuals and/or organizations renting the Booker Building for fund raising events are limited to renting the facility only once quarterly during each calendar year.

C. RENTAL RATES:

1. Non-Fund Raising Activities:

4 Hr. Period	\$100.00
8 Hr. Period	\$200.00
12 Hr. Period	\$300.00
Each additional hour is	\$ 25.00

Note: No admission fee, cover charge, etc. is allowed when renting this facility. A Town representative may conduct a pre-inspection of the Booker Building prior to or during the event at the facility. The purpose of this will be to ascertain if the conditions of the rental agreement are being fulfilled. The Town representative may close down the event if violations occur.

2. Weddings/Wedding Receptions:

4 Hr. Period	\$100.00
8 Hr. Period	\$200.00
12 Hr. Period	\$225.00

3. Fund Raising Activities:

4 Hr. Period	\$150.00
8 Hr. Period	\$300.00
12 Hr. Period	\$450.00
Each additional hour is	\$ 37.50

Note: All fund raising events must be approved by the Town Manager or his designee. The approval must be obtained when the application is submitted for rental of the facility.

4. No Rental Fee:

Although no rental fee is required for the groups listed below, the indicated groups must still submit a "Booker Building Rental Application" to the Town's Administration for approval. All groups exempt from the rental fee may have a rental not to exceed two consecutive days once per ninety-day period; all other rentals in the ninety-day period will be charged per the appropriate rates. All groups exempt from the rental fee must submit with their application a non-refundable utility fee of \$25.00 per day. The groups exempt from rental fees are as follows:

- a) Altavista Volunteer Fire Company, Hurt Volunteer Fire Department, Altavista Life Saving Crew.
- b) Local government groups and functions associated with the Towns of Altavista and Hurt or Campbell County (i.e., Departments, Committees, retirements, picnics, etc.).
- c) Churches – *Worship Services Only*. (For all other church activities, please refer to the Rental Rates indicated above in # 1 or # 2.)
- d) Chamber of Commerce – Per an agreement between the Town and the Chamber of Commerce, the Chamber is permitted to use the Booker Building free-of-charge three (3) times annually. These times shall be coordinated and scheduled with the Town when the building is not already reserved, and must be for Chamber-sponsored activities.
- e) Other exceptions/exemptions may be specifically considered and authorized by the Town Manager or his designee.

D. OTHER FEES:

1. Custodial Fees - \$150.00 for all activities.

EXCEPTION: Custodial fees will be waived if renters agree to properly clean the Booker Building after using the facility (i.e. sweeping, cleaning bathrooms, picking up and bagging trash, putting tables and chairs away, etc.) to insure the next renter will have the benefit of a clean facility. If cleaning is not done or is determined to be unsatisfactory, the Town will withhold offsetting charges from the security deposit. Renters will be provided a checklist of what will be expected of them with regards to cleaning and restoring the Booker Building to its original condition – the way they found the facility prior to their event.

2. Security Deposit - \$150.00

The Town generally prepares and mails a refunded security deposit the Friday following the completion of the scheduled event. Security deposit refunds are made only after the Town's Administration has received confirmation from the Public Works Department and the Police Department and/or Sheriff's Department that rental and cleaning checklist were in accordance with the rental agreement.

E. FEES -- WHEN PAYABLE

A rental deposit/down payment of \$150.00 is due at the time of application for the use of the Booker Building. In the case of a cancellation, this deposit/down payment is

refundable only if the Town's Administration is notified 7 calendar days prior to the scheduled event. The entire balance - including remaining rental fees, the security deposit, any custodial fee, etc. - must be paid no later than 7 days before the event takes place. Failure to do so will result in cancellation of the facility's use.

Checks should be made payable to: Town of Altavista, and either mailed to P.O. Box 420, Altavista, VA 24517 or returned in-person to Town Hall, 510 Seventh Street, Altavista, VA.

F. CANCELLATION

- ← If cancellation is necessary – All fees will be fully refunded *if cancelled at least 7 calendar days ahead of the scheduled event.*
- ← If cancellation occurs in less than 7 calendar days, only half (½) of the rental fee, but all of the custodial fee and security deposit, will be refunded.
- ← In the event of bad weather, *with travel advisories in effect for the Altavista area,* causing the scheduled event to be cancelled, after the total fee has been paid, the deposit and rental fee will be returned or applied to an alternate date at the request of the renter.

G. PARKING

Parking is available in designated areas around the Booker Building or in lots *outside* of the park. (NOTE: The Police Department nightly closes and locks the gate to the park at dark.)

H. ALCOHOL USE

Beer and/or Wine only are permissible under the following conditions:

- a. Security Deposit increases to \$250.00.
- b. Alcoholic beverages may be served only between 11:00AM and 10:00PM.
- c. Renters must hire either an off-duty police officer from the Town of Altavista or an off-duty sheriff's deputy from Campbell County. The officer must be present throughout period and provide security for the renter's event. Such arrangements will need to be made directly with either the Altavista Police Department or with the Campbell County Sheriff's Department. Once the renter determines the name(s) of the police officer(s) and/or sheriff deputy(s) that will provide the security for the event, the renter **MUST** provide the Town's Administration with the name(s) of the officer(s) by 5:00PM the day before the event. If the renter does not do so, the use of alcohol will be prohibited, and the

Altavista Police Department will enforce the alcohol prohibition and confiscate all alcoholic beverages on the premises.

Costs for hiring this required security would depend on the officers/deputies available to serve in this capacity. **[NOTE: These security costs are NOT INCLUDED in any of the fees the Town charges the renter(s) of the facility. Instead, payment for these security costs is an arrangement made directly between the renter(s) and the Police Officers/Sheriff Deputies.]**

- d. No alcoholic beverages will be consumed outside the building.
- e. All alcoholic beverages must be served from a bar or serving area within the building.
- f. No other alcoholic beverages will be brought on site. No coolers or 'brown bagging' is allowed.
- g. Sale of alcoholic beverages requires a permit from the ABC Office located at 8431 Timberlake Road, Lynchburg, VA. Telephone: 434/582-5136.

I. KEY & SIGN OUT/IN:

- ← In order for renters to obtain the key to the Booker Building, the rental application must be fully completed and turned into the Town's Administrative Office at 510 Seventh Street. In addition, all rental fees, the security deposit and custodial fee (if any) must be paid in-full.

Finally, if the renter plans to serve alcohol at his/her activity, the renter must provide the Town's Administration with the name(s) of the designated police officer(s)/sheriff deputy(s) who will be providing the required security for the event. The Town will not release the Booker Building key to any renter who has not met these requirements.

- ← Renters must sign out/in the Booker Building key from the Town Office, which is located in Town Hall at 510 Seventh Street. **For weekend rentals, a key must be signed out on the Friday before the event (before 5:00PM) and returned the following Monday morning by 8:00AM.** A drop box is provided in the Town Hall parking lot adjacent to Seventh Street and next to the sidewalk.
- ← The Police Department will be made aware of all weekend rentals (e.g., who is renting the building, the time slots for which it is being rented, etc.), and the Police will monitor the facility for any unauthorized or inappropriate use. For instance, if someone rents the Booker Building for a Friday night activity, even though the

renter possesses the key, the renter is not authorized to enter the facility during the remainder of the weekend.

J. DAMAGE:

- ← **Do not tamper with the panel box or remove the covers to the panel boxes for the heating system. Tampering with the panel box for the heating system is strictly prohibited. If there are any problems with the heating system please contact the on-call Public Works staff at 841-4574.**
- ← Any damage to the building shall be reported to the Town as soon as possible after occurrence by calling either the Altavista Police Department at 369-4488 or the Town Office at 369-5001.
- ← The organization or individual renting the Booker Building shall pay for any damage occurring to the building or equipment during the use time period.
- ← If damages exceed the \$150.00 security deposit, there shall be no refund and no further rentals without approval of Town Manager or his designee. Damages will be itemized and billed accordingly to renters.

K. MISCELLANEOUS:

- ← All group and/or personal equipment and belongings must be removed immediately after the scheduled event unless other provisions have been *prearranged* with the Town's Administration. **Such prearrangements should be made no less than three (3) days before the scheduled activity.**
- ← Unless a renter has paid the full \$150.00 Custodial Fee, the renter is responsible for the proper setup and putting away of any tables, chairs, etc. If time is needed for this, it must be included in the rental application. **The renter will only be allowed to be in the facility during the hours specified on the rental application.**
- ← Where insurance is required as part of the rental agreement for events that are open to the public; such as dances, circuses, wrestling, etc., the following information will be required: name of user's insurance company, policy number, insurance agent's/provider's name, address, and telephone number.
- ← Reservations for THE BOOKER BUILDING may be made by calling the Town of Altavista's Administrative Office during regular business hours (8:00AM – 5:00PM) at 369-5001.
- ← **NOTE: The Booker Building has NO AIR CONDITIONING but does have ceiling fans to circulate the air and also has gas heat.**
- ← **NOTE: The Booker Building has no kitchen facilities but outlets are available for hot plates. Grills are permitted outside but are prohibited on the stage area.**
- ← Picnic Pavilions in Staunton River Park also can be reserved SEPARATELY via the Town's Administrative Office.

BOOKER BUILDING CLEAN-UP CHECKLIST

- ___ All floors must be thoroughly swept, including the bathroom floors. Also, if food or beverages are spilled on the floors you are required to mop the area. A mop bucket and mop are provided at the Booker Building to use if needed; however, the town does not provide cleaning supplies.
- ___ All decorations must be completely taken down and removed.
- ___ All chairs must be placed back on the chair holders facing the proper direction and all tables must be returned to their carts placed top down.
- ___ All trash must be placed in the container that is provided by the Town. [Note: All trash includes the outside perimeter of the facility].

This checklist is provided as a guide to all renters for cleaning and restoring the facility to its original condition – the way it was prior to the rental. ***(If for some reason the building is not cleaned when you arrive for your rental time, please contact the on-call Public Works staff immediately at 434-841-4574)***

Custodial fees will be waived as outlined in the Booker Building Rental Policy when renters properly clean the building as outlined above. When cleaning is unsatisfactory or other rules are violated, the town will not refund your security deposit.

Please use the above checklist to make certain the town will refund your security deposit.

**TOWN OF ALTAVISTA
BOOKER BUILDING RENTAL
APPLICATION**

Application Date

A. RENTER(S) _____

(1) _____
Name of Group/Organization

(2) _____

Print Name	Phone No.
_____	_____
Street/PO Box	SS or valid DL Number
_____	_____
City/Town	Date of Birth
_____	_____

(3) _____

Print Name	Phone No.
_____	_____
Street/PO Box	SS or valid DL Number
_____	_____
City/Town	Date of Birth
_____	_____

DATE(S) TO BE RENTED: _____
Month/Day/Year

HOURS _____
Time From/To

B. TYPE OF ACTIVITY _____

C. FUND RAISING YES _____ NO _____

Note: No admission or cover fee, etc. is allowed. See rental policy

D. ESTIMATED NO. OF PEOPLE _____

E. FEE PAID:	RENTAL FEE	\$ _____
	SECURITY DEPOSIT	\$ _____
	TOTAL	\$ _____

F. ALCOHOL (WINE AND/OR BEER TO BE CONSUMED)

- Conditions:
- Security Deposit \$250.00
 - Service Time 11AM – 10PM
 - Off-Duty Altavista Police Officer or Campbell County Deputy Hired
 - No Alcoholic Beverages Brought In
 - No Alcoholic Beverages Consumed Outside Building
 - ABC License required for sales
 - All Alcoholic Beverages Served from central bar or serving area inside building

YES _____ NO _____

IF YES

_____ Name of Police Officer/Sheriff's Deputy

G. SECURITY DEPOSIT PAID _____ \$150 / \$250

H. ACTIVITY CANCELLED YES _____ NO _____

ACTIVITY CANCELLATION

RETURNED FEES:	RENTAL	\$ _____
	SECURITY DEPOSIT	\$ _____
	WITHHEOLD (-)	\$ _____
	TOTAL	\$ _____

RECEIVED BY _____ DATE _____

We understand and accept the conditions/fees required to rent the Booker Building.

We will abide by the Rules of this Rental Policy. We shall be fully responsible for any and all damage to the premises during the planned event. We agree to pay said damages in full immediately upon presentation of a bill from the Town of Altavista for all damages incurred.

_____ or _____
Organization Renter Signature

TOWN OF ALTAVISTA

BY: _____

TITLE: _____