

DATE (S) REQUESTED: _____ DAY(S) OF WEEK: _____

ORS WALDENSIAN ROOM APPLICATION

NAME OF ORGANIZATION OR GROUP: _____

CONTACT: _____ PHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ EMAIL: _____

EVENT TYPE: _____ EVENT TIME: _____

TIME ROOM OPENED: _____ TIME ROOM CLOSED: _____

OF PEOPLE ATTENDING: _____ [MAX 200 PEOPLE]

Decorating the day before is based on availability. If available, there is a fee of \$50. This includes 2 hours of decorating. Yes No - Date & Time: _____

Tables available: Rectangular 8 ft. long x 30 inches wide - seats 8- # Needed: _____

6 Round tables - 6ft in diameter- seats 8- # Needed: _____

10 Round tables- 5ft in diameter- seats 6- # Needed: _____

Check all that you will need during your rental:

- Projector System Microphone Surround Sound -[\$25 fee for all]
- Upright Piano Dimming Lights Podium Podium Extra Chairs (#) ____ [Included in rental]

****You must provide your own laptop for use of projector system****

Will alcohol be served/sold during your event? Yes No

(If yes, a separate application must be submitted for approval and \$50 fee must be paid)

\$150 for 5 hours of use. Each additional hour will be \$25. Additional Hours: _____

Rates effective July 1, 2019

CANCELLATION POLICY

20% Deposit of total rental balance is due to secure rental dates and is **NON-REFUNDABLE** under any circumstances.

**Full payment is due TEN DAYS prior to event date
Full amount is NON-REFUNDABLE after 1 week prior to event**

The Town of Valdese and the Old Rock School reserve the right to cancel and to void this contract if the full payment is not paid by the proper time. All users of the Old Rock School are subject to the rules set by the Community Affairs Department and the Town of Valdese.

****IF ALARM SOUNDS PLEASE EVACUATE THE BUILDING IMMEDIATELY****

By signing below the applicant agrees to all guidelines listed in the Old Rock School Usage Policy & agrees to abide by the details of this contract:

Signature: _____

DATE OF CONTRACT: _____ TAKEN BY: _____

TOTAL DUE	DEPOSIT PAID	BALANCE DUE	PAID STAMP

WALDENSIAN ROOM SET UP

RENTAL FEES

OLD ROCK SCHOOL *a Town of Valdese Facility*

Rental & Usage Policy – WALDENSIAN ROOM, CLASSROOMS & TEACHERS COTTAGE

Please READ this document thoroughly prior to your rental. Initial Each Section. Sign in agreement at the bottom of this page:

The following apply to *all* areas of the building:

Initial: _____

- All State, Town, Fire, and OSHA policies, codes, ordinances, and regulations must be followed.
- No smoking is permitted on or within any Town of Valdese property, including the Old Rock School and Teachers Cottage – including parking lots, sidewalks etc.
- No animals may enter the building unless they are guide animals.
- All major fire exits must be clear in the case of emergency.
- **EXIT THE BUILDING IMMEDIATELY IF THE ALARM SOUNDS!!**
- The “end time” specified on your application will be followed. All clean up must be complete and all visitors should vacate the building upon this specified time.
- Rooms not included in your rental should not be accessed or occupied. Alarms may sound if you attempt to enter other areas of the building not included in your rental.
- The applicant on the rental application assumes responsibility for any damages that occur during their event. Valid ID will be copied and saved with your application.
- The applicant agrees to abide by the occupancy restrictions outlined in the application.
- Old Rock School staff reserves to terminate this contract if the guidelines outlined in this agreement are not followed.

Decorations:

Initial: _____

- No hay, straw, or any other organic materials that may harbor vermin are permitted.
 - No drilling, nailing, or stapling on walls, flooring, furnishings or ceilings. Including streamers, mirror balls, etc.
- NO OPEN FLAMES (candles), SMOKE MACHINES, FOG MACHINES, FOAM MACHINES, SILLY STRING, GLITTER, DRY ICE or CONFETTI
***ALARMS WILL SOUND IF USED!!* IF FIRE DEPARTMENT IS CALLED YOU WILL BE ISSUED A CITATION**
- **Tape, adhesives, command strips are not allowed to be used on any surface in the building.**
- No furniture or photographs may be removed or moved in the rented space.
- No rice throwing (birdseed is permitted outside only).

Food & Beverages:

Initial: _____

- The use of alcohol during an event must have prior written approval. A separate application & fee must be submitted prior to the event. The Old Rock School staff reserve the right to end your event if alcohol is present without the proper permit.

Setup & Clean Up:

Initial: _____

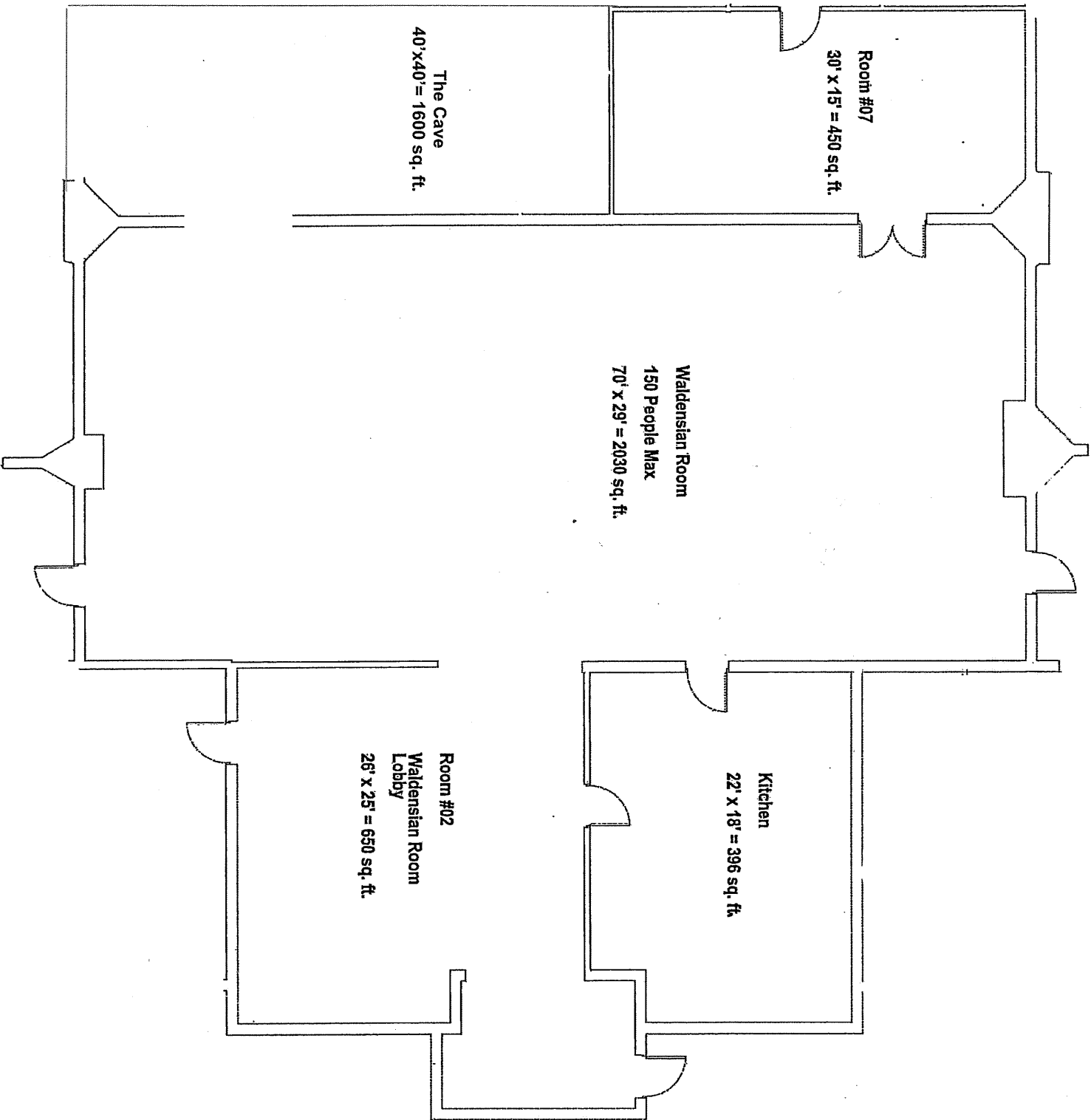
- Staff will setup tables and chairs for your event. Renters must provide a completed diagram no later than one week prior to the rental date to ensure proper setup. This diagram must include all needs including areas used for dancing, podiums, food setup etc.
- Staff will open the building at the time specified on your application – they will return to close the building promptly at the end time specified on your application. No keys will be provided.
- All articles used for your event must be removed from the building by the end time specified on your application.
- All areas must be cleaned and restored to their original condition by the end time specified on your application.
- Trash must be emptied – placed in the dumpster outside the location of your rental. Please replace can liners.
- If you specify the use of the projector system, surround sound, or microphones, please plan to test this out with your music, laptop or any other necessary equipment prior to your event. The Old Rock School is not responsible for any difficulties or failures on the day of your event. Please call 828-879-2129 to schedule a time for assistance with any tech setup.
- Wi-Fi is available and information for setup is posted in each area available for public rental.

SPECIALTY SETUP: At the Old Rock School we strive to accommodate all requests. Please share setup requests with Old Rock School staff when you submit your application. Any changes to your application must be made no later than one week prior to your event this includes scheduled times.

Thank you for agreeing to abide by the guidelines outlined in this document. We wish you the very best success with your event! If you have any questions regarding your event at the Old Rock School please call 828-879-2129 or send email to mangi@valdesenc.gov. If you need assistance during weekend hours, please send email or call 828-929-9101.

By signing below, the applicant agrees to abide by all guidelines outlined in this document and application.

Signature: _____ Printed Name: _____ Date: _____



Room #07
30' x 15' = 450 sq. ft.

The Cave
40' x 40' = 1600 sq. ft.

Waldensian Room
150 People Max
70' x 29' = 2030 sq. ft.

Kitchen
22' x 18' = 396 sq. ft.

Room #02
Waldensian Room
Lobby
26' x 25' = 650 sq. ft.