

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

# VALDESE OLD ROCK SCHOOL RENTAL & USAGE POLICY

## PLEASE READ & SIGN BELOW

- AS A RENTER, YOU AGREE TO ALLOW THE ORS STAFF TO COPY YOUR PHOTO IDENTIFICATION TO BE KEPT WITH YOUR APPLICATION
- ALL STATE & LOCAL FIRE SAFETY CODES AS WELL AS OSHA REGULATIONS MUST BE FOLLOWED
- **NO SMOKING IS PERMITTED ON ANY TOWN OF VALDESE PROPERTY (EX. PARKING LOT, SIDEWALKS, ETC.)**
- NO FOOD OR DRINK IS PERMITTED IN ANY OF THE CARPETED AREAS OF THE OLD ROCK SCHOOL
- NO ANIMALS ARE ALLOWED IN THE BUILDING (EXCEPT GUIDE ANIMALS)
- NO TAPE/ADHESIVES ARE TO BE USED ON SEATS, TABLES OR PAINTED SURFACES IN/OUTSIDE
- NO DRILLING, NAILING, OR STAPLING IN THE WALLS, FLOOR OR CEILING WILL BE PERMITTED
- NO BANNERS, MIRROR BALLS, ETC. ARE TO BE HUNG FROM THE CEILING IN ANY SPACE
- NO OPEN FLAMES ALLOWED IN ANY SPACE OF THE BUILDING
- DO NOT REMOVE ANY TABLES OR CHAIRS FROM OTHER ROOMS IN THE OLD ROCK SCHOOL
- ROOMS NOT STATED AS BEING RENTED ON YOUR APPLICATION SHOULD BE CONSIDERED OFF LIMITS
- NO RICE THROWING DURING ANY RECEPTIONS (BIRDSEED PERMITTED OUTSIDE ONLY)
- NO PICTURES CAN BE REMOVED FROM THE WALLS & NO LOBBY FURNITURE CAN BE MOVED WITHOUT PRIOR APPROVAL
- **THE CONTRACT END TIME WILL BE FOLLOWED.** ALL CLEAN UP SHOULD BE COMPLETE AND ALL VISITORS SHOULD VACATE THE RENTED AREA/PARKING LOT BY THE END TIME STATED ON YOUR APPLICATION
- NO HAY, STRAW, OR ANY OTHER ORGANIC MATERIALS THAT MAY HARBOR VERMIN ARE ALLOWED IN THE FACILITY
- NO SMOKE/SNOW/CONFETTI MACHINES OR SILLY STRING WILL BE ALLOWED
- THE OLD ROCK SCHOOL STAFF RESERVE THE RIGHT TO CONTROL ALL SOUND USAGE & VOLUMES FOR ANY EVENT HELD
- KEEP ALL HALLWAYS, DOORWAYS & STAIRWAYS CLEAR OF ALL ITEMS AT ALL TIMES
- THE USE OF ALCOHOL DURING AN EVENT MUST HAVE PRIOR WRITTEN APPROVAL VIA AN APPLICATION PROCESS
- PLEASE NOTE THAT THE TOWN OF VALDESE PUBLIC WIFI IS ACCESSIBLE FROM THE ORS, BUT **IT IS NOT GUARANTEED WITH YOUR RENTAL.** THE PUBLIC WIFI IS AVAILABLE TO ALL OF THE DOWNTOWN DISTRICT, WHICH CAN CAUSE CONNECTION ISSUES DURING YOUR RENTAL TIMES. WIFI NAME: ValdesePublicWifi. THERE IS NO PASSWORD.

**\*IF THE ALARMS SOUNDS AT ANYTIME IMMEDIATELY EVACUATE THE BUILDING\***

### CLEAN UP FOR ALL SPACES

- ALL ARTICLES FROM YOUR EVENT MUST BE REMOVED AT THE END TIME STATED ON YOUR APPLICATION
- ALL RAW FOOD, BOTTLES, ETC. SHOULD BE DISPOSED OF IN A TRASH CONTAINER
- ALL TRASH MUST BE DISPOSED OF AFTER THE EVENT & PLACED IN THE DUMPSTER OUTSIDE THE OLD ROCK SCHOOL
- EACH WASTE BIN SHOULD HAVE A NEW LINER PLACED INSIDE
- ALL AREAS MUST BE CLEANED & RESTORED TO THE APPROVAL OF THE OLD ROCK SCHOOL STAFF AT THE CLOSE OF YOUR EVENT
- ALL TABLES MUST BE WIPED CLEAN OF ANY DEBRI /FOOD/DECORATIONS BEFORE THE END TIME OF YOUR EVENT
- THERE WILL BE A \$200 CARPET CLEANING FEE AFTER YOUR EVENT IF IT IS NEEDED (EX. MAJOR SPILLS)
- IT SHALL BE THE RESPONSIBILITY OF THE LESSEE FOR ANY AND ALL DAMAGES TO THE FACILITY

### AUDITORIUM SPECIFIC

- **\$100 SECURITY DEPOSIT MAY NOT BE REFUNDED IF ANY OF THESE GUIDELINES ARE NOT FOLLOWED.**
- ANY PAPER/ARTWORK/DECORATIONS MUST BE HUNG ON THE BACK BLUE WALL & THE FRONT APRON OF THE STAGE ONLY. ARTWORK MAY NOT BE HUNG ON ANY OTHER WALL IN THE AUDITORIUM. PAINTERS TAPE ONLY!
- ALL CONCESSION SALES FOR THE AUDITORIUM ARE TO BE SOLD ONLY IN AREAS SPECIFIED BY THE OLD ROCK SCHOOL STAFF
- PROMOTIONAL ITEMS WILL BE SOLD IN ROOM #139
- IT IS THE POLICY OF THE ORS TO OPEN THE AUDITORIUM 60 MINUTES PRIOR TO THE START OF ANY EVENT IN THE AUDITORIUM
- **BY LAW, IF MORE THAN 473 GUESTS, A FIRE MARSHAL MUST BE PRESENT THE ENTIRE DURATION OF THE EVENT. YOU MUST NOTIFY ORS STAFF BEFORE YOUR EVENT.**

### WALDENSIAN ROOM SPECIFIC

- HANGING ITEMS FROM THE CEILING TILES IS STRICTLY PROHIBITED.
- DECORATIONS MAY BE HUNG FROM THE WALLS BY USING MASKING TAPE OR PAINTERS TAPE ONLY

**THANK YOU FOR FOLLOWING THESE GUIDELINES & ON BEHALF OF OUR STAFF, WE WISH YOU THE VERY BEST WITH YOUR EVENT. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT OUR STAFF MONDAY-FRIDAY 8AM-5PM**

**IF YOU ARE IN NEED OF IMMEDIATE ASSISTANCE DURING YOUR RENTAL PLEASE CALL: 828-929-9101.**

I, \_\_\_\_\_, THE LESSEE OF THE OLD ROCK SCHOOL HAVE THOROUGHLY READ & SHALL ABIDE FULLY TO ALL RULES & REGULATIONS STATED ABOVE. I ALSO UNDERSTAND THAT THE TOWN OF VALDESE RESERVES THE RIGHT TO WITHHOLD MY SECURITY DEPOSIT REFUND IF I FAIL TO FOLLOW THESE GUIDELINES.

