

Pearisburg Community Center Rental Policy

Citizens may rent spaces at the Community Center. All fees for rental of space must be paid in full at the time of the booking to guarantee the availability of the space. Spaces booked and not paid within the required time frame will be made available for rent and the pending reservation will be cancelled.

Fees may be refunded at the discretion of the Town staff. Reservations may be rescheduled at the discretion of the Town staff in case of inclement weather or other events that cause the facility to be closed and a different day will be offered.

Full Building

- The full building (Cafeteria, Gymnasium, Auditorium, Room #2 and Room #3) can be rented for a cost of **\$175**
- The full building (Cafeteria, Gymnasium, Auditorium, Room #2 and Room #3) with the front lawn can be rented for a cost of **\$200**

Front Lawn

- The front lawn can be rented at a cost of **\$50 per day**
- The front lawn with building access for restrooms can be rented for **\$ 75 per day**

Gym and Cafeteria

- Booking the Gym for events not requiring floor covering would be at a cost of **\$50**.
- Booking the Cafeteria for events would be at a cost of **\$50**.
- Booking the Gym for special use such as fundraisers, vendor's exhibits and other special events that would need the floor covered would be at the normal rental cost of \$50 plus a fee of \$20 for installing the floor covering for a total cost of **\$70**.
- The Gym and Cafeteria may be booked in tandem without the gym floor covering at a rate of **\$75** per day.
- The Gym and Cafeteria may be booked in tandem, with the floor covering on the gym floor and the cafeteria at a rate of **\$95** per day.

PARTIES, DANCES AND OTHER MISCELLANEOUS EVENTS IN THE GYM & CAFETERIA

Staff will take care of putting down the floor coverings. Please continue to put an event starting and ending time for the event in order for staff to handle opening and closing of the doors.

When booking a Birthday Party, Dance, or other related event it is important to check the availability of the cafeteria and gym for the event. Chairs and tables are not allowed on the gym floor except for large events. Only Town staff are permitted to place chairs and tables on the gym floor once it has been covered for large events. All food and drinks must remain in the cafeteria.

Classrooms

- Classroom #2 (with air conditioning) can be booked for the day at a rate of \$25 per day.
- Classroom #3 can be booked for the day at a rate of \$25 per day.

Auditorium

- The Auditorium can be booked for the day at a rate of \$50 per day.
- The Auditorium and Cafeteria can be rented together at a rate of **\$75** per day.

Community Center Picnic Shelter

- The Picnic Shelter at the community center can be booked for the day at a rate of \$40 per day.

SECURITY DEPOSIT

A Security Deposit of \$50 to be paid by check or cash only. The deposit will be returned once the Key is returned, and the building or facility is checked for damages.

KEY PICKUP

Keys for the Community Center can be picked up at Town Hall 2 business days before your rental and if payment has been received.

KEY RETURN

The Key will need to be returned 48 hours after the completion of an event. In the event the Key is not returned by the deadline, the key deposit will NOT be refunded. It can be brought to Town Hall during regular business hours or returned in the drop box outside of the Town Hall.

By signing this, you agree to all fees, rules and stipulations of the Community Center Rental Policy and the Rental Application and Agreement put forth by the Town of Pearisburg.

Printed Name: _____

Signature: _____

Date: _____

Town Employee: _____