

**APPLICATION FOR RESERVATION OF
ALBEMARLE COUNTY BUILDING AND GROUNDS**

I (we) _____, on behalf of
_____ (organization)
(the "Applicant"), have read and understand the attached rules and regulations and in accordance
with same, I (we) hereby make application for the use of Room _____ (space wanted) on
_____ (date), between the hours of _____ and _____ under the
conditions indicated below:

- 1) The exact purposes, for which the space will be used, including the exact kind of equipment
and apparatus to be brought on the property and any special equipment desired to be used:

- 2) The following person(s) (include contact information) will be in charge of the program:

- 3) The schedule of admission charges will be as follows:

- 4) The proceeds from such charges will be distributed and used as follows:

- 5) Number of anticipated people attending: _____
Number of anticipated parking spaces needed: _____

General Rules and Responsibilities of Individuals/Organizations Using County Facilities

On behalf of the Applicant, the undersigned acknowledges and hereby agrees to ensure
compliance with the following rules and responsibilities:

1. The rental fee shall be paid prior to the rental date.
2. A representative designated as the Applicant's "responsible individual" shall remain on site
throughout the rental period.
3. The Applicant shall provide appropriate supervision of all the individuals using the facility
(to include the audience in case of performances).
4. The Applicant shall ensure all general and specific rules and regulations are adhered to, and
safeguard all County property entrusted into its care.

5. Only the room/facility specifically requested and paid for (and adjacent restrooms) shall be used.
6. Dais furniture shall not be moved or otherwise rearranged.
7. No food or drink shall be brought into Lane Auditorium.
8. Other than guide dogs, hearing dogs, and service dogs for persons with disabilities, no animals shall be allowed in County buildings, without the County's prior consent.
9. No tobacco or alcohol shall be brought onto any County grounds or into any County facility.
10. Rental of Lane Auditorium shall not include the use of its audio/visual/recording /computer equipment, except by Class 1 Departments (directly supervised by the County Executive/Superintendent or sponsored by the Virginia Cooperative Extension). Other groups may bring their own equipment, if desired.
11. The Applicant shall be responsible for all damage to County property and agrees to indemnify and hold harmless the County and any of its employees or agents for any and all claims of any kind asserted for any damage, loss, injury or death to persons or property arising out of the above use of County property, including attorney's fees. Nothing herein shall be construed as a waiver of the sovereign immunity of the County.

Failure to adhere to these terms and conditions may be used as grounds to bar future use of County facilities. Allowing a group/organization to use the County's facilities does *not* constitute an endorsement of the group/organization's policies, beliefs or practices.

I hereby certify that I am authorized to sign on behalf of the Applicant. I assume full responsibility for compliance with the above Rules.

Signed _____

(Applicant)

By _____

Address _____

Phone Number _____

FOR OFFICE USE ONLY - ACTION TAKEN

1) () Approved for use of Room _____ on _____
pending receipt of rental fee.

2) Total rental fee: \$ _____ Due Date(s): _____

3) Classification: _____

4) () Disapproved for reason described below:

County of Albemarle

By: _____

(General Services)



COMMUNITY USE OF COUNTY FACILITIES

A) **Generally**

1. The Board of Supervisors believes in the full and best possible utilization of the physical facilities belonging to the citizens of the County. To achieve this end, the use of County facilities for governmental, school and related activities, as well as by outside organizations and groups, shall be encouraged when these activities will not interfere with the routine business of the County.
2. Proper protection, safety and care of County property shall be primary considerations in the use of County facilities.

B) **Eligible Organizations**

1. The Board has classified various organizations and groups for the purposes of priority and the charging of fees.
 1. Classification
 - I. School and County government affiliated or related groups.
 - II. Youth agencies, educational, recreational, cultural, political, civic, charitable, social, veteran's or religious groups or organizations.
 - III. Profit making or Private groups, organizations, or businesses.
 2. Membership

The membership of any group or organization requesting the use of County facilities must be largely from the County of Albemarle. This restriction shall not exclude the use of certain facilities, as determined by the County Executive, by state and national organizations that have a local sponsoring division of such organization.
 3. Commercial Activities

Commercial use of County property by any organization or individual is expressly prohibited.

C) **Applications and Approval**

1. Applications must be sponsored by reputable and established clubs, societies or organizations that reasonably can be held responsible for the payment of charges, compensation for damages to property and for use of the property in reasonable conformity with the regulations on the application.
2. The Board authorizes the County Executive or his designee to approve all applications for the use of County facilities that meet the requirements of the Board, that comply with implementing regulations the County Executive deems necessary to protect County property and that do not conflict with established business or commercial interests in the community. The County Executive shall design such application forms as are required. The completed and signed form shall be a binding agreement upon the applicant and the County.

3. No rental application will be considered more than six months prior to the desired rental date.
4. The County Executive or his designee reserves the right to cancel a rental contract up to ten days prior to a scheduled rental.
5. The Lane Auditorium is available during business hours (8:00 a.m. – 5:00 p.m. Monday through Friday) only if the applicant provides shuttle bus services or off-site parking for participants of the meeting. On-site parking is not available for large meetings during business hours.
6. The Lane Auditorium is not available on any day during which a local government board, commission, or other duly appointed entity is scheduled to use the facility due to the possibility of these meetings running beyond the scheduled end time.
7. Meeting rooms and Auditorium are not available on holidays, scheduled or declared, when the County Office Building is closed.
8. Reservations will automatically be cancelled when the County office buildings are closed due to inclement weather or emergency conditions.

D) Fees (See Attachment)

1. The County Executive shall establish a minimum schedule of fees and may make additional adjustments in the fees. The minimum schedule and additional adjustments shall be based upon the classification of the group or organization, the facilities to be used, the size of the group, the objectives of the organization, the approximate cost to the County and the purpose for which the facility will be used.
2. In general, the County Office Building Rental Charges schedule (attached below) will apply.
3. A full rental fee shall be charged to all groups except Classification I when County facilities are to be used for fund raising and/or when an admission charge is levied.
4. All fees must be paid at least seven (7) calendar days in advance, and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to property and equipment.

E) Protection of County Property

1. An employee of the County shall be on duty on the property at times when the facilities are in use. No equipment or furnishings may be used or moved without the consent of the employee in charge if such usage is not in conformity with the contracted agreement. The employee in charge may expel any group if said group, after ample warnings, fails to adhere to the provisions of their rental agreement.
2. The sponsoring organization shall be responsible for crowd control measures, including the employment of police protection when required. Such control shall be arranged in advance when deemed necessary by the County Executive or his designee.

F) Safety

1. Organizations and individuals using the facility shall be responsible for familiarizing themselves with the nearest exits in case of emergency evacuation. Each conference

room has a Fire Escape Plan posted at its entrance which shows the primary and secondary escape routes.

G) Deposits

1. A cash bond or deposit may be required at the discretion of the County Executive or his designee prior to use of the property.

Lane Auditorium Rental Charges

<u>Classification</u>	<u>Weekday- Business Hours</u>	<u>Weekday- Evening</u>	<u>Weekends</u>
I. County/Schools*	No Charge	No Charge	No Charge
II. Youth agencies, educational, recreational, cultural, political, civic, charitable, social, veteran's or religious groups or organizations	No Charge	\$18 custodial charge	Fee: \$175 flat fee plus \$28/hr Security/Custodial Personnel Fee Deposit: \$150, to be returned upon satisfactory inspection
III. Profit Making or Private Groups, Organizations or Businesses	\$175 flat fee plus \$18 custodial charge	\$175 flat fee plus \$18 custodial charge	Fee: \$175 flat fee plus \$28/hr Security/ Custodial Personnel Fee Deposit: \$150, to be returned upon satisfactory inspection.

* Departments directly supervised by the County Executive/Superintendent or sponsored by the Virginia Cooperative Extension

The Lane Auditorium is available during business hours (8:00 a.m.-5:00 p.m. Monday through Friday) only if the Applicant provides shuttle bus services or off-site parking for participants of the meeting. On-site parking is not available for large meetings during business hours.

County Office Building Rental Charges (Other than for Lane Auditorium)

<u>Classification</u>	<u>Weekday- Business Hours</u>	<u>Weekday- Evening</u>	<u>Weekends</u>
I. County/Schools*	No Charge	No Charge	No Charge
II. Youth agencies, educational, recreational, cultural, political, civic, charitable, social, veteran's or religious groups or organizations	No Charge	\$18.00 custodial charge	Fee: \$28/hr Security/Custodial Personnel Fee Deposit: \$150, to be returned upon satisfactory inspection
III. Profit Making or Private Groups, Organizations or Businesses	\$40.00 per hour plus \$18.00 custodial charge	\$40.00 per hour plus \$18.00 custodial charge	Fees: \$40.00 per hour plus \$28/hr Security/Custodial Personnel Fee Deposit: \$150, to be returned upon satisfactory inspection.

* Departments directly supervised by the County Executive/Superintendent or sponsored by the Virginia Cooperative Extension

Additional Charges

1. Each additional room used shall incur an additional charge, pursuant to the above schedule.
2. Requests to set up additional chairs/tables shall incur a flat \$18.00 charge.
- 3 Any meeting scheduled past 5:30 p.m. will be subject to the applicable custodial charge.