

**APPLICATION FOR RESERVATION  
ALBEMARLE COUNTY FACILITIES OR 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: \_\_\_\_\_
- 6) Will food be served during this event (YES/NO)? \_\_\_\_\_

**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. Auditorium furniture shall not be moved or otherwise rearranged.

7. No food or drink shall be brought into the 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 the 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 shall either  
**(Choose one):**

\_\_\_\_\_ (a) Maintain commercial general liability insurance (of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined limit) that insures it, the County of Albemarle, its officers, employees and agents against claims of personal injury, including death, as well as against claims for property damage, which may arise from the operations of the Applicant, of any agent, or of anyone directly or indirectly employed by either of them. **The Applicant shall provide Certificate(s) of such insurance; OR**

\_\_\_\_\_ (b) Indemnify and hold harmless the County and any of its officers, employees and 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 \_\_\_\_\_

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**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 (General Services)  
 By: \_\_\_\_\_



**PARKING GUIDELINES  
RESERVATION OF LANE AUDITORIUM AND ROOM A  
DURING BUSINESS HOURS**

The objective of these guidelines is to assure adequate and convenient parking is available for customers during the hours that the Albemarle County Office Buildings are open for business (8:00 a.m. – 5:00 p.m., Monday-Friday).

The Lane Auditorium at the County Office Building on McIntire Road and Room A at the County Office Building on 5<sup>th</sup> Street are only available during business hours 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.

By requesting a reservation for use of Lane Auditorium or Room A during business hours and signing below, I hereby acknowledge that I have read and understand the parking guidelines and will assure meeting participants are aware of the off-site parking requirement. I also understand that violation of these parking guidelines may result in the use of Lane Auditorium and/or Room A being immediately terminated and the participants being asked to leave the building without any refund of user fees.

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Signature of Applicant

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Print Name

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Telephone Number

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Event/Organization Name