



## COUNTY OF AMHERST

### OFFICE OF RECREATION & TOURISM

Monroe Community Center  
129 Francis Ave  
Monroe, VA 24574  
(434) 946-9371

Date: \_\_\_\_\_

Please complete, sign and return the Coolwell Community Center Reservation Agreement, the Hold Harmless Agreement and rental fee payment to:

To: Randal Nixon, Director  
Amherst County Recreation & Tourism  
129 Francis Avenue  
Monroe, Virginia 24574

Rental fee: \$\_\_\_\_\_

Payments accepted: Cash, Check or Credit Card. Please make checks payable to the Amherst County Recreation Department.

The Contract and Rental Fee due on \_\_\_\_\_ or your reservation will be cancelled.

**PLEASE NOTIFY OUR OFFICE ASAP IF YOU CANCEL YOUR RENTAL DATE**

## **RENTER'S COPY**

### **RULES FOR USE OF COOLWELL COMMUNITY CENTER**

**PLEASE NOTE: A \$25.00 non-refundable deposit is required upon your request of a rental date for Coolwell Community Center.**

The rental fee for Coolwell Community Center is \$175.00 for a minimum of four (4) hours that includes room set-up and clean-up. For each additional hour or portion thereof, a rate of \$35.00/per hour will be charged.

**No alcoholic beverages or illegal drugs are allowed on the premises.**

**No smoking is allowed in the building.**

Renter shall be responsible for the acts and safety of all guests. Renter shall identify and report all uninvited persons immediately to the Amherst County Sheriff's Office. (434-946-9300)

Contracts must be returned with payment two (2) weeks from the date the reservation was made.

In the event of inclement weather, Renter must notify the Amherst County Recreation & Tourism Department immediately if the event is cancelled or postponed. (434 946-9371)

Renter is required to clean the facility, including:

- Removing all trash from the building and depositing it in the GFL container located outside of the back door of the Coolwell Community Center
- Sweeping and mopping the floor
- Returning tables and chairs to the appropriate racks

Activities for youth under 21 years of age require one (1) adult chaperone for every ten (10) youth.

Guests must be off of the premises of the Coolwell Community Center by 11:00 P.M. **NO LOITERING WILL BE PERMITTED ON THE GROUNDS.** Renter shall be held responsible for any disturbance to the neighborhood created by any guests.

Renter must sign the **Hold Harmless Agreement** indemnifying Amherst County from any liability.

**A Site Supervisor is assigned for your event. The Site Supervisor is required to remain on site during the hours the Renter is using the facility. If a cancellation arises, please contact Debra Thomas at (434 439-8189).**

Renter and Site Supervisor shall conduct a "pre and post walk through" of the facility. Renter will be billed for any expenses incurred to clean and/or repair to the facility.

## **COOLWELL COMMUNITY CENTER RESERVATION AGREEMENT**

Date requested: \_\_\_\_\_

Hours from: \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Age range of Guests: \_\_\_\_\_

The Center has available for your use 10-12 8-ft. rectangular tables and approximately 80 chairs.

Use of kitchen facilities: YES \_\_\_\_\_ NO \_\_\_\_\_

Kitchen is not equipped with cooking/eating utensils and you will need to provide your own.

List any outside equipment to be brought in including sound system, stage, etc.

\_\_\_\_\_  
\_\_\_\_\_

I have read, understand and agree to abide by the **RULES FOR USE OF COOLWELL COMMUNITY CENTER.**

Renter Name: (21years of age) \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

.....

### **Office Use Only**

**Non-Refundable deposit \$25.00. Date received:** \_\_\_\_\_

**Rental amount paid:** \_\_\_\_\_ **Cash/Check/Credit Card**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **HOLD HARMLESS AGREEMENT**

Amherst County Recreation & Tourism does not provide liability insurance for non-county events.

ACTIVITY: \_\_\_\_\_

DATE: \_\_\_\_\_

### **WAIVER FOR PARTICIPANT**

In consideration of your accepting my entry, I hereby, for myself, my heirs, executor and administrator, waive and release any and all rights and claims for damages I may have against the Amherst County Recreation & Tourism Department and its representatives, successors and assigns, for any and all injuries suffered by myself, my child, or my guests at any activity I have at the Coolwell Community Center.

### **MEDICAL RELEASE**

I hereby grant authority to any qualified physician to render such medical treatment as said physician deems necessary under the circumstances.

\_\_\_\_\_  
Signature

**RENTER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_ **WORK NO.:** \_\_\_\_\_