

DATE (S) REQUESTED: _____ DAY(S) OF WEEK: _____

TEACHER'S COTTAGE APPLICATION

CONTACT INFO

NAME OF ORGANIZATION OR GROUP: _____
CONTACT: _____ PHONE: _____
ADDRESS: _____ CITY: _____
STATE: _____ ZIP: _____ EMAIL: _____

EVENT INFO

EVENT TYPE: _____ EVENT TIME: _____
TIME BUILDING OPENED: _____ TIME BUILDING CLOSED: _____
OF PEOPLE ATTENDING: _____ **MAX OF 50 PEOPLE ALLOWED PER FIRE CODE**
Decorating & Setup the day before is based on availability. If available, there is a fee of \$50 for 3 hours
Decorating Date & Times: _____
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 prior to the event date)

RENTAL FEES

\$125 for 4 hours of use. After 4 hours each additional hour will be \$20

Additional Hours:	PAID STAMP _____
Alcohol/Decorating Fee:	
Total Due: _____ 20% Deposit: _____ Balance Due/Date: _____	

CANCELLATION POLICY

20% Deposit is due to secure rental date and is **NON-REFUNDABLE** under any circumstances.

Full payment is due TEN DAYS before your event or rental may be cancelled.
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 deposit is not paid by the proper time. All users of the Rock School Auditorium 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: _____

DATE OF CONTRACT: _____ TAKEN BY: _____

VALDESE OLD ROCK SCHOOL RENTAL & USAGE POLICY

PLEASE READ & SIGN BELOW

(YOU WILL BE PROVIDED A COPY OF ALL GUIDELINES PRIOR TO YOUR EVENT)

- ALL STATE & LOCAL FIRE SAFETY CODES AS WELL AS OSHA REGULATIONS MUST BE FOLLOWED
- NO SMOKING IS PERMITTED WITHIN 50 FEET OF THE BUILDING
- 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
- NO HAY, STRAW, OR ANY OTHER ORGANIC MATERIALS THAT MAY HARBOR VERMIN ARE ALLOWED IN THE FACILITY UNDER ANY CIRCUMSTANCES
- NO SMOKE 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

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

- 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
- THERE WILL BE A \$70 PIANO TUNING CHARGE (WITH DESIGNATED PIANO TUNER) FOR EACH PIANO
- IT IS THE POLICY OF THE ORS TO OPEN THE AUDITORIUM 60 MINUTES PRIOR TO THE START OF ANY EVENT IN THE AUDITORIUM

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

TOWN OF VALDESE COMMUNITY AFFAIRS & TOURISM OFFICE
OLD ROCK SCHOOL, VALDESE, NORTH CAROLINA
PO BOX 339, VALDESE, NC 28690
WWW.VISITVALDESE.COM 828.879.2129 OR 828.879.2126

I, _____, THE LESSEE OF THE OLD ROCK SCHOOL SHALL ABIDE FULLY TO ALL RULES & REGULATIONS STATED ABOVE.