

DATE (S) REQUESTED: \_\_\_\_\_ DAY(S) OF WEEK: \_\_\_\_\_

# ORS WALDENSIAN ROOM APPLICATION

WALDENSIAN ROOM SET UP

NAME OF ORGANIZATION OR GROUP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

TIME ROOM OPENED: \_\_\_\_\_ TIME ROOM CLOSED: \_\_\_\_\_

# OF PEOPLE ATTENDING: \_\_\_\_\_ [MAX 200 PEOPLE]

Decorating the day before is based on availability. If available, there is a fee of \$80. This includes 2 hours of decorating.  Yes  No - Date & Time: \_\_\_\_\_

Tables available: Rectangular 8 ft. long x 30 inches wide - seats 8- # Needed: \_\_\_\_\_

6 Round tables - 6ft in diameter- seats 8- # Needed: \_\_\_\_\_

10 Round tables- 5ft in diameter- seats 6- # Needed: \_\_\_\_\_

### Check all that you will need during your rental:

- Projector System  Microphone  Surround Sound -[\$40 fee for all]
- Upright Piano  Dimming Lights  Podium  Podium  Extra Chairs (#) \_\_\_\_ [Included in rental]

*\*You must provide your own laptop for use of projector system\**

**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)**

**\$200 for 5 hours of use. Each additional hour will be \$30. Additional Hours: \_\_\_\_\_**

### CANCELLATION POLICY

20% Deposit of total rental balance is due to secure rental dates and is **NON-REFUNDABLE** under any circumstances.

**Full payment is due TEN DAYS prior to event date**  
**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 full payment is not paid by the proper time. All users of the Old Rock School are subject to the rules set by the Community Affairs Department and the Town of Valdese.

**\*\*IF ALARM SOUNDS PLEASE EVACUATE THE BUILDING IMMEDIATELY\*\***

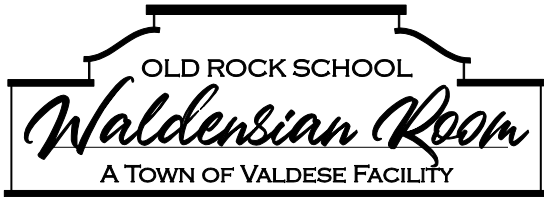
By signing below the applicant agrees to all guidelines listed in the Old Rock School Usage Policy & agrees to abide by the details of this contract:

Signature: \_\_\_\_\_

DATE OF CONTRACT: \_\_\_\_\_ TAKEN BY: \_\_\_\_\_

TOTAL DUE	DEPOSIT PAID	BALANCE DUE	PAID STAMP

RENTAL FEES



By renting the space you agree to abide by all usage guidelines.  
Failure to abide by all guidelines will result in a loss of the  
security deposit of \$200.

*Please initial by each guideline*

- NO** taping, hanging, attaching, or sticking any decorations to the ceiling or walls
- DO NOT** remove any of the sound panels or photos from the walls
- NO** smoke machines or fog machines, confetti or glitter cannons, or silly string
- DO NOT** block any fire exits (all are clearly marked)
- All state & local fire safety codes as well as osha regulations must be followed
- No smoking is permitted on any town of Valdese property (ex. Parking lot, sidewalks, etc.)
- 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)
- The contract end time will be followed. All clean up should be complete and all visitors should vacate the rented Area/parking lot by the end time stated on your application
- No hay, straw, or any other organic materials that may harbor vermin are allowed in the facility
- The Old Rock School staff reserve the right to control all sound usage & volumes for any event held
- The use of alcohol during an event must have prior written approval via an application process

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### *Security Deposit Information*

**Name on the Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **Code:** \_\_\_\_\_

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### **Clean up:**

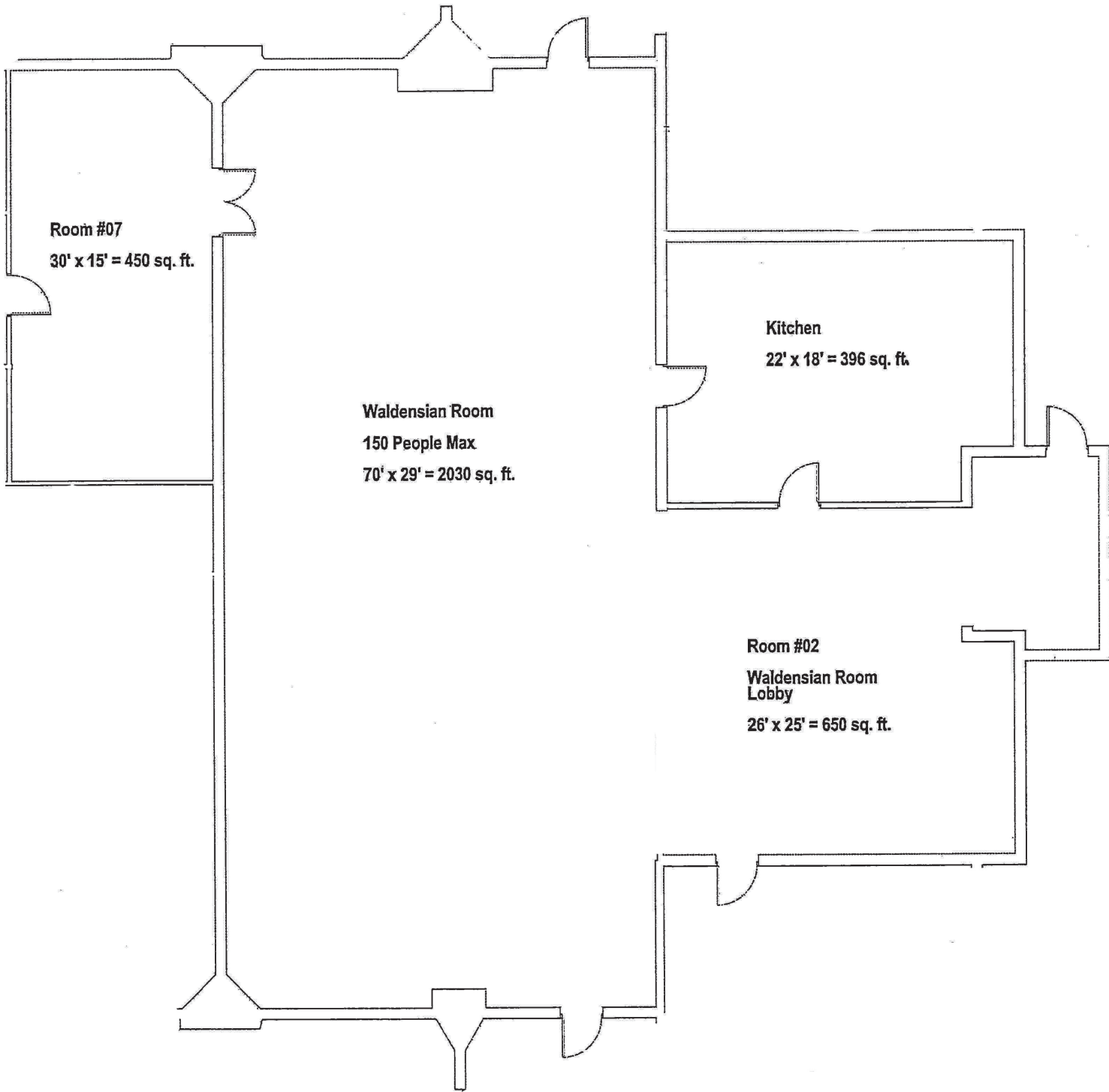
All articles from your event must be removed at the end time stated on your application

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

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I, \_\_\_\_\_, the lessee of the Old Rock School have thoroughly read & shall abide fully to all rules & regulations stated above. I understand that I am responsible for all members of my party and their actions during the contracted times of my rental. I also understand that the Town of Valdese reserves the right to charge the provided credit card listed above in the amount out \$200 if anyone in my party fails to follow these Guidelines. I understand that I will be contacted by Old Rock School Staff explaining my violations prior to this charge.



**Room #07**  
30' x 15' = 450 sq. ft.

**Waldensian Room**  
150 People Max  
70' x 29' = 2030 sq. ft.

**Kitchen**  
22' x 18' = 396 sq. ft.

**Room #02**  
Waldensian Room  
Lobby  
26' x 25' = 650 sq. ft.