

Meadowbrook Community Center

Reservation Application
(Effective 1-1-15)

Name of Organization (if applicable)

Type of Event

Number to Attend the Event

Date and Time Requested

***Community Center rental rates for local private groups are as follows:*

Half day (up to 4-hours): \$75.00 (Monday-Friday) \$100.00 (Saturday and Sunday)

(EARLY SESSION IS FROM 12 NOON UNTIL 4:00PM / EVENING SESSION IS FROM 5:00PM UNTIL 9:00PM)

THE COMMUNITY CENTER RENTED SPACE CONSISTS OF THE LARGE COMMUNITY ROOM, THE ADJACENT ROOM WITH PUBLIC BATHROOMS AND THE SMALL KITCHEN ADJACENT TO THE GALLERY AREA. FACILITY USERS ARE PROHIBITED FROM USING THE MAIN GALLERY AREA, RECREATION CENTER OR WELLNESS CENTER AREAS WITHOUT PERMISSION OF THE FACILITY MANAGER.. ALSO NOTE THE WELLNESS CENTER, GALLERY AND RECREATION CENTER AREAS ARE MONITORED BY VIDEO CAMERA SURVEILLANCE AT ALL TIMES.

Local civic or charitable organizations may be allowed to use the facility on a limited basis without a rental fee or with a reduced fee.. Contact Facility Manager for more information..

*Full payment is required with the application. Make check payable to the "Mountain Valley Charitable Foundation". Application and rental fees can be returned to the Foundation by mailing to: **Mountain Valley Charitable Foundation, Box 532, Shawsville, Va. 24162..** Every effort will be made to honor telephone requests. However, reservations are not guaranteed until the application and payment are received.*

Cancellation Policy

If the event is cancelled, payment in full will be returned to the applicant if cancellation is made seven (7) or more days prior to the usage date or in the event of any reasonable unforeseen circumstance.. Otherwise, one-half of the fee will be retained by the Foundation.

If you need more information, please contact:

George Smith, Facility Manager, Meadowbrook Center
email: mrbanjo111@aol.com or call 540-392-6280

Signature of Person Responsible for the Event

Telephone

(Print Signature)

Date

Address: _____

Amount Enclosed \$ _____

MEADOWBROOK COMMUNITY CENTER USAGE POLICY
(REVISED 1-1-15)

I. GENERAL POLICIES

The Meadowbrook Community Center (“Center”) is leased by the Mountain Valley Charitable Foundation (“Foundation”) from Montgomery County and financially maintained by revenue generated through facility user fees. The Foundation is responsible for scheduling the use of the facility.

The type of group using the facility determines user fees.

The Foundation reserves the right to refuse rental of the facility.

All groups must agree to adhere to established fire and safety regulations. Please make sure that all participants are aware of evacuation procedures that are posted in the facility. Tampering with fire systems, fire alarms, or fire fighting equipment is prohibited while on property. Food preparation at the Center is **only** permitted in the small kitchen area adjacent to the George A. Gray Gallery. Use of the large commercial kitchen area is prohibited.

The Waldron Wellness Center is located adjacent to the George A. Gray Gallery. Entering the Wellness Center area is strictly prohibited if the facility is closed except in the case of a fire emergency. This is also true of the George Gray Gallery and Recreation Center areas. The individual or organization renting the Community Center is responsible for enforcement of this requirement and will be held liable for any property or merchandise damage due to inappropriate access to these areas. **These areas are monitored by surveillance video cameras at all times.**

Users shall observe, obey and comply with all applicable County, State and Federal laws. The Foundation reserves the right to ask any person(s) or group to leave Center property if they are deemed to be conducting themselves in a disorderly or inappropriate manner.

Groups composed of minors must be supervised by one (1) adult for each ten (10) minors at all times while they are using the facility.

Approval for use will not be granted to persons under 21 years of age.

The Foundation reserves the right to determine if security personnel are needed and the number required for the event. The estimate shall be based on the size of the expected crowd and the nature of the event. The cost of this service will be the responsibility of the sponsoring organization.

Center users are restricted from bringing pets or other animals, excluding guide dogs, onto Center property.

The use of tobacco products is not permitted inside the Center.

The Foundation and Montgomery County are not liable for accidents, injuries or loss of individual property in connection with use of Center facilities. The Foundation and Montgomery County may require proof of insurance coverage.

II. GENERAL RESERVATION POLICIES

Events at the Center may be reserved up to one year in advance. A second year may be

tentatively booked on a non-confirmed basis. These dates will be confirmed no earlier than one year from the scheduled event.

User groups assume financial responsibility for damage and vandalism to the Center, grounds, and/or equipment for the duration of the contract.

If the sponsoring organization cancels the event up to 7 days prior, the Foundation will refund all fees. If cancellation occurs less than 7 days, the Foundation will retain one-half of the fee.

III. USE OF ALCOHOL POLICY

Alcoholic beverages may be served at the Center only after the appropriate permit is obtained from the Virginia Alcoholic Control Board. Please see their website for more information.