

**BURKE'S GARDEN COMMUNITY CENTER
RENTAL/USE AGREEMENT**

Name _____ Phone _____
Address _____ City _____ State _____
Event Date _____ **Event Name** _____
Name of Resident Sponsor _____ Contact Date _____

THE COMMUNITY CENTER includes the elementary school building, the gym, the playground, tennis court, picnic shelter, parking area and the field between the shelter and the Telephone Company.

NOTE: The picnic shelter is not scheduled. Usage is "first come, first serve".

The Association has the option of refusal, should the event not meet guidelines. Any non-resident requesting use of the facility must have a resident sponsor.

Any damage occurring to the Community Center building, facilities or grounds, during, or as a result of, your event will be assessed to the person/organization signing this agreement.

A fee will be assessed to the person or organization using the grounds and facilities, as identified in this agreement, if any of the following is not completed:

- The facility must be cleaned, swept and secured.
- Collect and dispose of all trash and garbage.
- Tables and chairs must be returned to their position or placed in the carriers provided.
- Community Center kitchenware must be washed and returned to the proper place.
- Brooms, mops, trash bags, paper towels and cleaning supplies are available.

Listed below are the fees for use of the community center per day. Please check locations needed:

- ___ Kitchen.....\$ 25.00
- ___ Room A..... \$ 25.00
- ___ Room B.....\$ 25.00
- ___ Gym only..... \$ 50.00
- ___ Use of all of the above.....\$125.00

Rental/Use Exceptions: Burke's Garden residents -gym use for occasional recreational activities, and educational related events. Any Burke's Garden based civic groups, and funeral dinners.

- All race events require the organizer to obtain approval from the Board of Supervisors prior to obtaining a VDOT Land Use Permit. Information and forms are available at www.virginiadot.org/business/landusepermits.asp or by calling the Lebanon office at 276-889-7601.

I/We have read this agreement and will abide with the guidelines contained herein.

Signature: _____ Date: _____
Resident Sponsor Signature: _____ Date: _____
BGCA representative: _____ Date: _____