



# Southside Community Learning Center Event Space Rental/Usage Policy

434.857.2664

sclc@drhava.com

PLEASE NOTE THAT THIS POLICY DOES NOT COVER ALL OF THE CONTINGIENCES AS IT RELATES TO RENTING THE EVENT SPACE. DUE TO THIS FACT, THIS POLICY IS SUBJECT TO CHANGE AT ANYTIME AND FOR ANY REASONABLE SAFETY CONCERNS OR FOR THE CONTINUED ENJOYMENT FOR ALL RENTERS. ANY CHANGES WILL BE DISCUSSED WITH THE RESPONSIBLE PARTY AT THEIR DESIGNATED RENTAL TIME AND MUST BE SIGNED AND ADHERED TO PRIOR TO STARTING THE EVENT.

## 1. SCLC Hours of Operations are as follows:

- a. Regular Office Hours: 2:00 pm – 6:00 pm Monday – Friday.
- b. Event Rental Hours: 8:00 am to 10:00 pm Sunday – Saturday.
- c. <sup>1</sup>The Event Space may be closed from time to time. Please check our Facebook page for any additional closings including holidays.

## 2. GENERAL RENTAL USAGE:

- a. Alcohol is permitted.
  - i. Please note that you are responsible for your guests. You will be held liable for any damages caused by you or your guests, including forfeiture of your deposit.
  - ii. The SCLC staff working the event will NOT intervene in any issue. Your party will be immediately canceled, and the authorities will be called.
- b. Southside Community Learning Center is a smoke free building. **NO EXCEPTIONS**
- c. The person who completes and signs this agreement will be the Responsible Party (RP) even if there is a different contact person listed. The RP must be present within fifteen (15) minutes of the start or end time, or they may lose their scheduled time in the Event Space and/or deposit.
- d. You may list up to two people with whom we may discuss your event.
- e. The RP is responsible for the room, its contents, and their guests during the event.
- f. You are responsible for remembering when payment is due if you have a balance. The SCLC will take no responsibility for reminding you about your event and when payment is due.
- g. When reserving the Event Space please consider your set up and clean- up times, as they will be included in your four-hour (4) time frame unless additional time is paid for. The Event Space must be returned to its original set-up. **All from your event should be ready to depart the building at the agreed upon end time of your event. CLEANUP INCLUDES RESTROOMS and Parking Lot.**
  - i. You may not tape anything to the walls unless you are using Command Strips.
  - ii. ALL Trash must be taken to the dumpster that is located outside the building in the parking lot
  - iii. Please ensure the following:
    1. that all tables and chairs used have been wiped down
    2. the floor is free from debris and spills
    3. kitchen countertops, surfaces, and stove are completely wiped down after use
    4. ensure that stove and oven are turned off
  - iv. **BALLOONS MUST BE ATTACHED** to a balloon weight. Any balloons that are left to float to the ceiling will result in forfeiture of your deposit. **TIP:** have balloons attached to very long string (at least 14 feet of string as ceilings are 20ft.) to avoid losing your deposit
  - v. **No real candles are to be used in the building. ONLY flameless candles can be used.**
- h. The maximum capacity for the Event Space is 100 people. The number of guests must be given when the original booking occurs. This number is the total including all speakers, person(s) at the door, instructors, etc.
- i. **PLEASE BRING ALL OF YOUR NEEDED SUPPLIES.** The Event Space **does not provide any catering or other supplies for use.**
- j. If you opt to bring and use a deep fryer that is to be used for fish fries or frying turkeys, you may do so outside by the exit door near the kitchen. It is to be used in the grass.
- k. If the fire alarm is accidently pulled, one half of your refundable deposit will be withheld.

<sup>1</sup> DRHAVA Staff and Office Tenants who have access to the building may rent the space.



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### 3. DEPOSIT & RENTAL FEES:

Your event date is **not guaranteed** until this form and 1/2 of the rental fee(s) are paid if you are not paying the entire balance. **The balance of the rental fee(s) must be paid 10 days prior to your event.** Payment must be in the form of **Check or Money Order - No Cash or Credit Cards**. Please make your check or money order is made out to: **Danville Redevelopment and Housing Authority or DRHA**. The rental fees are explained below:

- a. \$250.00 – Event Space only
- b. \$350.00 – Event space plus Kitchen
- c. \$60.00 for each additional hour needed.
- d. \$50.00 Holiday Charge non-refundable
- e. \$50.00 Additional Bouncy House Deposit non-refundable
- f. **Each additional one (1) hour is \$60.00.**
  - i. **No changes can be made to your event once the final fees are paid, including requests for extra time.**
- g. If there is any cleanup necessary or trash to be removed after you have turned the room back over to DRHA there will be a \$25.00 per hour fee charged to the RP for the cleanup. Make sure all trash bags are put in the dumpster outside the building. It is the RP's responsibility to use proper judgement to make sure the room is cleaned properly.
- h. There is a \$50.00 returned check fee.

### 4. CANCELLATION POLICY / FORFEITURE of DEPOSIT & FEES:

- a. If you do not cancel within ten (10) business days of your event, **all previously paid fees will be forfeited.**
- b. If the remaining balance for the rental fees is left unpaid **10 days prior to your event, all previously paid fees will be forfeited.**
- c. If you are a NO SHOW on the day of your event, **all previously paid fees will be forfeited.** Staff will wait one (1) hour past your event time before leaving.
- d. If you go ten (10) minutes beyond your allotted time for clean-up you will forfeit your deposit.
- e. **NO RENTAL FEES WILL BE ACCEPTED ON THE DAY OF YOUR EVENT.**

### 5. COMMUNITY PARTNERS/ DRHA STAFF / SCLC TENANT / VOLUNTEER RENTALS:

Community Organizations, Staff, SCLC Tenants, and Volunteers must still adhere to the all-other policies within this agreement, regardless of any reduced or non required fees.

- a. **Community Partners and SCLC Tenants who utilize the space at no charge will still be responsible for any damage to the facility.**

By signing this agreement, I acknowledge that I have read and understood the rental policies of the Southside Community Learning Center Event Space, I understand that if any of these policies/procedures are not followed for any reason, I may forfeit my time and/or part or all my deposit.

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

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<sup>2</sup> If ten days are not available prior to your event, all the rental fee(s) will be due at the time of booking.