

## WESTMORELAND COUNTY

### Policy Governing A. T. Johnson Museum Building, Recreation Center Rooms, Gymnasium & County Field Use

1. Application to use any County facility must be submitted at least thirty (30) calendar days before use. Westmoreland County residents may reserve the facility up to one (1) year before the desired date. Non-county residents may reserve the facility up to six (6) months before the desired date. Any rentals for governmental use, other than activities sponsored by the Westmoreland Family YMCA, may be confirmed up to eighteen (18) months before the desired date. Proof of county residency (driver's license or voter registration card) must be provided with the application for use. Completed applications and room deposits may be submitted during regular office hours.
  - a. If two or more county residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. The drawing will be conducted by the staff on duty and will be held in the presence of the participating residents.
  - b. If one or more county residents and one or more non-county residents arrive at the same time and wish to reserve the same date, the county residents will have priority over the non-county residents.
  - c. If two or more non-county residents arrive at the same time and wish to reserve the same date, a lottery drawing will be held to decide who is granted use of the facility for that date.
  - d. All reservations decided according to these procedures are final.
2. A damage deposit of \$50 made payable to "Treasurer, Westmoreland County" must be submitted with the completed application. If the application for use is denied, the deposit will be refunded within thirty (30) calendar days. After use of the facility on the specified date, the deposit will be refunded except in the following instances:
  - a. Any damage done to the building or property
  - b. Failure to return key signed out by renter

- c. Failure to meet the following requirements for clean up:
- (1) All materials brought into County facilities, including food and beverages, must be removed immediately following the event.
  - (2) All trash must be removed and placed in the proper trash receptacles outside the building.
  - (3) County facilities' materials, equipment and all audiovisual equipment must be left in the same condition as before use.
  - (4) All decorations must be removed and disposed of properly.
  - (5) No rice or similar material may be thrown inside or outside of County facilities; birdseed may be thrown outside.
3. All fees for use are due upon approval of application and by fourteen (14) calendar days before an event.

Order of priority for use of County facilities:

1. Any activity or use available to the public sponsored by the Westmoreland Family YMCA
2. Any governmental use
3. Any non-governmental activity or use
4. Any non-governmental user must provide a certificate of liability insurance naming Westmoreland County as additional insured
5. Individuals wishing to tour the facility or to arrange for an event must make an appointment with the staff on duty so as not to interfere with events in progress.
6. All parties using County facilities are responsible for any damages to County and its property. If this damage exceeds the \$50 deposit fee, charges will be made to the user to cover such damage.
7. Any applicant wishing to use a private caterer for any event must submit the caterers name with the application. The caterer must follow all state and local regulations governing the serving of food and beverages. Food may not be prepared, only warmed up on site.

8. No materials or equipment, including signs or posters, shall be attached to County facilities or its property. No flammable liquids or materials may be used without prior inspection and approval as to compliance with the fire code by the Fire Department. No open flames are allowed, lighted candles must be covered with globes. No smoking shall be allowed inside of any structure.
9. The number of people allowed inside County facilities shall not exceed established capacities.
10. A non-governmental user of County facilities shall collect no money or admission on the premises at any time.
11. The sale of food or drink in County facilities is prohibited.
12. The County of Westmoreland shall assume no responsibility for any property placed in or on the premises. All property must be brought in and removed the day of the event. Additional time needed for set-up, clean up, and food services must be included in the room(s) rental fees.
13. An individual must sign all applications for use of County facilities (must be at least 21 years of age). Permission for groups or organizations composed of persons under 21 shall be granted only to individuals 21 or over who accept responsibility for supervising them. In instances where events are held with participants under 21, two chaperons 21 years of age or older for every 25 participants must be present at all times.
14. Any furniture to be arranged or set-ups to be made must be done by the renter.
15. If unforeseen circumstances, such as inclement weather or electrical outages, cause County facilities to be closed, Westmoreland County reserves the right to cancel any scheduled non-governmental use of the building and notify the applicant.
16. There shall be no alcohol or alcoholic beverages of any type or description permitted on the premises described herein, nor on any adjacent properties owned by the County of Westmoreland.

Renter is responsible for obtaining a key from the Westmoreland Family YMCA one (1) day prior to event. Renter is responsible for locking all doors and placing the key in the designated drop box located outside of the Westmoreland Family YMCA entrance. If the key is not returned within 24 hours after rental date, the renter forfeits his or her damage deposit.

All non-governmental users of County facilities must pay the established fee in full. Additional time needed for set-up, clean up and food services must be included in the room(s) rental fees. Applicants, nor associated parties will not be permitted in the facility before or after their designated times without paying additional fees. The fee schedule for use of County facilities shall be as follows:

(Room Occupancy Load in Parentheses below the Room)

<u>Museum Section</u>	<u>3-Hour Minimum</u>	<u>Each Additional Hour</u>
Auditorium (87 or 160)	\$100 (Resident) \$300 (Non-Resident)	\$30 (Resident) \$90 (Non-Resident)
Meeting Room (40)	\$25 (Resident) \$75 (Non-Resident)	\$10 (Resident) \$30 (Non-Resident)
Kitchen (29)	\$25 (Resident) \$75 (Non-Resident)	\$10 (Resident) \$30 (Non-Resident)

**A. T. Johnson Human Services Section**

Gymnasium (593)	\$150 (Resident) \$450 (Non-Resident)	\$50 (Resident) \$150 (Non-Resident)
Class Room (31)	\$25 (Resident) \$75 (Non-Resident)	\$10 (Resident) \$30 (Non-Resident)
Dance Room (40)	\$25 (Resident) \$75 (Non-Resident)	\$10 (Resident) \$30 (Non-Resident)

**County Fields**

<u>Field</u>	<u>3-Hour Minimum</u>	<u>Each Additional Hour</u>
A. T. Johnson	\$50 (Resident) \$150 (Non-Resident)	\$15 (Resident) \$45 (Non-Resident)
Hurt/Hamblin	\$50 (Resident) \$150 (Non-Resident)	\$15 (Resident) \$45 (Non-Resident)

**Additional Field Costs:** Lights \$10 per hour  
 Field Preparation \$25 baseball  
 \$ 50 football /soccer  
 Facility Attendant may be Required \$10 per hour

17. Available rental hours for County facilities shall be as follows:

Monday - Thursday	8:30 a.m. – 10:00 p.m.
Friday	8:30 a.m. – 5:00 p.m.
Saturday	8:30 a.m. – 11:00 p.m.
Sunday	N/A

Additional hours will be considered on a case-by-case basis. Facilities will be closed on designated county holidays and the last week of December for annual cleaning.

# Westmoreland County A. T. Johnson Museum Building, Recreation Center Rooms, Gymnasium & County Field Use

## Facility Use Application

This application must be completed and returned at least 30 days before use. The applicant must read the "Policy Governing A. T. Johnson Museum Building, Recreation Center Rooms, Gymnasium & County Field Use" attached to this application. Non-governmental users must submit a \$50.00 damage deposit with this application. Please make checks payable to "Treasurer Westmoreland County". All deposits will be returned except as explained in the policy. For additional information please contact the office at (804) 493-8163.

### Applicant Information

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Applicant Phone (Day): \_\_\_\_\_ (Night): \_\_\_\_\_

Name & Address of Organization Represented: \_\_\_\_\_

Governmental User: \_\_\_\_\_ Yes \_\_\_\_\_ No \*Certificate of Liability of Insurance: \_\_\_\_\_ Yes \_\_\_\_\_ No

\* A copy of Insurance Certification must be attached to this application.

### Event Information

Type of Event: \_\_\_\_\_ Rooms Requested: \_\_\_\_\_

Will you be attending: \_\_\_\_\_ Yes \_\_\_\_\_ No If no, who will be in charge? \_\_\_\_\_  
Name & Phone Number

Total Number Expected: \_\_\_\_\_ Caterer Name & Phone: \_\_\_\_\_

Caterer's Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event (Includes Set-Up & Clean-Up) From \_\_\_\_\_ To \_\_\_\_\_

### Office Use Only

Date Application Received: \_\_\_\_\_ Date Response was sent: \_\_\_\_\_

Total Rental Charges Assessed: \_\_\_\_\_ Application is:  Approved  Denied

Comments: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_