

Rocky Mount National Guard Armory Rental Packet

*280 Tanyard Road
Rocky Mount, Virginia*

*Virginia Army National Guard
Det. 1, 1173rd Transportation Company*



Facility Programmed By:

Franklin County Parks & Recreation

2150 Sontag Road

Rocky Mount, VA 24151

540-483-9293 Phone

540-483-0040 Fax

www.franklincountyva.org/parks

Rocky Mount National Guard Armory
Rental Application

Lessees Name: _____

Lessees Mailing Address: _____

Lessees Email Address: _____

Lessees Home Phone: _____ **Lessees Cell Phone:** _____

Name of Organization: _____
(if applicable)

Organization Type: Commercial Group Private Party Non-Profit or Civic Group
(please circle)

What is your event? Dance Family Reunion Birthday Party
(please circle) Money Give Away Other: _____

Date(s) of Rental: _____ **Times of Rental:** _____

Rental Fee Amount: _____ **Site Supervisor Fee Amount:** _____
(\$10.00 pr/hr x hours of rental)

Clean up Deposit Amount: \$150.00

Total Rental Fee Amount: _____
(rental + site supervisor + clean up deposit fees)

I understand as LESSEE of the Rocky Mount National Guard Armory facilities that I will be responsible for all damages to the facility or equipment therein while it is under my care and supervision.

I hereby certify that I have received a copy of the rules and regulations regarding the use of the Rocky Mount National Guard Armory and fully understand the contents of the document. I understand that failure to comply with these and all other regulations shall constitute immediate forfeiture and default of the lease.

Lessees Signature: _____ **Date:** _____

Staff of Parks & Recreation Signature: _____ **Date:** _____

CHECKLIST: Office Use Only

| <u>Date</u> | <u>Initials</u> | |
|-------------|-----------------|---|
| _____ | _____ | Notified applicant of availability |
| _____ | _____ | Applicant given informational packet with conditions of rental |
| _____ | _____ | Received paperwork with all signatures (Lessee & P & R Staff) |
| _____ | _____ | Received rental fee |
| _____ | _____ | Received deposit fee |
| _____ | _____ | Confirmed facility was left in proper condition |
| _____ | _____ | Returned deposit if left in proper condition |
| _____ | _____ | IF needed followed up on any damages and collected appropriate fees |

Rocky Mount National Guard Armory

Lease Agreement

THIS LEASE, is made and entered into this ____ day of _____ by and between the County of Franklin, Virginia, hereinafter referred to as LESSOR and: _____, hereinafter referred to as LESSEE.

1. LESSOR hereby leases to LESSEE and LESSEE hires from LESSOR the building and facilities known as the Rocky Mount National Guard Armory located at the intersection of Donald Avenue and Tanyard Road in the Town of Rocky Mount, Virginia. This lease shall not extend to the military offices, spaces and the military storage area in the Armory now occupied by the Virginia Army National Guard. Included in this lease shall be the parking lot or area including the inside fenced portion of the lot adjacent to the building.
2. The term of the lease shall be from _____ to _____.
3. The rent amount for the term lease shall be _____. The rent includes use of the following designated areas:

_____. The rent shall be due prior to the rental agreement being complete at the Franklin County Parks & Recreation Department Office located on Sontag Road.
4. LESSEE shall not commit, or suffer to be committed, any waste on the demised premises or any nuisance. No use shall be made or permitted to be made of the demised premises, nor acts done, which will cause cancellation of any insurance policy covering the Armory or any part thereof, nor shall LESSEE sell or permit to be kept, used, or sold, in or about the demised premises, any article which may be prohibited by the standard form of fire insurance policies. Further, the LESSOR shall not be responsible for any negligent, intentional, wanton, or willful acts of the LESSEE, its employees or agents. Should any personal injury or property damage occur during the time of this lease, the LESSEE shall be solely and totally liable and responsible for such injury or damage except those injuries or damages directly attributable to the intentional, willful, or wanton acts of LESSOR for any personal injury or property damage, which occurs during the terms of this lease caused by LESSEE, its employees, agents, invitees or guests.
5. LESSEE shall permit LESSORS, its employees and agents to enter the premises for the purpose of inspection for compliance with all Federal, State, County and Town laws and the provisions of this lease.
6. LESSEE shall return the demised premises and grounds in the same condition as when they were left. Any damage to the demised premises and grounds which occurs during the term of this lease shall be the responsibility of LESSEE, except that damage directly attributable to the intentional, willful, wanton acts of LESSOR, its employees and agents. Any such damage should be reported to Franklin County Parks and Recreation within (24) hours of its occurrence. Failure to report such damage shall be grounds for termination of the lease and denial of future leasing of the demised premises and grounds.
7. Custodial and janitorial services shall be the sole responsibility of the LESSEE. LESSEE must provide for such services and present to Franklin County Parks and Recreation a summary of the arrangements made for custodial and janitorial services.
8. LESSEE shall not sell or permit to be used by anyone in the demised premises or grounds, any alcoholic beverages or controlled substances or drugs.
9. LESSEE shall have no interest in the proceeds or profits from any vending machine or coin operated device on the demised premises during this lease. Further, LESSEE shall not disconnect, disable, disengage or in any way tamper or interfere with the normal operation of the said vending machines or coin operated devices.
10. The LESSEE'S failure to comply with any of the terms of this lease shall constitute immediate forfeiture and default and the LESSOR may, at his/her option, demand the premises immediately upon notification of LESSEE.

WITNESS the following signatures and seals:

County of Franklin Agent or LESSOR

LESSEE

I do hereby agree to hold Franklin County and the Franklin County Board of Supervisors harmless and indemnify them for any liability as applied to special, indirect, collateral or consequential damages or for any claim of any kind, whether based on this contract/agreement or otherwise, and from all claims by third parties which extend beyond Franklin County's foregoing limitations of liability, and in addition, I shall be responsible for all related costs, including costs which shall pertain to litigation, court costs, attorney fees, fines, etc., of which may involve the County of Franklin, any of its constitutional officers, law enforcement officers, or employees of the Franklin County Board of Supervisors. And, further, I agree to defend, indemnify and save harmless the Commonwealth of Virginia, its officers, employees, and all members of the Virginia National Guard, from any claims for injury to persons or property arising out of the use of the Armory.

Name of Club/Organization
(if applicable)

LESSEE Signature

Date

Rocky Mount National Guard Armory
Rental Fee Structure

IN COUNTY ORGANIZATIONS

| | <u>Full Day Rental</u> | <u>½ Day Rental</u> (6am-3pm or 4pm-1am) |
|---------------------------------|------------------------|---|
| Commercial Groups | \$150.00 | \$75.00 |
| Private Party | \$150.00 | \$75.00 |
| Non-Profit Groups & Civic Clubs | \$100.00 | \$50.00 |

OUT OF COUNTY ORGANIZATIONS

| | <u>Full Day Rental</u> | <u>½ Day Rental</u> (6am-3pm or 4pm-1am) |
|---------------------------------|------------------------|---|
| Commercial Groups | \$250.00 | \$125.00 |
| Private Party | \$250.00 | \$125.00 |
| Non-Profit Groups & Civic Clubs | \$200.00 | \$100.00 |

***The clean up deposit for all groups is: \$150.00**

***The clean up deposit will be returned, if conditions are met, after (5) business days.**



Optional Set Up and Take Down Fee: For an additional **\$100.00** renters may contract with the **Military Family Support Group** to set up tables and chairs and to have them take them down after your event. This money would go directly toward this non-profit group. If this service is utilized then it is to be worked out with the Sergeant at the Armory. The sergeant recommends a diagram of the set up if this option is used.

Rocky Mount National Guard Armory Rules & Regulations Information

**** If the Virginia National Guard becomes activated during the rental period, the National Guard takes precedence over all other activities/rentals. THERE ARE NO EXCEPTIONS!**

Armory Contacts

540-483-5717 Rocky Mount Office
276-638-8131 Martinsville Office

Capacity

The maximum capacity of the Armory is (350) persons. Approximately there are (50) tables and (200) chairs available.

Security Policy

Franklin County Parks & Recreation will provide site supervisors for security at a \$10.00 per hour rate to individuals/organizations renting this facility. This fee will be paid by the lessee prior to rental.

Clean Up Policy

All areas used during rental must be cleaned up after usage. This is to include sweeping of the floors and restrooms, wiping/mopping up major spills and removing trash from the facility. **Failure to comply with this policy will result in loss of the clean up deposit.**

General Information

- Reservations of this facility should be made at least **(10)** business days prior to the event.
- There shall be no events in this facility that shall continue after 1:00am.
- All persons under the age of (16) years old must be accompanied and supervised by an adult over (21) years of age who shall be totally responsible for any and all damages which may be caused by this minor.
- **NO** smoking inside this facility.
- **NO** alcohol is permitted inside or on the premises of the Rocky Mount National Guard Armory.
- In the event in which this facility is needed as an emergency shelter it is understood that such event will be automatically cancelled by the LESSOR and the money for such cancellation will be refunded to the LESSEE.
- In the event of cancellation or postponement by the LESSEE refunds will be made only when notice of cancellation or postponement is within **(10)** business days prior to the rental date. In case of postponement and alternate date may be established in lieu of a refund using the same procedure.
- In case of inclement weather and only when mass cancellation of events results will the cancellation notice requirement be waived.
- If food is being served then the proper food permits are required by the Health Department prior to rental.
- For events that are advertised to the public it is required to provide a copy of liability insurance of a minimum of **\$1,000,000** prior to rental.
- The Franklin County Board of Supervisors and/or its representatives reserves the right to disapprove any application for rental when, in its opinion, such rental might be detrimental to the property or the interests of the public or County.