

St. John Family Life and Fitness Center  
1569 St. John Road  
Gordonsville, VA 22942

## **SJFLFC FACILITY USE AGREEMENT AND GUIDELINES**

We are delighted that you are considering the St. John Family Life and Fitness Center (SJFLFC) for your event. Please read carefully through the following guidelines. As the User, you are responsible for communicating and all rental information and guidelines to your event attendees and service providers and enforcing all guidelines. Our goal is for you to have an enjoyable, safe, and memorable event. The purpose of this Facility Use Agreement is to ensure that SJFLFC facilities are used for meetings and activities which are recreational, social, educational, or civic in nature and offer services of interest and need to the community. This agreement also helps ensure that the SJFLFC facilities are well maintained so you and others will be able to enjoy them in the future.

### **Facility Rental Fees**

SJFLFC, including the interior Center space and outdoor space, are available to rent as follows:

- **Rental Cost:** \$300.00 for up to 6 hours, which includes a \$100 refundable clean-up fee. Allotted time for setup will be coordinated at the time of rental approval.
- **Non-refundable Deposit:** \$150.00 required at the time of request to reserve the facility.
- **Remaining Balance:** Due seven (7) days prior to the event.
- **Late Fee:** \$25 if the final balance is not paid by 5:00 pm ET on the due date.
- **Fee Breakdown**
  - Space Rental Fee: \$200.00
  - Clean-up Fee: \$100.00 (refundable if the User cleans at the conclusion of the event and meets the cleaning requirements detailed in the Facility Guidelines)
- **Waiver of Rental Fees:** SJFLFC Board Members and committee members may have rental fees waived.

Requests for facility rental must be sent to a SJFLFC Board Member. Upon receipt of a rental request, Board Members will confer and respond to the request within 72 hours. The facility rental is not guaranteed until an agreement has been signed by both the User and a SJFLFC Board Member, the required fees have been paid, and the event appears on the calendar. All payments must be made via cash, check, money order, or electronic transfer (e.g., CashApp, Venmo, etc.). If a check is returned for insufficient funds, an additional charge of \$35 will be assessed.

When actual use of the SJFLFC facilities exceeds the reserved rental period, the User shall be charged additional rental time. These fees will be billed to the User.

Audio/video equipment is available upon request.

### **Facility Guidelines**

1. Facility usage is limited only to SJFLC interior rooms and outdoor patio areas. Users

- are required to remain in areas specified in the agreement and are responsible for keeping group participants confined to those areas.
2. The occupancy capacity for the Center's interior areas may not exceed 85 people. The outdoor patio offers an additional occupancy capacity of 85.
  3. The kitchen is equipped with a stove, oven, refrigerator, and tabletop workspace. However, the kitchen is for warming purposes only. The User is responsible for bringing utensils, plates, napkins, cups, etc.
  4. Nothing may be attached to walls, ceilings, or floors of the interior Center or outdoor areas that might damage them, including using nails, pins, or glue. All decorations must be removed at the end of the rental period.
  5. Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited. Except for candles on cakes or desserts, only drip-less electrical or battery candles are permitted.
  6. No grills or open flames are permitted, including on the outside patio.
  7. No alcoholic beverages, illegal drugs, or controlled substances are allowed on the SJFLFC property or in the parking lot or surrounding land.
  8. Smoking, including tobacco, marijuana, and vaping, is not permitted in any part of the SJFLFC property, including the patio. Smoking is also prohibited in the parking lot and surrounding land outside the facility.
  9. No weapons or firearms of any kind are permitted on the SJFLFC property or in the parking lot or surrounding land.
  10. The User and their guests shall not create excessive noise or disturbance at any time. No profane or excessively loud music is permitted at any time, and no music is permitted after 11:00 pm.
  11. A Board Member or designated person will be on site for the duration of your event in case of emergencies.
  12. Only designated Board/staff members are permitted to use the audio/visual system.
  13. At the conclusion of User's event, User shall remove all personal items, supplies, and equipment; remove and properly dispose of trash, litter and debris; wipe all tables and chairs; and clean all areas such that they are returned to the condition prior to the event. The User is responsible for providing their own cleaning supplies.
  14. The User is responsible for any damage or injuries that occur during use. In the event that User or their guests cause damage or loss to the facilities, or any property located within it during the Rental Period, the User is responsible for promptly remedying the damages and repairing the property to a condition substantially similar to what existed prior to the damage.
  15. The User shall be fully liable for and hereby indemnifies and agrees to hold harmless SJFLFC, its Board and committee members, and other agents from any and all injuries, deaths, damages, causes of actions, claims or obligations, and any consequential and incidental damages, attorneys' fees or costs arising out of or related to any acts, omissions, negligence or gross negligence or on the part of the User or their guests caused during the Rental Period. By using the Premises, User assumes any and all risks inherent to such use. SJFLFC shall not be liable to the User or their guests or invitees for any loss or damage suffered during the Rental Period due to any defective condition or depreciation of the Premises, or by any structure, furniture, or equipment upon the Premises.
  16. Individuals or organizations that do not comply with these guidelines may be prohibited from future use of the facilities.

If you have questions about these guidelines, please contact Rebecca Kinney, [becky1517@aol.com](mailto:becky1517@aol.com)

**SJFLC Facility Usage Application and Agreement**

**Contact Information**

Contact Person \_\_\_\_\_ Today's Date \_\_\_\_\_  
Address/City/State/Zip \_\_\_\_\_  
Contact Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Event Information**

Date Requested \_\_\_\_\_ Expected Number of Attendees \_\_\_\_\_  
Time Requested \_\_\_\_\_  
    Setup Start \_\_\_\_\_  
    Event Start \_\_\_\_\_  
    Event End \_\_\_\_\_  
Person Responsible for Setup and Clean Up  
    Name \_\_\_\_\_  
    Contact Number \_\_\_\_\_  
Type of Event (give specific details):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facility Information**

Area(s) Requested – check all that apply:  
\_\_\_\_\_ Center and outdoor patio  
\_\_\_\_\_ Center only  
\_\_\_\_\_ Outdoor patio only

**Payment Information**

Total Cost \_\_\_\_\_ Deposit \_\_\_\_\_ Balance \_\_\_\_\_  
Balance Due By \_\_\_\_\_

I have read and understand the terms for using the SJFLC facilities. I understand that if I violate these terms in any way, I will be liable for damages and expenses resulting from the violation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Request Approved \_\_\_\_\_  
Request Denied \_\_\_\_\_

Additional Information \_\_\_\_\_

Here is a summary of the requirements for facility clean-up:

1. Vacuum Floors: Use the provided vacuum to clean all floors.
2. Clean Up Spills from the Floor: Use the provided mop to wipe up any spills.
3. Wipe Down Countertops: Use the provided wipes to clean all countertops.
4. Dispose of Trash: Place all trash into the trash cans on the back deck, using the provided trash bags.
5. Wipe Down the Stove: Use the provided wipes to clean the stove surface.
6. Clean Out the Refrigerator: Remove any leftover food and use the provided wipes to clean the outside of the refrigerator doors.
7. Fold Chairs & Tables: Make sure to fold and store chairs and tables as needed.
8. Clean both bathrooms: Clean vanity bowls and toilet seats with provided wipes.

These steps ensure the facility is properly cleaned and ready for the next use.