

Town of Chilhowie Old High School Rental Policy

1. Rentals will only be available when the requested area is not being utilized for Town of Chilhowie programs.
2. Check with the Town Manager for rental availability.
3. If the area to be rented is available, a contract will be made that the renter must sign and make full payment of deposit and custodian fees for the facility is expected in order for the facility to be held. Proof of Liability Insurance must be shown when reservation is made.
4. Rental reservations will not be made more than 30 days in advance and not less than two weeks in advance of the date requested.
5. Programs, classes and meetings sponsored by the Town of Chilhowie take first priority over any rental applications.
6. The Town of Chilhowie will not assume responsibility for any personal property used on the Old High School premises. All supplies for event must be furnished by renter. Renter shall be responsible for setting up tables and taking them down.
7. Any damage to the Old High School premises or extra cleaning required as a result of the group's use must be paid by that group or individual.
8. No admissions may be charged and no sales may be conducted unless approved by the Town Manager. Business License must be obtained as applicable.
9. Smoking or the use of tobacco products is prohibited in the Old High School.
10. No food or beverages shall be served in the Old High School without the approval of the Town Manager. No cooking is allowed in the kitchen.
11. Commitments will not be made for weekly, monthly or yearly rentals without Town Manager's approval.
12. All areas must be left clean and orderly. A Town custodian will inspect that area after all rentals and it must be left in excellent condition or an additional fee may be added.
13. Stored materials are for the Town of Chilhowie's use only.
14. Use of areas or rooms in the Old High School which are not part of the signed contract are not authorized.
15. RENTAL FEES: individuals and private groups
\$25.00 per hour/custodial fee
\$250.00 security deposit is required for the large room.
\$25.00 security deposit is required for the smaller classroom. The security deposit will be returned within five business days after an acceptable inspection of the premises.
\$40.00 per hour/custodial fee for rental on Sunday and Holidays
16. All rentals will be based in a three hour minimum. All rental fees are subject to change.
17. Rental request for tradeshow, conferences, concerts and any other event that may require the use of the entire Old High School must be approved by the Town Manager.
18. Law Enforcement provided by the renter will be required to be present for any event that exceeds 100 persons.