



Facility Usage - Rules, Term & Conditions

The following guidelines are intended to outline the basic conditions and terms of facility use at the Floyd Event Center. Please complete a rental inquiry form or contact Floyd Event Center for more information.

Pricing: The quote offered is based upon room(s) booked, estimated attendance, and total hours of use. Extra services/equipment may be requested at additional charge.

Separate & Additional Charges: Charges shall be applied for the following services: easels, drawing implements, linens, dinnerware, refreshments, extra staffing and other consumable services. Equipment is the responsibility of the renter during the rental period and any loss or damage is subject to repair or replacement costs.

Reservations: A reservation is complete when the Floyd Event Center has confirmed receipt of a completed rental contract (also signed quote), signed Rental Information & Conditions form, and the specified deposit.

Deposit: The deposit required to book your reservation is based on one half (1/2) of the estimated fee unless otherwise specified. Final payment will be due on the day of the event after a final attendance count has been agreed upon by the renter and supervising Floyd Event Center staff and a damage assessment made.

Cancellations: Reservations cancelled one (1) week or more after reservation confirmation will be charged a \$50 administrative fee. Those cancelled within two (2) weeks of event date will be charged a fee of one half (1/2) the deposit or \$50, whichever is more. Cancellations less than three (3) working days prior to scheduled event date will be assessed for the full deposit. All cancellations must be confirmed in writing within three (3) days of verbal notification. This is a rent-at-will contract. Floyd Eco Village reserves the right to cancel the use of the facility at any time with a full refund.

Services Provided with Basic Rental:

Staff: Floyd EcoVillage staff will be on duty during the entire event. The staff member will open the facility and provide information and direction as needed. The staff member will not be available to serve or decorate and will not be involved in the event unless event staff is contracted from Floyd Eco Village.

Tables and Chairs: Such items are provided upon request and will be set up and taken down by Floyd EcoVillage Staff. Renter must provide a layout for Floyd EcoVillage. Tables and chairs are not to be taken outside by the Renter or any guest attending the event unless by prior arrangement.

Deep Cleaning: Floyd EcoVillage performs all deep cleaning, such as mopping and vacuuming. Renter must remove anything brought in by self, guests or hired vendors. Trash cans and liners are provided and should be emptied by Renter.

Catering Services: Floyd Eco Village offers refreshment services for a fee. However, you may choose to use a caterer or prepare your own refreshments.

Food: Renters may use refrigerators and freezers for food storage with prior approval and without a kitchen rental. Food preparation, including cooking, warming and plating requires a kitchen rental agreement.

Renter is expected to provide sufficient supervision to minimize mishaps with refreshments during an event. All food/drink waste must be disposed of in the appropriate receptacles in the designated areas only.

Tables: All groups must supply their own table cloths unless prior arrangements are made for the rental of linens from Floyd Eco Village. Tables used for craft or art projects or other potentially damaging activities require proper protection.

Decorations: Decorations are permitted but must be approved with the Floyd Eco Village facility coordinator prior to scheduled events. The renter, and any related parties, expressly agree not to tape, paste, post, tack, staple or nail any objects to walls, drapes or other surfaces. Damage to the center and its facilities will result in additional charges. All decorations must be taken down and removed from the facility immediately following the event.

Parking Services: Renters must assign at least 2 individuals to manage parking if their group exceeds 80 participants. Renter may make arrangements with Floyd Eco Village to provide parking services for a fee.

Smoking: All buildings on Floyd Eco Village property are non-smoking. Cigarette butt disposal containers are located around the building. No smoking is allowed in the lower-level school entrance area.

Alcoholic Beverages: Floyd EcoVillage shall abide by all Virginia ABC laws concerning the use and serving of alcoholic beverages. A Virginia ABC Banquet or Special Event License may be required in order for alcoholic beverages to be served. A copy of the License must be on file with the Floyd EcoVillage prior to the event.

Deliveries: Deliveries must be made within Floyd EcoVillage office hours (seasonal) with prior arrangements or be accompanied by prearranged renter representative. Floyd Eco Village will not be responsible if delivery items are lost, stolen or damaged. Floyd EcoVillage will not store delivery items outside facility rental periods.

Receptacles: Trash cans and recycling bins are available for scheduled events. The dumpster and recycling storage are located outside the kitchen entrance.

Advertising of the Center: Renter expressly agrees not to use any mark or logo of Floyd Eco Village in

such a way as to imply endorsement or sponsorship of the program without prior approval. Any such use or misrepresentation shall constitute a breach of this contract.

Emergencies: In the case of an emergency, please contact the appropriate authorities and then the on-site staff immediately. A list of local emergency contacts is available in the reception office. Under no circumstances should doors be blocked preventing safe exit from the facility.

Damage to Floyd Eco Village Facilities: The renter agrees to pay Floyd Eco Village for any and all damages arising from the occupancy and use of the Floyd Eco Village's facility by the renter, renter's instructors, contractors, participants, guests, related parties or any person present at the function. Additional charges will be assessed.