

THE MILLENNIUM GROUP FACILITY RENTAL/USER RULES & REGULATIONS

1. Acceptance or Rejection: The MG reserves the right to accept or reject at any time, any application for use of facilities. Payment of fees will be refunded if rejection of application is deemed necessary. Upon acceptance the User agrees to hold MG, the County of Nelson "harmless" from any damage or claims arising from the action of the User, his/her employee(s) and/or patrons while the facility is in use.

2. All fees are due at time of reservation. Checks made payable to The Millennium Group.

3. User is responsible for the acts and safety of all guests and for acts of all uninvited persons both in the building and in the parking area unless they are immediately reported and identified to the Nelson County Sheriff's Department, call 911. (Nelson Heritage Center is located at 1653 Thomas Nelson Highway, Arrington, Virginia).

4. If alcoholic beverages are to be served at functions, user is responsible for obtaining a banquet license in advance of the event. (contact MG personnel for procedures on obtaining banquet license). One deputy must be present on site as well.

5. User and guests are to stay in the designated areas of the building, hallways and restrooms unless otherwise designated.

6. Smoking permitted in designated areas ON OUTSIDE ONLY!

7. User must take care of cleaning and returning the facility to its condition prior to its use before leaving the building.

1) All decorations must be removed. 2) Floors swept. 3) Tables and chairs put up (if in the contract) 4) Trash removed from the premises. Brooms, mops, etc. are available from the staff. User shall report to the staff any problems as they occur. The user will be responsible for any damages that may occur.

8. The User/Sponsor is responsible for:

- i. Locking and unlocking doors
- ii. Supervision of facility while activity is in progress
- iii. Operation of the facility
- iv. Notify NHC point of contact of any problems.
- v. Ensuring facility is returned to its original condition

9. Activities for youth under 16 years of age require one "chaperone" for every 10 youth.

10. Parking on facility grounds shall be confined to approved parking areas only. Handicapped parking is available; access to the building is readily available.

Revised July, 2018: Subject to change at the discretion of MG