

Spotsylvania Sunday School Union Park Site Rental Agreement

This rental agreement is made on the _____ day of _____ 201__.
This rental agreement is between _____ and
the Spotsylvania Sunday School Union (SSSU) for the rental of SSSU Park Site located in Spotsylvania, Virginia for the following date _____
Time: _____ am/pm to _____ am/pm.

GENERAL POLICY

The cost to rent the Park Site is \$75.00 plus an additional refundable clean-up deposit of \$25.00. No charge member churches of the SSSU for church events. A **check or money order** in the amount of \$100.00 is required at the signing of this agreement. **(NO CASH WILL BE RECEIVED)**. The \$25.00 cleanup deposit is refundable if the Park Site is properly cleaned of all trash and returned to proper rentable condition after the event is over. In order to secure your event date, your payment must be received along with a completed SSSU Park Site Rental Agreement by the SSSU. Additionally, date reservations will be scheduled on a first-pay first-scheduled basis. Full **cancellations are made only if cancelled called in** at least 30-days in advance, due to inclement weather, or bona fide family illness/emergency as verified by the SSSU Board of Trustees.

The Spotsylvania Sunday School Union requires all individuals using the Park Site to adhere to the following rules and regulations.

- **No alcoholic beverages or illegal drugs or substances are allowed on the Park Site premises**
- **No profanity or fighting is permitted on the Park Site**
- **No destruction or damage to any property**
- **No open fires except when using the grills**
- **No trash should be left on premises**
- **Obeying the entrance and exit signs and instructing and requiring their guests to obey the rules of entering and exiting the Park Site**

No one under 18 years of age may reserve the Spotsylvania Sunday School Union Park Site (Park Site) unless accompanied by a responsible adult who will remain onsite for the entire reservation. Renters are subject to the crowd-size restrictions posted in the building facility as applicable by law. Therefore, do not violate the law by overcrowding the Park Site facilities.

Renters must arrange check-in and checkout time with the Spotsylvania Sunday School Union Trustee. Reselling or reassigning Park Site a Spotsylvania Sunday School Union approved reservation is not permitted. Reservations are only authorized by the Trustees of the Spotsylvania Sunday School Union and made by formal contractual application and corresponding deposit which are made on a first-come-first-reserve basis. Once an individual, group, or organization "confirms and books" a Spotsylvania Sunday School Union Park Site reservation, the cancellation policy below will take effect.

CANCELLATION POLICY

A non-refundable \$15 fee per reservation is assessed for all changes made to your reservation, except for adding additional dates to original reservation. Reservations cancelled one month or less prior to arrival, including no-shows, incur a 100% deposit penalty (due to the lost opportunity the Union had for obtaining a replacement reservation).

Cancellations for reservations made between December 20th and January 3rd AND for July 4th and on Thanksgiving Day incur 100% penalty when cancelled within 30-days prior to arrival or less (unless in cases of inclement weather as defined by closings of Spotsylvania County government facilities).

Therefore, we highly recommend all guests protect themselves from deposit losses due to last-minute cancellations or no-shows by reviewing their reservations 30-days out, because we are a small organization and these dates represent highly sought after dates in high demand for reservations. Additionally, we have limited flexibility when it comes to collecting fees for last-minute cancellations and no-shows.

PARK FACILITY DAMAGE/PROPERTY LOST OR STOLEN FEE POLICY

Staff may charge Park Facility renter's fees for damages when it is necessary to clean-up or repair any damage beyond ordinary cleaning, or wear and tear as a result of the renter or his/her rental party. Fees may also be charged for lost/stolen/broken/damaged items. A reasonable cost for any such damage will be charged to the individual whose signature appears on the rental application and agreement contract.

If excessive cleaning is needed or damages are identified, the damage and associated fees will be equivalent to the amount necessary (to include any applicable hourly wage or costs assessed to the Spotsylvania Sunday School Union to clean or repair the damage and/or the cost to replace damaged furnishings, equipment, appliances, buildings, landscaping, or the actual vendor charge to clean, reconstruct, or repair the damage). If it is determined that an item belonging to the Park Site Facility is lost/stolen, then the fees assessed to the renter will equal to cost the Spotsylvania Sunday School Union incurs to replace the missing item.

If any of the above rules and regulations are not adhered to, this will result in the forfeiture of the cleanup deposit and the renter will be prohibited from using the premises in the future. Occupants are reminded that they are responsible for insuring their events. It is also the Sunday School Union's policy to assess any Park Site renter whose check is returned for insufficient funds the amount of the Park Site rental plus the fee equal to the amount charged to the SSSU's bank statement for their insufficient check.

All checks or money orders should be made payable to: Spotsylvania Sunday School Union.
Mail all payments (checks only no cash will be accepted) at least 2 weeks before the date of your event to:

Spotsylvania Sunday School Union
Attn. Mrs. Deborah Tibbs, Treasurer
PO Box 78
Thornburg, VA 22565

A fee of \$35.00 will be charged for any returned checks plus the amount of the rental!

By signing this contract, the renter fully acknowledges their responsibility to honor and adhere to the conditions of this agreement.

Name: _____

Address: _____

Phone: _____

To reserve a date to rent the Park Site, please contact either Carolyn Chew (540) 582-6262 or Deborah Tibbs (540) 809-8494.