



Multipurpose Room Rental Agreement

Purpose of event: _____

This Room Rental Agreement is entered into by and between the City of Bluefield Parks and Recreation and the renter, _____ for the rental of the facilities located at **703 College Ave. Bluefield, WV.**

1. RENTAL PERIOD: The rental period shall commence on _____.

Starting at _____ and ending at _____.

The renter shall have access to the rented space during the agreed-upon hours.

2. RENTAL FEE: The rental fee for the designated room with kitchen facilities is \$30 per hour for FitRec members and \$40 for non-members. **The rental price is the same for pool parties on Saturdays only. (if the date is available)** Payment is due to reserve a room.

3. CLEANING RESPONSIBILITIES: The rental party agrees to maintain the cleanliness of the rented room and the attached kitchen area. It is the responsibility of the Renter to clean all dishes, utensils, trash, and surfaces used during the rental period. Cleaning supplies are provided. **Failure to do so will result in an additional cleaning fee of \$50.** **Renters Initials:** _____

4. DAMAGES: The renter shall be responsible for any damage caused to the rented space or its contents during the rental period. The lessor reserves the right to assess repair or replacement costs for any damage incurred.

5. KITCHEN USE: The kitchen facilities are provided for the preparation of food and beverages. The renter is responsible for providing all consumable items, including but not limited to, food, condiments, plates, and utensils.

6. COMPLIANCE WITH REGULATIONS: The renter agrees to comply with all applicable local, state, and federal regulations and laws during the rental period. This includes adherence to health and safety standards in the use and cleanliness of the kitchen.

7. CANCELLATION POLICY: No refunds for cancellations.

8. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the state of West Virginia.

9. HELIUM TANK USE: The renter is responsible for the disposal of helium tanks. Helium tanks must be removed by the renter when rental time ends.

10. FACILITY RULES: The renter agrees to follow all rules and regulations provided by Bluefield FitRec.

11 PRE/POST INSPECTION: The renter must pre-check the room for cleanliness and report to the front desk at the end of the rental period for a post-party inspection. Failure to follow cleaning rules will result in \$50 cleaning bill.

Pre-Check Staff Signature: _____

Post-Check Staff Signature: _____

Rental Rules

To ensure a positive and respectful experience for all users of the rented room with kitchen facilities, the following rules must be adhered to by all Renters:

- 1. USE OF SPACE:** The rented room is to be used for the purposes specified in the rental agreement. Any alternative use must be approved by the City of Bluefield Parks and Recreation in advance.
- 2. CLEANLINESS:** The renter is responsible for maintaining cleanliness in both the rented room and the attached kitchen facilities. All dishes, utensils, and surfaces used must be thoroughly cleaned and returned to their original state before the end of the rental period.
Trash and waste generated during the rental must be properly disposed of in designated containers.
- 3. KITCHEN USE:** Kitchen facilities are provided for the preparation of food and beverages. Renters must bring their own consumable items, including food, condiments, and cleaning supplies. Additional cleaning supplies may be provided upon request. The use of open flames, such as candles or stoves, is strictly prohibited.
- 4. DAMAGES:** The renter is responsible for any damage caused to the rented room or its contents during the rental period. Please inspect the room upon arrival for damage.
Report any damage or issues to the City of Bluefield Parks and Recreation staff immediately.
- 5. COMPLIANCE WITH REGULATIONS:** The renter must comply with all applicable local, state, and federal regulations and laws during the rental period, including health and safety standards in the use of the kitchen.
- 6. NOISE LEVEL:** Maintain a reasonable noise level to avoid disruption to other users of the facility or nearby areas.
- 7. ENTRY AND EXIT:** Enter and exit the facility promptly within the agreed-upon rental hours.
- 8. SECURITY:** Do not prop open exterior doors for any reason without the permission of facility staff.
Secure the rented room and return any keys or access cards to the designated location at the end of the rental period.
- 9. ALCOHOL AND SUBSTANCES:** The consumption of alcohol and the use of illegal substances are strictly prohibited in rented rooms and surrounding areas.
- 10. CAPACITY:** Adhere to the maximum capacity limit specified in the rental agreement. Exceeding this limit may result in additional fees and could lead to the termination of the rental agreement.
- 11. SMOKING:** Smoking is not permitted inside the rented room or any other indoor area. Designated smoking areas, if available, must be used.
- 12. EMERGENCY PROCEDURES:** Familiarize yourself with emergency exits and procedures. In case of an emergency, follow the instructions provided by the City of Bluefield Parks and Recreation staff.
- 13. NON-DISCRIMINATION:** All users of the facility must adhere to non-discrimination policies, treating everyone with respect and dignity.

Failure to comply with these rules may result in additional fees, loss of security deposit, and future restrictions on facility usage. The City of Bluefield Parks and Recreation reserves the right to terminate the rental agreement in the event of serious or repeated violations.

Printed Name: _____

Signature: _____

Date: _____

By signing the rental agreement, Renters acknowledge their understanding and agree to abide by these rules.

Don'ts

- Confetti
- Glitter
- Nails
- Hanging Items from the ceiling
- Duct Tape
- Leaving Decorations behind

Do's

- Remove Tape
- Put all trash in cans
- Report Damages
- Check In/Out Inspections
- Use Painters Tape
- Remove All Decorations

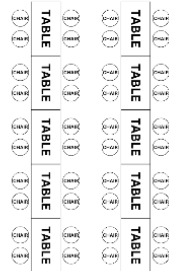


BLUEFIELD FITREC RENTAL SPACE DESCRIPTION

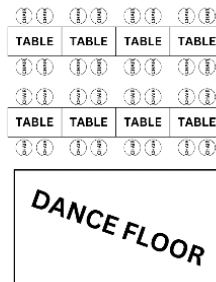
Welcome to Bluefield FitRec, your premier destination for events, gatherings, and fitness activities. Our rental space is versatile, accommodating a variety of events in a vibrant and dynamic environment. Here's a detailed description of the rental space available at 703 College Ave, Bluefield, WV:

- 1. Size:** The rental space spans an impressive 35 feet by 85 feet, providing a spacious and flexible area for various activities and events.
- 2. Capacity:** With generous dimensions, our space can comfortably accommodate up to 75 individuals with seats, making it ideal for both intimate gatherings and larger events.
- 3. Tables:** We provide up to 16 tables to facilitate seating arrangements or display setups, adding convenience to your event planning. We offer multiple layout options. Set-up options include **Family Seating** (Long continuous tables), **Dance Floor** (Half-open space, half seating/tables), **Craft set-up** (individual spaced 6' tables/ 4 chairs per table), **Open Floor** (No Chairs/Tables), **Presentation Set-Up** (Podium in front with all chairs facing forward, with or without tables) or **Custom** (You may request a custom set-up)
- 4. Mirrored Wall:** One entire wall is adorned with full-length mirrors, creating an engaging and visually appealing environment. This feature is especially advantageous for dance classes, fitness programs, and performance-based events.
- 5. Sound System:** A high-quality sound system with speakers is included in the rental. Whether you're hosting a dance party, fitness class, or a presentation, our sound system ensures clear and immersive audio for your event.
- 6. Kitchen Facilities:** The rental space comes equipped with a fully functional kitchen. This allows catering, food preparation, and other culinary activities during your event. Please note that the lessee is responsible for consumables and utensils.
- 7. Accessibility:** Bluefield FitRec is committed to inclusivity. Our rental space is designed to be handicapped accessible via the side entrance, ensuring that everyone can enjoy and participate in the activities and events hosted at our facility.
- 8. Location:** Conveniently located at 703 College Ave, Bluefield, WV, our facility is easily accessible and provides a central and attractive venue for your events.

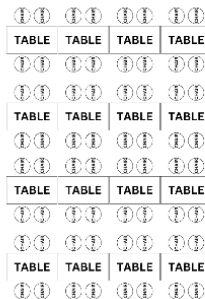
FAMILY SEATING



DANCE FLOOR



CRAFT SEATING



PRESENTATION

