

Mine Run Volunteer Fire Company, Inc.

31077 OLD PLANK ROAD
MINE RUN, VIRGINIA 22508



ORGANIZED 1946

Dear Prospective Renter:

Thank you for your interest in the rental of our hall for your event. Please know that all applications must go through an approval process with the Mine Run Volunteer Fire Company membership, which holds its business meetings on the first (1st) Thursday of every month.

Your quick return of this application, and all required fees, will aid in expediting this process so that you can begin the planning of your event. Applications submitted after the monthly business meeting, for the same month rental will be considered on a case by case basis and doesn't guarantee approval.

Homeowner association meetings and similar organization meetings, requiring the use of the hall for a short timeframe will complete the same application process by will be assessed at a special rate as determined by the company membership.

Again, thank you for your interest and decision to hold your event at the Mine Run Fire Company Hall and thank you for your support.

Jeff Mendonca
Mine Run Volunteer Fire Company

**Mine Run Volunteer Fire Company
31077 Old Plank Road, Mine Run, VA 22508**

Building Rental Contract

Building Rental Date and specific Times Requested: _____

This contract is entered into between (name) _____,
(address) _____,
renter/responsible party, and the Mine Run Volunteer Fire Department, for the use of the Mine Run Fire Hall and/or
kitchen.

Additional Renter Information:

Home Number: _____ Cellular Number: _____

Work Number: _____ Event Planned: _____

All applications received by the 1st of the month, will be reviewed for approval and a decision made by the 15th of the same month. **All rental fees and deposit fee must be submitted with your application**; if your application is approved we will apply your payment and secure your requested date; if your application is denied we will return your rental fees and deposit in full. Once your application is approved, the requested date will be secured for your use. **If you cancel your event, your security deposit will be forfeited.**

Rental/ Deposit Fees:

Security Deposit: \$150.00 deposit required on all rentals (Returnable if no damages)

Evening Rental: \$300.00 (Rents building from 6 PM – 5 AM)

Day Rental: \$150.00 (Rents building from 6AM – 5PM)

Renters must be completely out of hall by stated end time with exit check list completed. **Rentals that cross over or into both day and evening time frames will be charged at the evening rate.**

There will be a \$50.00 returned check fee - no exceptions.

This rental does not include use of the baseball field or kitchen appliances except the electric stove and white refrigerator.

Our building is a smoke free environment. If smoking occurs in the building, you have forfeited your deposit.

Do not park or allow your guests to park in front of the fire house bay doors; they will be towed at vehicle owner's expense. Parking is only allowed in the gravel parking area on the side of the building.

The Mine Run Volunteer Fire Company assumes no responsibility for injuries, theft, damage or death.

Any vandalism or breakage of any item will be repaired and/or replaced at renter's expense. Your security deposit will be applied towards any repairs and/or replacement expenses, but you will be responsible for any expense above the \$150.00 deposit. You will also be responsible for any and all court cost and/or attorney fees, if applicable.

The building must be left clean. This includes everything on the "Exit Check List"; which will be provided to you.

No tape, nails, staples, tacks or any objects are to be attached to the walls or ceiling.

Please Initial

Cleaning supplies, paper towels and toilet paper are supplied. No food or paper products will be supplied (i.e. plates, cups, napkins, plastic utensils).

All trash, including the bathrooms and outside the building in the parking lot and immediate area must be picked up and disposed of. You may use the dumpster located at the back of the building.

Building must be completely cleaned and vacated by the times indicated under fees.

A building walk-through will be conducted before and after your event. Security deposit will be reimbursed within 30 days of a successful building exit walk-through.

References: Please provide us with at least 3 references that we may contact. A Mine Run Fireman or Auxiliary member reference would be preferred, but is not required.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Mail checks/Contract to: Mine Run Volunteer Fire Company, 31077 Old Plank Rd, Mine Run, VA 22508,
Attn: Hall Rentals

Make checks payable to: **Mine Run Fire Auxiliary**

Building Rental Contact: Jeff Mendonca (703) 859-3483 (Cell)

This contract is subject to the above terms for the use of the building. In signing this contract, I signify that I have read and understand all of the above terms.

Name (printed)
Renter/Responsible Party

Name (printed)
Fire Company Representative

Name (signed)
Renter/Responsible Party

Name (signed)
Fire Company Representative

Review Process

Fire Company: ___Approved ___ Denied Date:_____

Comments:

Exit Check List

- Floors are to be swept
- Tables are to be wiped down
- All Trash is to be collection & disposed of (dumpster is located at the back of the building)
- Bathrooms cleaned
- Floors mopped, as required (Anything that soils the floors must be mopped up and floors left clean!)
- Kitchen cleaned (**Only a mild detergent, such as dish soap, can be used to clean/wash the kitchen floor!**)
- No food left in building
- Table and chairs must be returned as they were found
- All lights are to be turned off after use
- All windows will be closed and locked
- All doors will be closed and locked
- All dirty dish towels will be left in sink in kitchen
- Thermostat will be set to: 65 degrees in the winter and 80 degrees in the summer.

Cleaning supplies are located in the Kitchen and under the sinks (kitchen & bathrooms).

Note: ***Failure to follow the guidance/requirements above or leaving the facilities dirty may result in the loss of your security deposit.***

Additional Information:

If you have a problem with the building during your rental, please contact Jeff Mendonca at (703) 859-3483 (Cell).

In case of an emergency call 911.

The address here is: 31077 Old Plank Road Mine Run, VA 22508