



Grayson Agriculture & Technical Education (GATE) Center

122 Davis St, Independence, VA 24348

Phone: 276-768-8162 E-Mail: rroberts@graysoncountyva.gov

### FACILITY USE REQUEST FORM

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: ***From:*** \_\_\_\_\_ ***To:*** \_\_\_\_\_ No. of People: \_\_\_\_\_ Serving Meals/  
 Refreshments?: \_\_\_\_\_

**Area Requested:**

- Large Conference Room (up to 60 people)
- Commercial Kitchen (non-commercial use/educational use)\*
- Commercial Kitchen (commercial/for-profit use)
- Outdoor event: \_\_\_\_\_ area (Courtyard and/or Deck)

\*Use of the Commercial Kitchen for non-commercial or educational purposes must be approved by GATE Center Facility Manager or Grayson County Administration. Examples of such uses include preparation of refreshments for a training, canning or food preparation for home use, cooking classes, and others. A mandatory kitchen orientation will be conducted for first time users, and a user agreement must be signed to use the Commercial Kitchen.

Other Special Considerations by Requestor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

\* \* \* \* \*  
**Office Use Only** Signature acknowledges receipt and acceptance of Facility Guidelines Agreement

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Conference Room Fee: \_\_\_\_\_ Kitchen Fee: \_\_\_\_\_

Additional Staff Needed: **Y** **N**

# GATE Center General Use Agreement

## Reservations

1. Event bookings are considered TENTATIVE until the Facility Manager receives the signed and stamped *Facility Use Request Form*, and \$50.00 deposit is made along with the rental fees. Orientation prior to your rental date is also required. Cashier check or cash is made to the Grayson County Treasurer's Office. If all cleanup and check lists have been made after date of rental then deposit will be returned IF all check list were done and cleanup was approved by manager.
2. **Facilities are available by appointment only.**

## Publicity

3. Please use the correct name and location of the facility (as applicable) in advertising, press releases, or notices:  
GATE Center – 122 Davis St., Independence, VA 24348

## Liability

4. Damages to the facility will be the responsibility of the individual/organization hosting the event to the extent caused by the acts or omissions of the requesting individual or requesting organization's agents or employees.

## Restrictions

5. Exit doors must not be blocked.
6. No materials should be affixed to the walls
7. No tobacco products, alcohol, marijuana, illegal substances, or weapons are allowed in the building.
8. No animals are allowed in the building.
9. Only power strips with surge protection are to be used in the facility.

## Departure

10. Rooms should be left clean and orderly. Extra bags trash bags and supplies are available by request for use in disposing of excessive trash. Contact manager.
11. Furnishings, such as tables and chairs, must be returned to their original configuration.

## Cancellations

12. If cancellation is necessary, please notify the Facility Manager as soon as possible (two weeks in advance if possible).
13. Failure to return the signed *Facility Use Request Form* **does not automatically cancel a tentatively-scheduled event**. The need to cancel should be communicated directly with the Facility Manager.

# Conference Room Use Agreement

## Audio/Visual

1. Technical assistance is not immediately available on-site. Facility users should arrange a brief orientation to the conference room equipment prior to hosting an event where audio/visual technology will be required.
2. If audio/visual technical assistance on site is required, those arrangements must be reserved in advance.
3. Wireless internet capability is accessible in most indoor and outdoor areas via the Grayson County guest wireless network (GC-WIFI-GUEST). Users are encouraged to determine wireless connectivity needs in advance of a scheduled event where wireless access is required.

4. Material **should not** be attached to the walls. The facility has an electronic white board that is available for use. If the requestor prefers flip charts; flip chart stands and paper must be provided by the user.

### **Food and Beverages**

5. Food and beverages are permitted in the conference room; however, requestors must specify that need in the Facility Use Request Form. Waste receptacles are provided. Users must place trash in dumpster following use. **Sweeping and mopping is ALWAYS required regardless! It is part of your check list.**
6. Catering services are NOT provided on site. A coffee cart is available for an additional fee.
7. Third-party caterers secured by the requestor, who wishes to use the commercial kitchen, MUST COMPLETE A SEPARATE FACILITY USE REQUEST FORM.
8. User must provide table coverings if meals will be served in the conference room. Snacks are allowed without table coverings.
9. User shall ensure the conference room is clean following use, including free of spills, trash and debris.

## **Commercial Kitchen Use Agreement** *(Non-commercial uses)*

**To maintain the integrity of the GATE Center Commercial Kitchen for commercial (for-profit) users, any non-commercial users MUST follow the guidelines below.**

### **Food Safety Compliance**

1. All non-commercial users must comply with the following:
  - a. GATE Kitchen Use Policy
  - b. GATE Kitchen SOP
  - c. GATE Fees and Services Schedule
  - d. **GATE Production Sheet, check list, health Policy agreement forms signed as well as your food temperature log.**
2. All caterers/food providers **MUST** submit their own Facility Use Request Form, and comply with all commercial use agreements.

### **Additional Kitchen Liability & Restrictions**

3. **NO FOOD SHALL BE PREPARED FOR RESALE UNDER THE NON-COMMERCIAL USE AGREEMENT.** For food prepared in the commercial kitchen for use on site, Grayson County nor the GATE Center will be held liable for any sickness, injury, or other liabilities resulting from use of the Kitchen per this agreement.
4. No unapproved items should be brought into the Kitchen that would compromise the safety and welfare of other users, their employees, or their clients.