2026 Auditorium Rental Agreement

Print Renter's Name:_____

Address:_____

Cell Phone:_____**Email:**_____

Requested Date:_____**Time:**

Estimated Number Attending: 1-50 51-100 101-150 151-200 201-250

Fieldale Auditorium shall be available for use by the public on a reservation basis subject to the conditions outlined below. The purpose of these guidelines is to establish standard procedures for administering the policy and to ensure fairness in the leasing of the auditorium.

1. Renter agrees to indemnify and hold harmless Fieldale Heritage, Inc. and the Fieldale School Apartments, its agents, and employees from and against any claims for damages for persons or property arising out of any use of the auditorium and its premises by User. Fieldale Heritage, Inc. and Fieldale School Apartments assumes no responsibility for any property placed in or about Fieldale School Apartments and auditorium.
2. No oral agreement for the use of Fieldale Auditorium shall be valid, All reservations must be confirmed with a written agreement, and approved by the authorized board member of Fieldale Heritage, Inc.

Rates for an event:
$150 for rental. A $75 non refundable deposit is required to secure the date with the balance due ONE WEEK prior to the event.
Make a check or money order out to: Fieldale Recreation Center, LLC
Mail payments to: Fieldale Heritage, Inc. Auditorium PO Box 7252 Roanoke, VA. 24019

Renting for an event:
1. The person renting the auditorium must be at least 21 years old and must sign the rental agreement.
2. Event participants must stay in the auditorium (rented space) at all times.
3. No adult will sign an agreement with the intention of turning the auditorium over to underage children to have a party or any other function.
4. The person renting the facility is responsible for the behavior of their guests/attendees.
5. Guests for your event may use the main auditorium entry. Guests should use the four restrooms located near the entrance to the auditorium.

Opening and Closing:

1. The rental agent will open the auditorium and will remain in the facility at all times.
2. Rental agents will inspect the auditorium and bathrooms following the event for any possible damage.
3. The rental agent is responsible for closing the building.
4. A Fieldale Heritage, Inc representative, who is authorized by the Board, may enter the auditorium space during the event.

Prohibited:

1. Smoking, illegal drugs, alcohol and firearms.
2. Tacks, nails, glue, or tape on walls.
3. Glass containers.
4. Use of confetti.
5. Fireworks of any kind.
6. Disrespecting and/or damaging the property.
7. Playing music or movies at a level that interferes with other residents.

Damage to the Facility:

1. Renter is responsible for damages caused by their guests.
2. Do not drag tables, chairs, or equipment across the floor.
3. The rental area will be inspected by staff at the opening of the auditorium on the next business day.

Cleaning the Facility (auditorium and bathrooms):

1. Renter is responsible for the set up and clean up of the auditorium and bathrooms. Set up is thirty minutes prior to the event. Renter agrees to leave premises in as good or better condition than which existed prior to their usage. All trash must be removed from property. Any props, equipment or decorations must be removed.

I have read and understand all of the above auditorium event procedures, requirements, safety rules and regulations and agree to abide by them while renting the auditorium of the Fieldale School Apartments.

_____ _____

APPLICANT SIGNATURE DATE

_____ _____

FIELDALE POOLS FACILITIES MANAGER DATE

_____ _____

AMOUNT METHOD