

Rental Policies for Facilities

Once rental is complete you are required to make contact with Administration or Police (number provided) in order for building to be reviewed and locked. Renters must have building clean and ready to lock before time expiration.

If security is required, renter must obtain through their own means. It is not the Town of Blacksburg responsibility to provide security for your event. However, A police officer, Town official, or staff may at any time inquire or view facility during an event (1-17).

Prohibited:

- Firearms, candles(possible cake candles if notified), fireworks, explosives of any kind(7-21)
- Alcohol use, serving, or smoking inside or outside of buildings(3-1)
- Littering inside or outside
- Hanging banners , pictures, favors of any kind that will place holes in any walls
- Decorations such as rose petals, sequins, sand, glitter, or confetti
- Use of music that violates Town noise ordinance
- Parking which obstructs Emergency vehicles or traffic right of way(12-1)
- Damaging Public buildings inside or outside in which incurs cost to the Town
- ANY Criminal behavior or violation of town ordinances (1-15-1-16)
(Manual available at Town hall)

Clean up responsibilities:

- It is the renters responsibility to clean up any food, beverages, and trash from event and dispose of from premises before event time completion
- All decorations must be removed from premises
- Any and all rental equipment must be removed before building is secured

Any violations of the responsibilities as the renter or prohibited actions may incur deposit fees, additional fees, or event closure.

The Town of Blacksburg must ensure safety and fairness at all times. If it is believed the Town facilities are being abused or damaged in any way, we have the right to cancel any rentals.

By signing this document, I attest I have read and understand my obligations as a renter and responsibilities to the Town of Blacksburg.

Signature: _____ Date: _____ Staff initials: _____

Copy provided to Renter and original remain at Town Hall