



221 S. Nursery Avenue, Purcellville, VA 20132
For questions: (540) 338-7421, Fax (540) 338-6205
www.purcellvilleva.gov

{Stamp – Date Application Rec'd}

Train Station Address: 200 N. 21st Street, Purcellville, VA 20132

APPLICATION FOR PUBLIC USE OF THE TRAIN STATION

This application must be completed in its entirety and returned to Town Hall along with payment and if applicable, proof of 501(c)(3) status. **An application will not be considered complete and ready for approval until the applicant has signed the back of this application and payment has been received by the Town.**

Cost for use (effective 7/1/17):

(Please make checks payable to: Town of Purcellville)

\$160 Full Day Use (over 6 hours)	\$120 Half Day Use (6 hours)	\$80 Four Hour Block	\$60 Two Hour Block	\$40 One Hour Block	\$20 per 2 hr. block/\$40 per 4 hr. block Non-Profits with 501c3 Status <i>(must submit IRS letter w/ application)</i>
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Non-Profit Group or Organization Name: _____

Room Requested (Circle one): **Large room** **Small room** **Both rooms**

Applicant/Primary Contact Name: _____
(if non-profit, must be a board member and authorized to reserve under the 501c3 as the non-profit takes full responsibility for the reservation)

Address: _____

Phone: _____ (cell) _____

Email: _____ For multi-day rentals – Will you request to leave items in facility overnight? Y N

Will food or drink be served? YES NO *(no alcoholic beverages permitted)*

I understand that I must take my trash with me when I leave the Train Station or will be charged a \$75 cleaning fee.

Description of Program: _____

Approx. Number of Attendees: _____

<u>Requested Date(s):</u>	<u>Rental Timeframe with Setup & Cleanup</u>	<u>Amount Due</u>	<u>Date Paid</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Requested dates/time should include set up/clean up time to allow ample time for the keyless entry to be set correctly. With the keyless system there will be no access outside of the scheduled rented timeframe. No items may be left in the facility overnight without prior permission from Town staff.*

Additional Dates/Notes:

THE TOWN OF PURCELLVILLE IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS OR INJURY INCURRED WHILE USING ANY OF THE TOWN FACILITIES.

Rules, Regulations and Information for Use of the Conference Room(s) at the Purcellville Train Station

1. Any group wishing to use the conference rooms must submit a signed application.
2. All groups using the Train Station are required to clean up the area before departure or will be charged a cleaning fee. The contact person identified in the application is also responsible for ensuring that the building is secured, all lights are turned off, and windows closed. The keyless entry system will be activated only during your specific rental use timeframe. Please report any issues you may encounter to facilities@purcellvilleva.gov.
3. The Town does not allow items/signs to be hung on the wall, placed on any glass or displayed on the property without prior permission. In addition, no rearranging of furniture will be allowed without prior permission by the Town.
4. No food or drinks permitted in the Train Station without prior staff approval. No alcoholic beverages are permitted during any function or on the premises at any time. All trash must be removed upon leaving the Train Station. There are no cooking facilities in the Train Station. There is a full size refrigerator/freezer available for use.
5. All food, decorations, trash, and equipment must be removed from the facility once the scheduled event is over. No items may be left in the facility overnight without prior permission from Town staff. Any items left at the end of your rental period will be discarded. The Town will not be responsible for items damaged or disposed of after an event or for items left overnight.
6. The Train Station is a non-smoking facility.
7. Use of the conference rooms at the Train Station shall be automatically cancelled on any day that the Town government implements the Emergency Weather Plan due to inclement weather or other emergencies. In such an event, notice of cancellation will not be provided. Users shall be solely responsible for notifying their members and participants.
8. If it is necessary for the Town Council, committees, commissions, boards or staff to conduct government business at the same time as an event is scheduled, the Town has first priority over the use of the facility.
9. No selling of items, raffle or other types of fundraising activities is permissible without a Town business license.
10. The total capacity for the building is 99 people. Should this capacity be exceeded, the meeting or event may be cancelled immediately due to capacity limitations set forth by the Loudoun County Fire Marshall's Office.
11. There are two existing restrooms at the Train Station. There will be one restroom available from the interior for your use during your rental timeframe and the other restroom remains available for exterior general public use only.
12. No pets or animals are permitted inside of the building.
13. The Town will not be responsible for supplying any type of additional equipment, tables or chairs. All property is rented "as is." There is a large monitor for use with connection through a 20ft long HDMI cable. WiFi is available at the Train Station with the following password:200N21stST
14. The Town reserves the right to change/update "per use" fees.
15. Set up the day before/overnight is not permitted, unless payment is made for two days. Items may not be left in the facility overnight without prior approval from Town staff. **Your reservation time should include set up and clean up time.**

AUTHORIZATION AND INDEMINIFICATION:

The individual signing below verifies that he or she is legally authorized to bind and act on behalf of the applicant/group. The applicant/group, including all of the applicant/group's officers, employees, members, agents, and other representatives utilizing the Train Station, hereby agree to hold harmless and to indemnify, defend and protect the Town of Purcellville and its Council Members, officials, employees, agents, volunteers and other representatives against any and all claims, losses, damages and liabilities whatsoever to persons or property incurred resulting from or caused by, directly or indirectly, the actions and/or inaction of the applicant/group, including, but not limited to, the applicant's/group's installation, removal, maintenance, occupancy, and/or use of the Train Station premises or any part thereof. This indemnification shall extend to all claims for death or injury to persons and/or damage to property and to the payment of all legal expenses (including reasonable attorney's fees) incurred defending the Town of Purcellville from such claims. The applicant/group agrees that any damage to the property of the Town of Purcellville, including, but not limited to the Train Station, and any related equipment or property, due to the actions or inaction of the applicant/group will result in a financial obligation of the applicant/group to the Town of Purcellville to replace, repair or otherwise correct such damage. I agree that all representatives acting on the applicant's/group's behalf for any matter pertaining to the use of the Train Station will be subject to all rules herein as well as any rules provided to the applicant/group prior to and/or during the use of the Train Station.

SIGNATURE OF APPLICANT

(If non-profit, must be a board member and authorized to use the non-profit status)

DATE

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If this facility requires attention after hours please contact Purcellville Maintenance Department at 540-454-3629.