



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

{Stamp – Date Application Rec'd}

**Train Station Address: 200 N. 21<sup>st</sup> 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 and payment has been received by the Town.**

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

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

**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 Dates &amp; Times*</u>	<u>Amount Due</u>	<u>Date Paid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*Requested dates/time should include set up/clean up time. 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, windows closed and doors locked. Immediately report any issues you may encounter. The key is to be returned either to the front desk at Town Hall or placed in the drop box located on the south side of the Town Hall building (J Street entrance).
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 your 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. Absolutely no smoking in the Train Station.
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 event 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 prior authorization from Town staff.
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. No pets or animals are permitted inside of the building.
12. The Town will not be responsible for supplying any type of equipment, tables or chairs. All property is rented "as is."
13. Keys for the Train Station can be signed out from Town Hall the day of the event between the hours of 8AM and 5PM. Should the event occur on the weekend or a holiday, the key must be picked up by 5:00 pm on the business day prior to the event. The key must be returned immediately following the event and may be dropped in the drop box at Town Hall. If the key is not returned promptly on more than three occasions, the person or groups use may be restricted in the future. If a key is lost, the person or group is responsible for the cost of replacement, not to exceed \$100.00.
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. Your reservation time should include set up and clean up time. Items may not be left in the facility overnight without prior approval from Town staff.

**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**

**Train Station Address: 200 N. 21<sup>st</sup> Street, Purcellville, VA 20132**

**Key Pick Up/Drop Off: Town Hall, 221 S. Nursery Ave., Purcellville, VA 20132** *(may drop off key in drop box located on the side of the building/J Street entrance)*