



Pocahontas Landmark Center Facility Rental Protocol

User/Renter Responsibilities

Facility rentals are primarily managed by the Recreation Staff.

1. Schedule a tour of the facility with Parks & Recreation at 804-598-5275 to review all opening and closing procedures, rules, and safety, as detailed on the sheet.
2. The custodial closet and/or training room office area are stocked with cleaning supplies:
 - Broom (closet)
 - Vacuum (closet)
 - Trash Bags (closet)
 - Wet wipes (training room)
 - Mop (closet)
 - Detergent (closet)
 - Toilet paper (closet)
 - Hand sanitizer (training room)
 - Spray cleaner (training room)
 - Paper towels (training room)
 - Masks (training room)

Renter's Insurance

The County does not insure private party rentals. GatherGuard is a program through the County's insurance provider, VACorp, that covers events held by third parties on County property with \$1 million of protection. Renters can purchase this coverage and depending on the type of event, the cost can be as little as \$100.

<https://www.vacorp.org/coverage/tulip/>

Please refer all renters to this site to register for insurance: <https://gatherguard.com/>