



POCAHONTAS LANDMARK CENTER FACILITY RENTALS

Powhatan County Parks & Recreation | (804) 598-5275

Facility Setup Procedures:

- The outside doors are pre-scheduled automatically to unlock at your reservation start time and lock at your reservation end time.
- Facility gym and hallway lights are in the hallway custodial closet next to the bathroom.
- Training room lights are in the training room, next to the kitchenette.

Closing Procedures:

- **Leave no trace!**
- All trash must be removed by your party and disposed of properly in the hopper, located in the custodial closet.
- Return all tables and chairs to how they were positioned if rearranged, according to the wall layout.
- Please wipe all tables and chairs down if food or drinks were on them in the training room. Cleaning wipes are in the kitchenette, inside the training room.
- If you are the last user in the facility, please turn off the lights, located in the custodial closet.
- Clean all whiteboards after use.
- Please pull the outside door completely shut behind you when leaving the building. Sometimes it sticks and does not close all the way)

Facility Rules:

- Food and drinks are NOT allowed in the gym. WATER ONLY.
- Please be respectful of our facility and leave no trace.
- Any Parks & Recreation equipment used that was given the ok from staff must be put back where it was found.
- We only allow soft, rubber-soled shoes on the gym floor – No Cleats or Heels.
- The front hallway of the building is operated by the African American Cultural Arts & History Museum. Please be respectful and keep children out of this area.
- Kitchenette offers coffee, tea, and non-perishable snacks for meetings and programs. We accept non-perishable donations. Children are NOT allowed in the kitchenette.
- Do not leave perishable food items in the kitchenette.
- All facility closets are private and off-limits.

Facility Safety:

- First aid kits are located in the gymnasium, on the wall, next to the PR office and in the kitchenette.
- AED machine is in the first hallway, off the side entrance, between the gym and training room.

After Hours Contact Information:

Staff Name

Contact Phone Number

I have read and agree to the facility rules and rental opening and closing procedures. I understand that failure to meet these requirements may result in a \$50 fine for cleaning fees.

Renter Name

Renter Signature

Date