

RENTAL AGREEMENT FOR THE WINTERVILLE DEPOT FACILITIES AND PROPERTY

COVID-19 Regulations effective 10/27/2020

**NOTE: Rentals currently accepted only by Winterville Historical and Arts Society Board Members.
Call 252-321-2660 or email whs28590@gmail.com**

Requester: Individual _____ Organization _____

Address: _____

E-Mail Address: _____

Home Phone: _____ Cell Phone: _____

Type of Event/Intended Activity (subject to approval) _____

Expected Number of Attendees (not to exceed state/local guidelines) _____

Date of Rental _____ Start Time: _____ End Time: _____

SCHEDULE OF FEES	Rental Fee	Refundable Deposit*
Winterville Depot	\$200.00 per day	\$100.00

NOTE: If using checks, make payable to WHAS.

I understand that as the individual/representative of the group renting the Winterville Depot, I assume full responsibility for any and all damages occurring during the times stated above and will enforce compliance with all rules contained in the attached RULES FOR USE OF THE WINTERVILLE DEPOT. I understand that I am responsible for ensuring that my guests and attendees comply with state/local capacity, social distancing, mask, and handwashing guidelines.

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE: _____
(must be at least 21 years of age)

FOR WHAS ORGANIZATION USE ONLY

TREASURER

Rental payment amount \$ _____ Circle one: Check (check no. _____) or Cash

Security Deposit amount \$ _____ Circle one: Check (check no. _____) or Cash

Date received _____ Received by _____

VOLUNTEER

___ The building was found to be properly cleaned and undamaged. Recommend refund of deposit.

___ The building was NOT properly cleaned and/or was damaged (describe) _____
_____. Recommend charge of \$ _____ be made against deposit and an additional charge of \$ _____ be made for necessary cleaning and/or repairs to facility.

TREASURER

Date Refunded _____ Refunded by _____

Refund received by _____ Date _____

RULES FOR USE OF THE WINTERVILLE DEPOT – COVID-19 REGULATIONS effective 10/27/2020

FACILITIES

Thank you for your interest in the Winterville Depot as a site for your special event. You will find yourself immersed in the history of Winterville and the Depot itself. **We are very proud of our heritage and are confident you will treat this special building with dignity, respect and care.** These rules have been provided to ensure that your event runs smoothly and to provide for your safety and the safety of objects contained in the Depot.

SCHEDULE OF FEES

Rental Fee

\$200.00 per day

Security Deposit*

\$100.00

***NOTE: If facilities are left clean, undamaged, and approved as such by the Winterville Police Department, the security deposit will be refunded within two weeks by mail by the Winterville Historical and Arts Society Treasurer.**

SCHEDULING

1. Viewing of the depot facility is handled by WHAS volunteers by emailing whs28590@gmail.com or calling 321-2660. Typically, a tour of the facility can be completed in 15-30 minutes. If more than 30 minutes or additional visits are required, an additional fee of \$25 will be charged.
2. Depot booking, contracts, etc., will currently be managed by WHAS Board Members.
3. Opening and closing of the depot will be managed by the volunteers of WHAS. **Call the WHAS phone number at 252-321-2660 if there are any changes to your arrival time listed on the rental agreement.**
4. Depot will be booked on a first-come, first-served basis.
5. Signed rental agreement, fees, and deposits must be received prior to being allowed access to the Depot.
6. **Cancellations require a notice of ten (10) business days prior to the scheduled event in order to have fee and deposit refunded. (Please allow up to two (2) weeks for the refund of the rental fee.)**

FOOD AND BEVERAGE

1. Food and beverages are permitted only on Depot property.
2. No alcoholic beverages will be allowed.

USE OF MEETING ROOM

Based on Governor Cooper's COVID-19 Phase 2.5 regulations, our depot facility has a maximum of 25 people inside the depot and maximum of 50 people outside. Chairs and tables are available for your use. Any tables or chairs that are removed from the storage room are to be returned to the storage room at the conclusion of the event. **Photographs of correct storage procedures are posted inside the storage room.** If round tables are preferred, they will have to be rented separately and brought to the depot by renter.

USE OF KITCHEN FACILITIES

Kitchen area includes countertop space, double well sink, a refrigerator, stove, and microwave. A rolling cart is also available for use. Cleaning materials are provided and can be found in the lower kitchen cabinets marked appropriately. All trash must be placed in trash bags and taken to the trash cans located outside near the handicap ramp. Please refer to the "Checklist for the Care and Cleaning of the Winterville Depot" (attached) and use this document to ensure that all items on the checklist are followed. **This checklist should be completed, signed and left on the kitchen counter at the conclusion of the event.**

RESTRICTIONS AND RULES

1. **No vehicles are allowed on the grass at any time.**
2. No smoking is allowed inside the depot or on depot property.
3. Based on Phase 2.5 Covid-19 regulations, legal maximum number of people allowed inside the depot at any one time is 25; outside maximum is 50.
4. Decorations (i.e. Signs, banners, etc.) are only allowed if on portable easels.
5. Tent(s) may only be erected on Depot property.
6. Use of candles is not permitted.
7. No confetti or rice is allowed. However, the use of birdseed may be allowed outside the depot.
8. Secured inflatable play structures are allowed outside; water play structures or features ARE NOT allowed.
9. Rental use may not begin before 7 a.m. (unless prior arrangements are made) or extend beyond 11 p.m.
10. No amplified sound is allowed that is audible outside of the depot after 10 p.m.
11. No activity may be conducted which in any way damages the facilities.
12. Items on display inside the depot shall NOT be removed for any purpose.
13. Users must leave the depot in the good condition in which it was found.
14. No solicitation, selling, or subleasing allowed.

**CHECKLIST FOR THE CARE AND CLEANING OF THE WINTERVILLE DEPOT
COVID REGULATIONS EFFECTIVE 10/27/2020**

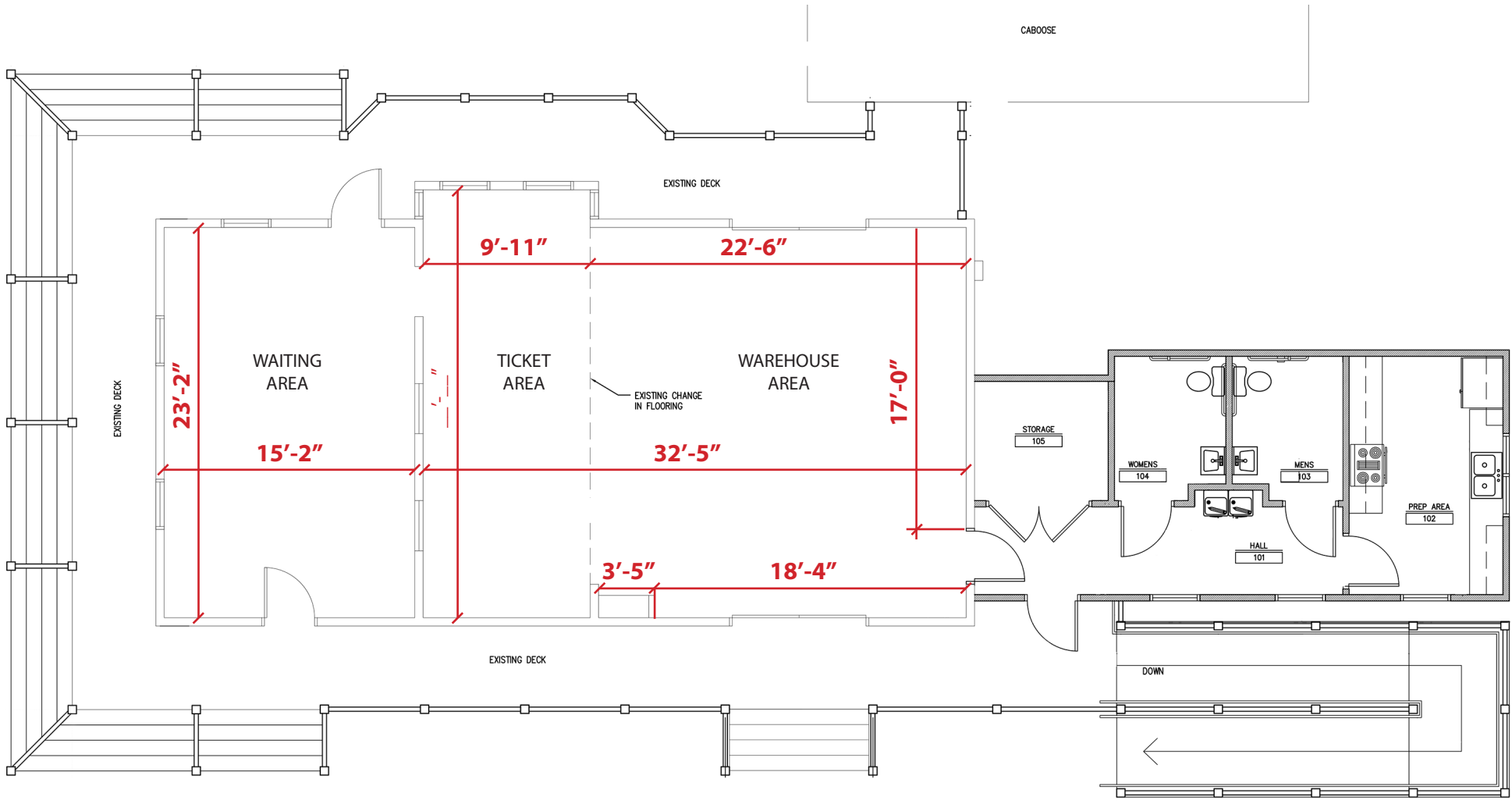
It is necessary for each person, group or organization who use these facilities to follow certain rules regarding maintenance. All cleaning and restoring of facility to original condition is to be done at completion of the event. The building used will be checked to ensure that everything is left in satisfactory condition before deposits are refunded.

There will be an additional charge for any damage to the depot property, including appliances and other equipment.

- ___ Children are allowed in the facilities only with adult supervision.
- ___ The facility should be restored to its **original condition**.
- ___ All furnishings must be left in the order in which they were found.
- ___ Tables are cleaned with damp cloth and chairs checked for spills and/or crumbs.
- ___ Chairs and tables are to be returned to the storage room. **NOTE: Photographs of correct storage procedures are posted inside the storage room.**
- ___ Kitchen countertops and cabinets should be wiped clean.
- ___ Stove, Microwave, and Refrigerator: all food removed and cleaned of any spills.
- ___ Sinks cleaned.
- ___ Vinyl floors should be swept and mopped. Hardwood floors are to be swept.
- ___ All equipment, dishes, flatware, food, etc. brought into the depot must be removed at the conclusion of the event.
- ___ Bathrooms should be cleaned, swept and mopped.
- ___ Ensure that the stove is turned off.
- ___ All trash and recyclables should be separated, bagged, and placed in the appropriate outside containers. Garbage bags will not be provided by the depot.
- ___ If there is more trash than the containers will accommodate, then that trash should be removed from the property.
- ___ Upon leaving the facility, all heat and a/c units must be returned to their original settings (as indicated on thermostats). *Note: We ask that you keep the heat as low as comfortably possible and the a/c as high as comfortably possible. Electricity is a concern for everyone.*
- ___ **This completed checklist should be signed, dated, and left on the kitchen counter.**
- ___ All lights should be turned off.
- ___ All doors should be locked.

**Call _____, the assigned WHAS VOLUNTEER AT _____
15 to 20 minutes before you are ready to leave facility. They will be responsible for verifying checklist is completed as well as securing the facility. *NOTE: If facilities are left clean and undamaged, the security deposit will be refunded by mail by the Winterville Historical and Arts Society Treasurer.**

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE: _____
(must be at least 21 years of age)



NOTE: Ceiling/rafter height is approximately 13-14 feet

**MEASURED PLAN
WINTERVILLE DEPOT**