

## **The Highland Center Facility Use Policies**

1. The Highland Center is a smoke-free and drug-free facility.
2. The Highland Center does not permit the serving of alcohol without consent and without obtaining a Virginia ABC license.
3. There shall be no open flames (other than the stove in the kitchen) permitted in the facility.
4. Renters shall not place anything on the walls of The Highland Center.
5. No live animals are allowed inside the building at any time; this includes all pets and emotional support animals. Only genuine service animals are permitted.
6. Renters have access to the space only during the time frame of their reservation. Set up or clean up outside of those hours must be negotiated with The Highland Center.
7. Activities, including excessive noise, that disturb or impede normal Highland Center operations are not permitted.
8. Renters will not adjust the thermostats up or down by more than 5 degrees and will return thermostats to 68 degrees before departing.
9. Renters are responsible for disposing of their own trash.
10. Renters are responsible for leaving spaces as they found them and cleaning fees will be assessed if spaces are left in disarray.
11. Renters are responsible for any damages to the facility, the furnishings, or equipment. Charges for damages will be determined by The Highland Center.
12. The Highland Center is not responsible for items left behind and is not liable for any missing or damaged property.

I, \_\_\_\_\_, am the applicant for a rental space in The Highland Center. I certify that I am of legal age and an authorized representative of the above organization (if any). I acknowledge that this room reservation is revocable and non-transferable. I and/or the organization I represent agree to indemnify, defend, and hold harmless The Highland Center, its officials, agents and employees from and against any and all claims of injury to property or persons that may arise as a result of any activity occurring at the event for which I seek to use a Center room. I and/or the organization I represent agree to pay all costs of damage and/or vandalism to The Highland Center or facilities/ equipment used in relation to the event for which I seek to use a room including legal fees and costs incurred by The Highland Center. I understand that I am required to clean the spaces utilized during this rental and leave them in the same condition they were found, or the organization and I agree to pay a cleaning fee.

---

Signature of Applicant

Date

---

The Highland Center Approval

Date