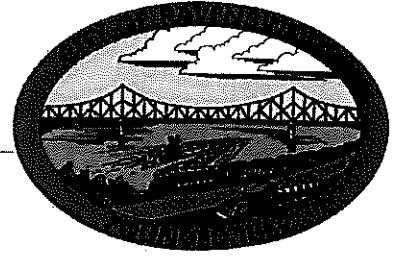


# The City of Ravenswood

1 Wall Street  
Ravenswood, WV 26164



## Reservation Request Form

Location: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

Email Address:  
\_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time: \_\_\_\_\_

To Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Type: \_\_\_\_\_

Purpose for Reservation / Notes: \_\_\_\_\_  
\_\_\_\_\_

Number of Expected Attendees: \_\_\_\_\_

Will Alcohol be Served at this Event? \_\_\_\_\_

Door Entry Code: \_\_\_\_\_

Paid: \_\_\_\_\_

Published to website: \_\_\_\_\_

# MCINTOSH COMMUNITY BUILDING & NYA HALL RENTAL CONTRACT

COMMUNITY BUILDING RENTAL RATE

25.00 PER HOUR

NYA HALL RENTAL RATE

25.00 PER HOUR

SECURITY DEPOSIT

200.00 FOR ALL FUNCTIONS

All security deposits shall be refunded within five (5) working days if clean up is approved. The City shall furnish paper towels, detergent, dish liquid, toilet paper, hand soap, trash can liners, mops, dust mops, etc. for cleaning.

1. All events shall be concluded by 1:00am and cleanup completed by 2:00am
2. Bookings must be cancelled two weeks prior to booking or deposit shall be automatically forfeited
3. If regularly scheduled meetings are cancelled, please notify City Hall 304-273-2621 24 hours in advance
4. Clubs will pay normal fees for rental with their activities are open to the public for profit
5. The security deposit shall be forfeited for damage to the building or if the building is not properly cleaned
6. Food & drink should remain in the dining room, on the porches, or in the NYA Hall
7. No tape or thumb tacks in walls or mantels
8. Remove all trash after the event and put in the cans outside of the building
9. Sweep floors & damp mop all spills
10. Make sure the windows are closed, lights turned off, and door closed/locked, you will be held responsible if vandalism occurs during your reserved hours
11. The City reserves the right to inspect during the set up or cleanup of any scheduled event
12. If any damage occurs, please call 304-377-1082 or 304-532-5268

**THIS AGREEMENT IS BY AND BETWEEN THE CITY OF RAVENSWOOD AND:**

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Organization/Person (Please Print)	Contact Person	Phone Number
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Mailing Address

Portion of building rented:        Community Building        NYA Hall

Dates/Times the facilities will be utilized: \_\_\_\_\_

Type of function to be conducted: \_\_\_\_\_

Approximate number in attendance: \_\_\_\_\_

Rental Fee: \_\_\_\_\_    Check #: \_\_\_\_\_    Security Deposit: \_\_\_\_\_    Check #: \_\_\_\_\_

I acknowledge that I have read and understand the conditions listed above and that failure to comply may forfeit my security deposit, as well as forfeit my privilege to use the facilities in the future. I further agree that the above listed part of the complex utilized will be kept in a reasonable, safe and prudent manner always during the use thereof and no illegal activities shall be permitted on the premises.

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Renter/Date

Emergency Contact Numbers: Tim Salsar 304-377-1082 or Katrena Ramsey 304-532-5268

## CLEANING CHECK LIST:

PARTY USING THE BUILDING \_\_\_\_\_

### IF USING NYA HALL:

\_\_\_\_\_ Remove all trash in NYA Hall and Bathrooms. Take to the bottom of the outside stairs.

\_\_\_\_\_ Wipe tables and chairs if needed.

\_\_\_\_\_ Use large dust mops on wood and vinyl floor. Broom and dust pan to pick up dirt.

\_\_\_\_\_ Mop all spills if made on the vinyl and wood floor.

\_\_\_\_\_ Wipe the bar.

\_\_\_\_\_ Lock the door

\_\_\_\_\_ Do not move any furniture from room to room

\_\_\_\_\_ No adhesive hooks or materials to be used on walls.

### IF USING COMMUNITY BUILDING, KITCHEN OR DINING HALL;

\_\_\_\_\_ Remove all trash in kitchen and bathroom

\_\_\_\_\_ Wipe tables and chairs if needed.

\_\_\_\_\_ Sweep floor

\_\_\_\_\_ Mop spills

\_\_\_\_\_ Wipe counters and stove if used

\_\_\_\_\_ Rinse sinks if used

\_\_\_\_\_ Run Dishwasher if used.

**REMOVE ALL BELONGINGS FROM PREMISES INCLUDING FOOD ITEMS. PERSONAL UTENSILS, PERSONAL COOKWARE, DECORATIONS ETC BEFORE LOCKING DOORS.**