



# COUNTY OF BEDFORD, VIRGINIA

BEDFORD WELCOME CENTER  
816 BURKS HILL ROAD  
BEDFORD, VIRGINIA 24523



## BEDFORD WELCOME CENTER

### *Section 1: General Facility Use Policy*

Bedford County offers facilities for community, educational, recreational, cultural, civic, and charitable groups. Facilities are available on an equitable basis to local groups and organizations engaged in legal activities, regardless of the beliefs and affiliations of their members. In allocating the use of these facilities, County staff will not discriminate on the basis of the political or religious beliefs of applicants, or on any other constitutionally prohibited basis. Permission to use the County's facilities does not constitute endorsement of the organization's beliefs by County staff or the Board of Supervisors, and publicity for the event should not imply County sponsorship or affiliation.

Permission to use facilities will be granted on a first-come basis. Reservations to use Bedford County facilities are tentative until an application has been completed and accepted in writing by County staff. County agencies and departments will be given priority at all times including the rescheduling of existing reservations by non-County users, if necessary. The County has the authority to accept or deny applications for the use of facilities. The County reserves the right to deny a reservation request if the anticipated use is likely to be unreasonably disruptive to regular County functions, too large for the applicable facility capacity per the fire code, disorderly, dangerous to persons or property, or in any other way inconsistent with the terms and conditions of this policy. Users of County facilities must make provisions to guard against public disturbances, unsafe practices, or excessive noise, and are fully responsible for all persons admitted to their activities. Bedford County is not responsible for injuries during use of the facility and/or grounds. No animals are allowed within County buildings except for service animals. Bedford County buildings are tobacco and vapor free facilities. All waste generated during room usage must be placed in the provided trash cans.

An organization/group may have no more than 6 reservations scheduled at any one time. No group may consider the County's facilities its permanent meeting place. An authorized representative for a group must be 25 years of age or older, and must take responsibility for and be in attendance at the event to ensure that policies are being followed. Additionally, the group's authorized representative will be held liable for any damage and the condition of the facility after its use.

The County reserves the right to have a County Representative monitor all meetings and/or events held at its facilities to ensure no unlawful activities or activities contrary to this policy are occurring. Groups selling merchandise or tickets are responsible for having all required licenses, and for payment of any amusement or other taxes due. Bedford County staff will not be responsible for taking registration fees, selling tickets, providing information or answering questions about non-County sponsored events.

The County, its Board of Supervisors, and employees assume no responsibility for the loss, theft, or damage of any property of any person and/or group using Bedford County property.

Users will reimburse Bedford County for any cost associated with loss or damage to County property, as well as any additional cleaning or late usage fees. Arrangements for catering and decorating are the responsibility of the sponsoring group. Use of tents, canopies, inflatable's, or similar large temporary installations may require permits and inspection by the County for which users are responsible. Users may not hang, tape, or tack items from walls, ceilings or doors. A certain number of tables, chairs and equipment are provided for facility users. It is the responsibility of the user to arrange for additional needs. No items may be stored in advance by users reserving County facilities without prior approval.

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### Section 2: Fee Schedule and Requirements for Use

The Bedford Welcome Center has a Meeting Room that is available for reservation based upon the fee schedule listed below. Payment for facility use must be paid in advance, at least 5 days before the event, unless other arrangements have been made with the Bedford Welcome Center staff.

Facility User Classification	Fee Schedule
Usage by Bedford County Governmental Agencies & Departments	<b>Regular Hours (9AM – 5PM) - No Charge</b> <b>After Hours (5PM – 10PM) - \$25/per hour</b>
Usage by All Other Local Government Agencies or Departments, State or Federal Departments, and Non-Profit Organizations & Approved Charities/Purposes	<b>Regular Hours (9AM – 5PM)</b> Per Hour - \$25 per hour ½ Day - \$50 ( up to 4 hours) Full Day - \$100 (4+ hours)  <b>After Hours (5PM – 10PM) - \$50/per hour</b>
Usage by Individuals (private) & For-Profit Organizations	<b>Regular Hours (9AM – 5PM)</b> Per Hour - \$25 per hour ½ Day - \$100 (up to 4 hours) Full Day - \$200 (4+ hours)  <b>After Hours (5PM – 10PM) - \$100/per hour</b>

The Main Gallery area can also be reserved after hours only. There is an extra \$100 charge for reserving both the Meeting Room and the Main Gallery. This fee includes set-up/take-down, and cleaning to get the Welcome Center ready for opening the next day. Pricing is based on a per meeting/event basis, and rates are subject to change.

At the discretion of Bedford County, fees could be charged for damage, late or excessive facility usage, failure to give 24 hour notice of reservation cancellation, set-up/take down and cleaning expenses. The hourly rate will double for any usage beyond that approved by Bedford County and future usage of County facilities may be denied. The Bedford Area Welcome Center must be vacated no later than 10:00pm.

#### Parking Guidelines:

The Bedford Area Welcome Center and Department of Tourism appreciate your interest in using the Meeting Room space for your meeting/event. Please note that our parking lot can only accommodate approximately 40 vehicles. Events held during normal business hours (daily 9 a.m. – 5 p.m.) can significantly affect our parking, especially during the busy seasons. Groups interested in renting our meeting space must be mindful that we are a place business, and first, must be able to welcome and accommodate our visitors; this includes having a place for them to park.

We want to be as accommodating as possible to those wishing to utilize our Meeting Room and will do what we can to help you arrange alternative convenient parking options for your attendees. If you anticipate having **more than 20 people** attend your meeting, please know that parking is going to be an issue and you **MUST** coordinate alternative parking options with your attendees.

Options include:

- Ask your attendees to carpool.
- Attendees may park at the lower lot of the Bedford Elementary School (behind us) and walk along the sidewalk to the Welcome Center.
- Attendees may park along the side of Tiger Trail Road behind the Welcome Center as long as the vehicle is off the road, between the hours of 8 a.m. and 1:30 p.m. ONLY (to avoid issues with school traffic).
- There are a few parking spaces across the street at the Exxon Station for additional parking.

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### Section 3: Reservation Application

Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Room/Facility Requesting: Meeting Room Main Gallery

Estimated Attendance: \_\_\_\_\_ Meeting Purpose: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Time(s) of event: \_\_\_\_\_

**Room Set-Up:** Classroom Style Hollow Square Chairs Only Other\* \_\_\_\_\_

*\*Please use this space below to let us know if you need a specific room set-up or to draw a diagram of the set-up.*

**Do you need:** Projector Projector Screen Computer Other \_\_\_\_\_

**Do you need Coffee Service:** Yes No

*Cost for full coffee service is \$25 for 40 people (includes coffee, cups, sugar, and creamer)*

**Do you need Water Pitchers on the tables:** Yes No

**Are you having a Meal Catered:** Yes No

Name of Caterer: \_\_\_\_\_ Phone number: \_\_\_\_\_

Food Table(s) Set-Up:

**Do you plan on Serving Alcohol:** Yes No

*Alcohol can only be served after the Welcome Center has closed. User is responsible for contacting the Virginia Department of Alcoholic Beverage Control to determine if a license is necessary. Evidence of and/or presence of any alcohol without the proper license can result in a ban from future use of Bedford County facilities.*

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*I, the undersigned, agree to act on behalf of the above organization and to be responsible for any damage sustained to Bedford County property while being used by the above organization. Furthermore, I agree to all conditions as set forth in the attached Bedford County Facility Use Policy for the Bedford Welcome Center. I hereby authorize Bedford County to provide my name, phone number and related information, or that of a contact person, to any person inquiring about the above meeting.*

*I agree that the facility will be left in identical condition as when reserved and understand that fees will be charged as deemed necessary by Bedford County to correct any deficiencies. I understand that failure to give a 24 hour notice of reservation cancellation will result in a \$50 fee. Cancelled reservations due to the building closing due to extreme weather will not result in a penalty.*

*I agree to the Bedford Welcome Center facility use policy and procedures and have received a copy of the policy.*

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Approved By: \_\_\_\_\_ Approved Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Facility Use Fee(s): Room: \$ \_\_\_\_\_ Coffee: \$ \_\_\_\_\_

**Total Due \$** \_\_\_\_\_

Payment Method: Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

Payment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_