

# Old Stone School Rental Payment and Confirmation Form

The Hillsboro Community Association



Friends of the Old Stone School

Please complete the information below and mail it with your payment at least one week before your event to the Hillsboro Community Association at the following address:

The Old Stone School  
ATTN: Sandy Simmers  
37098 Charles Town Pike  
Hillsboro, VA 20132

**Please remember to follow the general policies and regulations when you rent the Old Stone School (see attached).**

If you have any questions, please visit [www.HillsboroVA.org](http://www.HillsboroVA.org), email us at [contact@HillsboroVA.com](mailto:contact@HillsboroVA.com), or call 540-668-7738.

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## Old Stone School Rental Payment Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Type of event (wedding, reception, play, meeting, fair, etc.) \_\_\_\_\_

Date/s of event \_\_\_\_\_

Hours of use (including set-up and clean-up) \_\_\_\_\_ Total hours: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Total enclosed \$ \_\_\_\_\_

Please make your check payable to the Hillsboro Community Association and mail it with your completed form to:

HCA, Old Stone School, ATTN. Sandy Simmers,  
37098 Charles Town Pike, Hillsboro, VA 20132

# Old Stone School Rental Policies and Regulations

*as of April 1, 2010*

## Fees

- Rental fees are due at least one week prior to the date for which you have reserved the Old Stone School.
  - After your reservation is confirmed, please complete and print the rental payment and confirmation form on the next page and mail it with your check, payable to the Hillsboro Community Association, to: HCA, c/o Sandy Simmers, Treasurer, Old Stone School, 37098 Charles Town Pike, Hillsboro, VA 20132
- The rental fee includes use of folding tables (11) and chairs (100).
- The rental fee for a Saturday wedding includes Friday set up starting at noon.
- There will be a \$25 charge for lost or unreturned key.
- If alcoholic beverages will be served, you are responsible for applying and paying for any associated fee for the appropriate ABC license prior to your event.

## General Building

- The building key must be picked up and returned to the Hill Tom Market located at 36933 Charles Town Pike.
- The Fire Marshal dictates that the maximum capacity of the auditorium is 150 people.
- No candles or open flame inside the Old Stone School.
- With the exception of the folding tables and chairs, furniture in the Old Stone School may not be moved.
- Folding tables and chairs must be returned to the area they were stored before you set up for your event.
- Upon leaving, lights, fans, etc. must be turned off; heat/air conditioning to the same setting as when you arrived; and doors and windows locked.

## Clean Up

- Trash must be bagged separately from recyclables and placed outside the building on the back porch.
- Recyclables must be taken to the recycling center at Hillsboro Elementary School.
- Portions of the building used, including the kitchen, must be left clean and orderly. This includes the sweeping the floors should there be any debris left from your event, and cleaning up any spills. Housekeeping and sanitary supplies are located in the lockers and in the broom closet in the foyer.
- All kitchen utensils, serving and cooking items, and appliances, belonging to the HCA that were used for your event must be cleaned and put away before you leave.
- All food and drink brought in for your event must be removed from the kitchen, including the refrigerator.

If you have any questions, please call 540-668-7738 or email [contact@HillsboroVa.com](mailto:contact@HillsboroVa.com).