



P. O. Box 213  
90 North High Street  
(Old Jailhouse Building)



Romney, WV 26757  
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**PARKS AND RECREATION FACILITY RENTAL FORM FOR  
OLD CAPON BRIDGE MIDDLE SCHOOL BUILDING**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_ EVENT: \_\_\_\_\_

DATE OF RENTAL \_\_\_\_\_ \* If fire alarm goes off, please contact  
Sheriff's Office at (304) 822-6000

FOUR HOUR BLOCK RENTALS: 8:00 a.m. – 12:00 Noon; 1:00 p.m. – 5:00 p.m.; 6:00 p.m. – 10:00 p.m. - \$150.00  
for either Gym or Reception Hall (Old Cafeteria) – (Kitchen included) - \$150.00

FOUR HOUR BLOCK RENTAL for Gym, Cafeteria and Kitchen - \$250.00

FULL DAY: Gym, Reception Hall (Old Cafeteria) & Reception Room (Old Home Economics) - \$500.00

ROOM RENTED \_\_\_\_\_ COST \_\_\_\_\_ PAID YES \_\_\_ NO \_\_\_

**BUILDING USAGE EXPECTATION**

- Groups are restricted to 75 people or less.
- Masks must be worn at all times, except when eating.
- No self-service of food.
- Proper social distance (six feet apart) must be maintained at all times.
- Nothing attached to walls (tape or nails)
- No alcohol is permitted inside or outside the premises.
- Smoking is prohibited on school grounds.
- Frequently clean hands and utensils with sanitary wipes, hand sanitizer, or soap and water.
- Maintain noise level that does not disturb other users and/or neighbors.
- Refrain from using profanity.
- Do not have activities that endanger self or others.
- Do not intentionally damage the facilities.
- If you or your party break or notice something broken, report it to the P&R office.
- Sweep all floors and place all trash in garbage cans located throughout the room.
- Please note Users must take trash with them when leaving for the day.

\_\_\_\_\_  
*Signature of Person Renting*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parks and Rec Representative*