

## Reservation Request for the City of Poquoson Community Center

### Private Rental Use (Residents Only)

Person Requesting Meeting Space: \_\_\_\_\_ Today's Date: \_\_\_\_\_

What event will you be hosting at the Community Center? \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Active Email For Building requester: \_\_\_\_\_

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

Number of People attending event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

(Please include set-up and clean-up time needed for your event in the requested times above)

Rates: for your event is \$40 per hour:

Total Number of hours: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Initials \_\_\_\_\_ As part of your rental Agreement with the City of Poquoson you **agree to:**

- Properly lock and clean all areas of the building.
- Place All furniture and items used in the building back to their original storage locations in the building.
- Remove all grocery & food products from the facility and within the refrigerator after your event.
- Collect all trash and take it with you. A Dumpster for removing trash is available at the Municipal Building.

**You agree you will carry it there rather than leaving it within the building.**

- Wipe down all kitchen counters and stove areas. All appliances should be clean and free of grease.
- Check the stove to ensure it is off when you depart the building.
- Leave all floors clean and free of dirt, sticky substances.
- As the renter you will mop the building using the mop and bucket provided to include all bathroom floors, main areas and kitchen.

The Mop and bucket is available in the storage room behind the kitchen, as well as other supplies as needed.

-Turn out the lights and lock all doors in the building.

-The Thermostat in the building will be left at 72 degrees following your use.

-Ensure that no alcohol is permitted on the premises.

The maximum number of people allowed at any event is 60 people.

Initials: \_\_\_\_\_ To have a key for your event: If your event is on a Saturday or Sunday, you must pick up a key from Poquoson Parks and Recreation Office by 4:30pm Friday afternoon prior to your weekend. Once you are done with the key we ask that you drop the key into the Drop Box on the Front of the Parks and Recreation Office at 830 Poquoson Avenue. **Person Authorized to Pick up Key other than yourself if necessary:** \_\_\_\_\_.

Initials: \_\_\_\_\_ To have a key for an event that is during the week you must pick up the key 1 day prior to your event at the Poquoson Parks and Recreation Office. Hours are Monday – Friday 8:30am-4:30pm daily. Once you are done with the key we ask that you drop the key into the Drop Box on the Front of the Parks and Recreation Office at 830 Poquoson Avenue.

Initials: \_\_\_\_\_ Building may not be used for any sales, promotions or fundraising activities without prior City Approval.

Initials: \_\_\_\_\_ Dates are not considered confirmed until rental fee is paid in full and reservation is approved.

Initials: \_\_\_\_\_ The City of Poquoson reserves the right to cancel your meeting or event in the event of snow or other inclement weather events. The City also reserves the right to cancel your event due to facility issues should it become necessary. You will be notified accordingly. Depending on the type of your event and the scale of your event, insurance may be required from the renter. The City will notify you of this need when necessary.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PPR Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 7/1/13