Parks, Recreation and Tourism
Chesapeake VIRGINIA

The Rokeby Center

1709 Rokeby Avenue, Chesapeake, VA 23325 | http://www.cityofchesapeake.net/rentals

RENTAL APPLICATION & POLICIES

Please answer all questions. Indicate "N/A" if a question does not apply to your event.

This Application should be submitted no less twenty-one (21) days prior to the date of the proposed rental date. Any misrepresentation on this Application or deviation from the final agreed-upon method of operation described herein may result in immediate cancellation. The information requested on this Rental Application will be used to determine your eligibility for the rental. **Upon initial conversation with staff or staff review of the completed application, it may be determined that completion of a Small Event Permit Application may also be required depending on the type of event and special use items.** Application for individual and group-sponsored special events must be completed by an adult eighteen (18) years of age or older and provide a valid driver's license or picture ID. No permits shall be issued to minors. Residents much show proof of residency. We hope you enjoy the facility and your rental!

For reservations or additional information:

Parks, Recreation and Tourism—Administrative Office
1224 Progressive Drive Chesapeake, VA 23320 | Phone: 757-382-6411 | E-mail: ContactPRT@cityofchesapeake.net
Hours: Mon—Fri 8 am—5 pm, Sat—Sun 10 am—4 pm

APPLICANT INFORMATION:

Applicant Name (**Must be on-site during event rental hours**): _____

Applicant's Address: _____City:_____State: _____ Zip:_____

Cell Phone: _____Home Phone: _____

E-mail: _____

Organization Name (if applicable): _____ Type of Organization: _____

Payor Name and Phone (if different from Applicant): _____

Note: If the named applicant is different from the person who remits payment for the rental fee and/or any required security deposit ("the payer"), the payer agrees that any refund(s) will be contingent upon the applicant's compliance with all terms of this agreement. **The payer must initial in all yellow areas and sign the application to acknowledge his or her understanding of all terms and conditions.** An applicant completing the application on behalf of an organization hereby certifies that he or she is duly authorized to execute this application on behalf of the organization and bind the organization to the terms and conditions of this application.

Payer Initials: _____

EVENT INFORMATION:

Event Name: _____

Type of Event: _____

Specific Room Requested: _____

Date of Event: _____

Estimated Number of Attendees: _____

Event Rental Hours: **Start/Setup Time:**_____
End/Cleanup Time:_____

Is your event open to the general public? ◯ Yes ◯ No

Description of Activity/Event: (Attach additional documents if needed). _____

_____

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SPECIAL USE ITEMS: **Special Use Items are subject to approval by City staff prior to Application approval and/or event. Please note that a Certificate of Liability Insurance with the "City of Chesapeake , VA" at 306 Cedar Road, Chesapeake, VA 23322, listed as the additionally insured, will be required for all vendors providing services related to, but not limited to, the following:**

Please select the items below that will be a part of your event or check N/A if it does not apply:

Amplified Sound: ☐ N/A Type: _____
(Type examples = Commercial DJ/Band, Personal Speakers, Public Address System, etc. Requests will be reviewed on a case-by-case basis.)

Catering: ☐ N/A Provider: _____

Portable Arches/Columns: ☐ N/A Provider/Qty. ea: _____

Event/Wedding Planner: ☐ N/A Provider: _____

Photographer/Videographer: ☐ N/A Provider: _____

Other:

_____

_____

_____

_____

Rental Rates:

Initials: _____ /_____

2-hour MINIMUM RENTAL

Rental Rates Apply During Non-Operational Hours

Rentals beyond 11:00 pm require approval from the Director of Parks, Recreation and Tourism and may be subject to additional charges.

- **Daily rates are for 8 hour blocks**
- **2-7 hours = Hourly rate**
- **8 hours = Daily rate**
- **9+ hours = Daily rate for first 8 hours, then Hourly rate for each hour beyond 8**

**** HOURLY AND DAILY RATES ****

ROOM	Resident	Non-Resident
Multi-purpose Room (Includes kitchen for warming, refrigerator and catering space.)	$40 per hour (1-7 hrs) $240 daily (8 hrs)	$70 per hour (1-7 hrs) $420 daily (8 hrs)
Security Deposit	Per Rental Date/Refundable	$100

General Refund Policy:

Initials: _____ /_____

1. All refunds will be processed in accordance with City and department policy and are subject to Director approval.
2. Refunds will automatically be processed back in the form of the original payment—credit/debit card or check. If the original payment was in cash, the refund will be processed as a check.
3. **Refund to Credit/Debit Card:** I understand that **a processing fee may apply** and will be deducted from the refund. The refund will be credited to the card used for the original purchase. Allow two (2) weeks for processing. If for any reason Parks, Recreation and Tourism cannot refund back to the original card, a refund check will be issued to the person listed as the payer on the original receipt.
4. **Refund Check:** I understand that **a processing fee may apply** and will be deducted from the refund. The check will be issued to the person listed as the payer on the original receipt. Allow four (4) to six (6) weeks for processing. The check will be mailed to the address listed for the payer on the original receipt unless Parks, Recreation and Tourism has been notified of an address change prior to the completion of the rental or at the time of a cancelation.

Deposits, Fees, and Payments:

Initials: _____ /_____

1. Full Rental Fee and Security Deposit must be submitted with this Rental Application. City-sponsored rentals or activities may not be subject to certain fees.
2. **Rentals are on a first-come, first-served basis and are reserved only upon completion of the application and payment of the full Rental Fee and Security Deposit.** No "holds" of dates will be permitted without submission of application and payment in full. Rental applications (including completed Event Permit Application) must be submitted at least twenty-one (21) days prior to the desired date and can be submitted and reserved up to one (1) year in advance.
3. All payments must be made in person at the Parks, Recreation and Tourism Administrative Office, 1224 Progressive Drive Chesapeake, VA 23320. If paying by check, please make check payable to "City of Chesapeake, Treasurer".
4. A minimum of two (2) hours rental is required. After the two hour minimum is met, the Applicant may rent additional time in 30 or 60 minute increments only. This option is only available in advance at the time of application. All rentals that go past the reserved rental end time will be charged at the standard hourly rate with an additional $25 per hour charge added. After hour charges will be deducted from the security deposit before refunding any balance that may be due to Applicant. See below for cancelations and rescheduling.
5. The Security Deposit Refund will be automatically processed after the date of the rental if the Applicant:
   a. has complied with all of the requirements set forth in these policies, including all applicable laws; and
   b. has complied with the requirements for equipment storage and clean up; and
   c. has vacated the premises by the end of the rental time period; and
   d. is out of the facility/property by agreed upon time, and no damage occurs.
   e. In the event that the Applicant damages any City property and the security deposit is not enough to cover damages, Applicant shall be solely liable to the City for all additional costs, fees, expenses, including attorney's fees, associated with such damages.
7. Security Deposit Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund Policy.

Cancelations, Rescheduling and Refunds:

Initials: _____ /_____

- **Twenty-one (21) day's notice is required for any cancellation or rescheduling of rentals.** Cancelation or rescheduling will be subject to fees. Rescheduled events are subject to facility availability.
- **Cancelations:** $20 of the rental fee is non-refundable in the event of a cancelation, regardless of the reason.
- **Rescheduling:** If rescheduling, a $20 processing fee will be charged and will be payable at the time of rescheduling.
- Full refunds will be given only if the City of Chesapeake closes operations citywide on the day and time of the rental. No refunds will be given for rentals that are canceled by the applicant less than twenty one (21) days prior to the rental date for any reason including, but not limited to, weather forecasts prior to the rental date or actual weather conditions on the day of rental of rainy, windy, snowy, icy, cool weather, etc.
- Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund policy.

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RENTAL POLICIES

Applicant must review, initial each section where indicated, and agree to abide by the following rental policies. Violation of any of these policies may result in the termination of the rental and forfeiture of deposit.

General Rental and Reservation Rules:

Initials: _____ /_____

1. **This Rental Application must be completed and submitted along with the full Rental Fee and Security Deposit.**
2. **Rental of the Rokeby Center is for the interior of the facility only and does not include exclusive use of the park or shelters.** Shelters must be rented separately if exclusive use is desired. Additionally, the park closes at sunset so all rental guests must remain in the interior of the Rokeby Center during any rental hours that occur after sunset.
3. **Rental Applications for individuals and group sponsored events must be completed by an adult eighteen (18) years of age or older.** No rental permits shall be issued to minors. Residents much show proof of residency.
4. **Activities for minors under the age of 18 shall be sponsored and chaperoned at all times by the rental applicant.** Youth activities may require security at the Department's discretion. All security cost incurred is the responsibility of the rental applicant.
5. **Applicant must be on site at all times during the rental event/activity including setup and cleanup times.** Additionally, applicant shall oversee and be responsible for every aspect of their rental event at the Rokeby Center including, but not limited to, supervision and control to prevent injury or damage; maintenance on the premises during the rental use; picking up bottles, debris and trash; and providing security to maintain order. This includes activities during setup and cleanup, event activities, any approved outside vendor's activities and behavior, and all guest activities and behavior. Additional damage restitution may be required as a result of damage to any City property if cost of damage repairs total more than the security deposit.
6. **Applicant may be required to provide the City with a certificate of general liability insurance in the amount of at least $1,000,000 combined single limit liability coverage naming the City of Chesapeake, Virginia as an additional insured.** Such insurance may be required for some activities at the Rokeby Center. In the event that insurance is required for Applicant's event, the Applicant will be required to produce a certificate of general liability that must be to the satisfaction of the City and in accordance with applicable laws and other City policies and Administrative Regulations.
7. **Alcoholic beverages, illegal weapons and illegal drugs are strictly prohibited at the Rokeby Center.** Additionally, smoking (including electronic cigarettes) is prohibited inside the Rokeby Center and on the Rokeby Center grounds within 10 feet of buildings/structures.
8. **DJ's and bands with amplified sound** may be permitted inside the facility only. See Special Use Items on page 2.
9. **Selling, advertising and soliciting are prohibited.** The following activities are not permitted on City premises without prior approval of the Director of Parks, Recreation and Tourism: the sale and/or advertisement of food, beverages, goods or merchandise. **Charging and/or collection of any revenue on site including for parking and/or admission fees is prohibited.**
10. **Applicant shall not allow any lewd or illegal conduct on the premises.** The Applicant shall comply with all state laws, city ordinances and regulations applicable to activities in City buildings and facilities. The Department may revoke a permit and/or stop a use in progress if the Applicant fails to comply with any state laws or City ordinances, or Applicant fails to comply with rules and regulations of the Department of Parks, Recreation and Tourism.
11. **The use of an open flame is strictly prohibited**. Use of battery or wired candles is permitted. The Applicant shall comply with all federal, state and local laws with regard to fire safety and occupancy limitations.
12. **A Parks, Recreation and Tourism staff member will be present and on-site during all events and rentals, and the City of Chesapeake reserves the right to inspect the premises at any time during any activity.**
13. **City property may not be removed from the premises which includes the grounds, buildings or structures.**
14. **The City is not responsible for items left on the premises by the Applicant, Applicant's vendors or guests.** If personal property is authorized to be placed or located on or within the premises under the provision of this Rental Permit, said property shall be removed by Applicant and at the Applicant's sole expense prior to the expiration of the Rental Permit. If the Applicant fails to remove its property, then the City may, at its option, remove such property from the premises and store the same at the Applicant's expense. The City shall not be liable for any costs or fees associated with the removal of Applicant's property upon or prior to the expiration of the Rental Permit.

General Rental and Reservation Rules (cont'd):

Initials: _____ /_____

15. **Applicant shall exercise diligence in protecting from damage the land, property, buildings, structures, habitats and natural resources of the City's property** in the areas covered by and used in connection with the Rental and shall be liable to the City for any damage resulting from Applicant's, or those acting upon the direction of the Applicant, acts of negligence or from the violation of the terms of this Rental Permit or any Federal/Commonwealth of Virginia law or regulation related to protected environment. Damage restitution may be required as a result of damage to, or loss of, any City Property. Additional damage restitution may be required as a result of damage to any City property if cost of damage repairs total more than the security deposit.
16. **Political Events:** It shall be unlawful to display in any public building any political literature or paraphernalia or use any other means of communication to advertise political candidates, issues or political parties, except that public buildings may be made available to all political candidates on an equal basis for the purposes of introducing candidates for public office to the general public and the conduct of business of any political party in compliance with the following procedure: Application shall be made seven calendar days prior to the proposed use to the City Manager. The seven day application period may be waived by the City Manager where it can be shown that no inconvenience or disruption or normal public activities in such public building will occur.
17. Time allowances for setup and cleanup time must be taken into account when planning and reserving rental time. **Setup and cleanup activities must be completed within the reserved rental time period.**
18. **A minimum of two (2) hours rental is required.** After the two hour minimum is met, the Applicant may rent additional time in 30 or 60 minute increments only. This option is only available in advance at the time of application. All rentals that go past the reserved rental end time will be charged at the standard hourly rate with an additional $25 per hour charge added. Any After Hour charges will be deducted from the security deposit before refunding any balance that may be due to Applicant. Additional rental time may not be added to the rental during the activity.
19. **A Parks, Recreation and Tourism staff member will be present and on-site during all events and rentals.** The City of Chesapeake reserves the right to inspect any facility premises at any time during any activity.
20. **Use of any City of Chesapeake logo(s) is prohibited without prior approval.**
21. **All arrangements for caterers, tents, florists, portable furniture and fixtures, musicians, DJ's, photo/videographers and any other services/special use items** must be coordinated with, and approved in advance by, City staff.
22. **Storage of personal property, items or equipment on grounds or in facilities before or after rental hours will not be permitted.** This does not apply to city-sponsored events and activities.
23. **The Applicant is responsible for obtaining all applicable and required licenses, consents and permits.** All federal, state and local laws with regard to food and beverage purchases and consumption must be strictly adhered to.
24. **No person, including Applicant, shall paste, glue, tack or otherwise post any sign, placard, banner, advertisement** whatsoever, nor cause to be erected any signs whatsoever on any City property without prior approval.
25. **The use of park grill(s) and the nearby picnic shelter are not included as part of the building rental** but can be rented separately through a shelter rental.

Room Setup and Cleanup:

1. Table and chair availability is limited.
2. Tables and chairs are not to be dragged across the floor.

Initials: _____ /_____

3. The use of nails, decals, tacks, or brads on walls, pedestals, doors, windows, woodwork or furniture is **strictly prohibited**. Hanging or otherwise affixing items to the walls or doorways is prohibited unless approved and supervised by City staff. Tape, if it leaves no residue and is easily removed, will be permitted. After the event, all decorations must be removed including any tape or string.
4. All trash should be picked up and disposed of in supplied trash bags. No trash should be left on the floor or countertops, and no food, drinks, ice bags or other items should be left in refrigerator or cabinets. Trash bags must be tied at the top and not left open. Bulk trash including, but not limited to, helium tanks, balloons, bouquets, table centerpieces, boxes of any size, etc. must be removed from the premises by applicant and/or vendors.
5. All cleanup must be completed before leaving and must be during the time period of the rental.

Cooking Restrictions:

1. **Use of the kitchen, including all appliances, is limited to the warming of foods that have been cooked and prepared off premises and brought in to the Rokeby Center**.

Initials: _____ /_____

2. The use of personal grills and/or other cooking devices of any kind at the Rokeby Center is **strictly prohibited**.

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RISK ACKNOWLEDGEMENT / HOLD HARMLESS CLAUSE

Initials: _____ /_____

By acceptance of this agreement and signature below, the applicant and/or group and its participants agree to see that all necessary safety precautions are followed and will indemnify the City of Chesapeake, its employees and agents, and save them harmless from and against any and all claims damages, liability and expenses in connection with loss of life, personal injury, and/or damage to property arising from or out of any occurrence arising from the exercise of the privileges granted in this agreement.

I and/or my organization certify that I/we will be responsible for any damage or loss sustained to the grounds, furnishings, equipment or unusual clean-up resulting from this event. It is also certified the I/we have read this entire Rental Application and Policies for the Rokeby Center and I/we hereby agree to comply unequivocally with these provisions as promulgated, including Chapter 50 of the City of Chesapeake Code.

I hereby acknowledge that I have read, understand and agree to all rates, terms and policies of this Rental Application agreement.

_____ _____
Rental Applicant's Name (Please Print) **Date**

_____
Rental Applicant's Signature

_____ _____
Payer's Name if Different from Applicant (Please Print) **Date**

_____
Payer's Signature

The Rokeby Center — Office Use Only

Event: _____

Rental Date: _____

Rental hours: _____ **to** _____ **=** _____ **hours**

Rental rate (per hour / day): __$_____

TOTAL Rental Fee: __$_____

Security Deposit: __$__100.00_____

TOTAL DUE: __$_____
(Includes $20 non-refundable processing fee)

PAID: Date: _____ __$_____

Payment Method: _____

◯ Permit Approved ◯ Permit Not Approved

Permit #_____

_____
Department Director (or designee) Date

Rokeby

Parks, Recreation and Tourism
Chesapeake
VIRGINIA

Rental Checklist

Completed and initialed by the rental Applicant and Staff prior to the rental and at its conclusion.

Completed by: Applicant: _____/_____ Staff: _____/_____

Date of Rental: _____ Permit #:_____

	PRE-CHECKLIST	RENTAL QUESTIONS	POST-CHECKLIST
Tables	☐ Yes | No ☐	Have the tables been wiped down?	☐ Yes | No ☐
Floors	☐ Yes | No ☐	Has the floor been swept? Are there spots, stains or scratches on the floor? Have dirt and debris been removed?	☐ Yes | No ☐
Decorations	☐ Yes | No ☐	Have tape/items been removed from the walls? Have all decorations been removed? Have all balloons been removed?	☐ Yes | No ☐
Trash	☐ Yes | No ☐	Has all trash been placed in an appropriate trash receptacle? Has bulk trash been removed from the premises?	☐ Yes | No ☐
Counter Tops	☐ Yes | No ☐	Are the kitchen counter tops clean? Have the counter tops been wiped down?	☐ Yes | No ☐
Stove Top Clean and turned off	☐ Yes | No ☐	Is the stove clean? Is the stove off? (if applicable)	☐ Yes | No ☐
Refrigerator	☐ Yes | No ☐	Is the refrigerator clean? Are there any items left inside?	☐ Yes | No ☐
Chairs	☐ Yes | No ☐	Have the chairs been wiped down?	☐ Yes | No ☐
Microwave Oven	☐ Yes | No ☐	Is the microwave clean? Are there any items left inside?	☐ Yes | No ☐
Sink	☐ Yes | No ☐	Is the faucet turned off? Is the sink free of debris?	☐ Yes | No ☐
Walls	☐ Yes | No ☐	Are walls free of cracks and damage?	☐ Yes | No ☐
Cabinets and Drawers	☐ Yes | No ☐	Are the cabinet doors or drawers functional and not damaged?	☐ Yes | No ☐
Other	Please provide a detailed explanation and of any items check "No" on the Pre or Post-Checklist. This information as well as pictures will assist in the event of discrepancies. Use back of form if necessary.		