

Community Center Facilities

RENTAL APPLICATION & POLICIES

Please answer all questions. Indicate "N/A" if a question does not apply to your event.
If filling out the application online, complete all fillable areas then print out the form and bring it in to the community center to complete the reservation process. Initials and signatures must be original and should not be typed in online.

This Application should be submitted no less than 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 must show proof of residency. We hope you enjoy the facility and your rental!

**For reservations or additional information,
please contact the Community Center directly.**

APPLICANT INFORMATION:

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

Applicant's Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Alternate Phone: _____

E-mail: _____

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

Payer 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 each section 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.

Initials: _____ | _____

EVENT INFORMATION:

Rental Date(s) Requested: _____

Facility Requested: _____

Event Type:

Athletics Meeting Party—Dance

Baby Shower Reception Political Activity

Birthday Party Reunion Wedding

Other (please explain): _____

Expected Number of Attendees: _____

Room (s) Requested:

Club Room w/Kitchen

Art Room (if applicable) A _____ B _____ A&B _____

Meeting Room (if applicable) A _____ B _____ A&B _____

Other: _____

Requested times must include set-up, take down and cleaning.

Beginning Time Requested: _____ am/pm

Ending Time Requested: _____ am/pm

Table/Chair availability varies by site

Anticipated # Needed: _____ 6 ft. Circular Tables

_____ 6 ft. Rectangular Tables _____ 5 ft. Circular Tables

_____ 4 ft. Circular Tables _____ Chairs

Setup Layout Chosen: _____

Event Name / Description of Event: _____

Reservation Checklist:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Will there be music and/or amplified sound played from a non-portable audio device? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Will you need a podium (if available)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Will any fees be charged for this event? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Will food be served at this event? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Is this event open to the public? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Is this event co-sponsored with any other groups or organizations? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Is this event primarily for youth? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Will there be commercial vendors providing any services at your event? (e.g. caterer, petting zoo, Inflatables, etc.) Provider: _____ | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Will any elected officials or political candidates be in attendance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Rental Rates:

Area:	Resident Type:	Rate*
Art Room Rental without partitions (SNCC, DCCC, IRCC, GBCC, WBCC, CCC)	Resident (Hourly)	\$20 / hour
	Non-Resident (Hourly)	\$35 / hour
Art Room Rental Room A or B (DVCCC, RCCC)	Resident (Hourly)	\$20 / hour
	Non-Resident (Hourly)	\$35 / hour
Art Room Rental Room A and B (DVCCC, RCCC)	Resident (Hourly)	\$35 / hour
	Non-Resident (Hourly)	\$65 / hour
Club Room Rental <u>with</u> Kitchen	Resident (Hourly)	\$40 / hour
	Non-Resident (Hourly)	\$70 / hour
Security Deposit	Per Rental Date / Refundable	\$100

Rental Room Rates are to be paid in full at the time of reservation.

Rentals must take place within the following days and times of operation:

Monday – Thursday / 9am - 8pm
 Friday / 9am - 6pm
 Saturday / 10am-4pm
 Sunday / NO RENTALS

Initials: _____

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) to four (4) 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 cancellation.

Deposits, Fees, and Payments:

Initials: _____

1. Full Rental Fee 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.** No “holds” of dates will be permitted without submission of an application and payment in full. Rental applications (including completed Event Permit Application if required) must be submitted at least twenty-one (21) days prior to the desired date and can be submitted and reserved up to 3 months in advance.
3. **A Security Deposit of \$100 is required at the time of rental application.**
4. All payments must be made in person at the community center where the event will take place. If paying by check, please make check payable to “City of Chesapeake, Treasurer”.
5. **Additional time may only be added to a reserved rental if requested, approved and paid for in advance of the rental time.** Approval based on facility and staffing availability.
6. 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. All charges will be deducted from the security deposit before refunding any balance that may be due to Applicant. See below for cancellations and rescheduling.
7. 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.
8. Security Deposit Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund Policy.

Cancellations, Rescheduling and Refunds:

Initials: _____

- **Twenty-one (21) day’s notice is required for any cancellation or rescheduling of rentals.** Cancellation or rescheduling is required at least 21 days prior to the scheduled date of the event and will be subject to fees. Rescheduled events are subject to facility availability and will be subject to fees.
- **Cancellations:** \$20 of the rental fee is non-refundable in the event of a cancellation, regardless of the reason. Contact the community center directly should an emergency situation affect your rental.
- **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 reasons including, but not limited to, weather forecasts prior to the rental date or actual weather conditions on the day of rental. Cancellation requests due to emergency situations will be reviewed on a case-by-case basis.
- Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund policy.

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 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 must show proof of residency.
3. **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.
4. **Applicant must be on site at all times during the rental event/activity including setup and cleanup times.** Additionally, applicant shall oversee and assume responsibility for every aspect of their rental event at the Community 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.
5. **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 Community Centers. 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.
6. **Alcoholic beverages, illegal weapons and illegal drugs are strictly prohibited** at the Community Center. Additionally, smoking (including electronic cigarettes) is prohibited inside the Community Center and on the Community Center grounds within 10 feet of buildings/structures. All cigarette butts must be disposed of in the outdoor ashtrays provided.
7. **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 and charging and/or collection of any revenue on site.
8. **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.
9. **DJ's and bands** are not permitted in indoor facilities.
10. **Rental of the Community Center is for the interior of the facility only.** The use of any nearby picnic shelter and grills are not included as part of the building rental but can be rented separately through a shelter rental. Additionally, all parks close at sunset so all facility rental guests must remain in the interior of the Community Center during any rental hours that occur after sunset.
11. **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 Community Center including athletic events or events with the use of inflatables, petting zoo, etc. and certificate must be provided by the rental date. Inflatables will only be permissible indoors in a gymnasium, or outdoors on Community Center grounds if there is room, and only if rented from an approved commercial vendor.
12. **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.
13. **The facility is under video surveillance at all times for security purposes.**
14. **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.
15. **City property may not be removed from the premises** which includes the grounds, buildings or structures.

General Rental and Reservation Rules: (cont'd)

Initials: _____

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 used 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 of normal public activities in such building will occur.
17. **The City is not responsible for items left on the premises** by the Applicant, Applicant's vendors or guests. If any personal property is authorized to be placed or located on or within the premises under the provision of this Rental Permit, all 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 the 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/Vendor's/Guest's property upon or prior to the expiration of the Rental Permit.
18. **Setup and cleanup activities must be completed within the reserved rental time period and before leaving.** Time allowances for setup and cleanup time must be taken into account when planning and reserving rental time. Rental host and guests will not be permitted to enter the reserved space earlier or stay later than what is contracted. Failure to vacate the building by the contracted end time may result in the extended time in the facility being considered trespassing.
19. **Additional time may only be added to a reserved rental if requested, approved and paid for in advance of the rental time.** Approval based on facility and staffing availability.
20. **All rentals that go past the reserved rental end time without prior approval will be charged as follows:** 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. Additional rental time may not be added to the rental during the activity. Additionally, failure to vacate the building by the contracted end time may result in the extended time in the facility being considered trespassing. See page 3 for cancellation and rescheduling policies.
21. **Use of any City of Chesapeake logo(s) is prohibited** without prior approval.
22. **All arrangements beyond normal setup of room with City equipment must be coordinated with, and approved in advance by, City staff** for caterers, tents, florists, portable furniture and fixtures, musicians, photo/videographers, inflatables, petting zoos, and any other outside vendor services/special use items.
23. **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.
24. **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.
25. **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.
26. **No person or Organizations, including Applicant, shall charge a parking fee for any event.** Parking shall be restricted to designated areas.
27. **Competition with Recreation Programs:** Individuals or businesses who wish to use a recreation facility for the purpose of conducting similar or like programs that are provided by the Chesapeake Parks, Recreation and Tourism department shall be deemed as direct competition and such programs shall not be approved for facility rental.
28. **Changes to Agreement Contract:** Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately to request modifications to your rental agreement. Contract modifications are not guaranteed and may increase or reduce fee amounts. All modifications must be approved by facility supervisor.

General Rental and Reservation Rules: (cont'd)

Initials: _____

29. **Cancelation/Relocation by the Parks, Recreation and Tourism Department:** The Chesapeake Parks, Recreation and Tourism Department may, without liability, upon giving as much advance notice to the Applicant as practical, cancel or terminate this Application or relocate a scheduled use to a nearby available location if the premises are closed for weather, repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary to close the facility.

Room Setup and Cleanup:

1. **Table and chair availability is limited and subject to change.**

2. **Community center staff will set up and take down tables and chairs for your event.**

Tables and chairs will be set up in one of the formats that has been agreed upon by the Applicant. Applicant may make adjustments upon arrival. Tables and chairs are not to be dragged across the floor.

Initials: _____

3. **The use of nails, decals, tacks, or brads on walls, ceiling, pedestals, doors, windows, woodwork or furniture is strictly prohibited.** Hanging or otherwise affixing items to the ceiling tiles, 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. **The Applicant, or person designated by the Applicant, must accompany the community center employee on a walk-through at the conclusion of the rental** to ensure that cleanup is complete and to identify any damage that may have occurred.

5. **Rental group clean up responsibilities are as follows:**

- 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, and deposited in trash receptacles.
- Wipe down table tops, counter tops, chairs and appliances.
- Clean floor—sweep and mop as necessary.
- All decorations should be removed and disposed of or taken off the premises.
- All equipment or property that the Applicant or their vendor(s) or guests may bring in for the event must be removed from the premises by the end of the specified rental time on this Agreement.
- All cleanup must be completed during the time period of the rental and before leaving.
- Failure to satisfy all cleanup obligations may result in forfeiture of part or all of security deposit.

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 Community Center.**

Initials: _____

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

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 Community Center and I/we hereby agree to comply unequivocally with these rules, policies and provisions as set forth in this application, 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. I also acknowledge that a security deposit of \$100 is due the day of the initial rental application. I also acknowledge that I, the rental applicant, will be present and on site during the entire rental period.

Rental Applicant's Name (Please Print)

Date

Rental Applicant's Signature

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

Date

Payer's Signature

Office Use Only

Rental Date: _____

Rental Hours: _____ am/pm to _____ am/pm

Rental Rate = _____ hours at \$ _____

⇒ Total Rental Rate Cost: \$ _____

Security Deposit: \$ 100.00

TOTAL DUE: \$ _____

(Includes \$20 non-refundable processing fee)

Payee: _____

Payment Method: _____ Amount: \$ _____

Payee: _____

Payment Method: _____ Amount: \$ _____

Verify PAYEE name prior to processing all forms of payment in Activenet System.

Office Use Only

- Approved
 Not Approved: _____

Required Rental Forms to be given to the Renter/Payee:

- Copy of Layout Design Copy of Rental Policies
 Copy of Permit/Receipt

Required Refund Forms to be submitted after Rental Date:

- Security Deposit Clearance Original Receipt
 Rental Inspection Checklist Original Permit

Staff Signature: _____ Date: _____

Use this Section for Time/Date Modifications:

From: _____ To: _____

Additional Rental Fee Paid: _\$ _____

Initial of Staff making Modifications: _____