DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES
1108 Jefferson Street • Alexandria, Virginia 22314
703-746-5404 (Office) 703-746-5573 (Fax)
www.alexandriava.gov

PERMIT FOR RENTAL OF FACILITIES

(This form must be filled out completely to be processed)

Name or Organization: _____ Contact Person: _____

Street Address: _____ City, State & Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____ Household ID: _____

Facility Requested:	**Requested Date(s)**	**Requested Rental Period:**
❑ C Barrett ❑ Lee/Rec Adm ❑ C Houston ❑ Mt Vernon ❑ Chinquapin ❑ N J Lee ❑ C Kelly ❑ P Henry ❑ Durant ❑ Wm Ramsay ❑ J Ford Nature ❑ Other:	**Requested Day(s) of Week**	Set-up Time ____pm ____am/pm Event Time ____pm ____am/pm Clean-up Time ____pm ____am/pm
Type of Room Requested ❑ Small Room (up to 50 occupancy) ❑ Large Room (51 to 125 occupancy) ❑ Exhibit Hall/Large Multi-purpose ❑ Lee Center Kauffman Auditorium ❑ Gymnasium ❑ Dance Studio ❑ Kitchen ❑ Other: _____	**Standard Room Set-up** ❑ Banquet ❑ Boardroom ❑ Theater ❑ U-Shape ❑ Classroom ❑ Hollow Square ❑ Other: _____	**List any Equipment/Staff/Supplies the applicant will be providing or contracting for:**
Will Fees Be Collected? ❑ Yes ❑ No If Yes: ❑ On-Site ❑ In Advance ❑ Both	Will Food Be Served? ❑ Yes ❑ No	Will alcohol be served? ❑ Yes* ❑ No ***Note**: A $25 additional nonrefundable fee is required at time of application.
Does the organization have liability Insurance? ❑ Yes ❑ No	Is this Organization: ❑ Not for Profit ❑ City Resident/Civic Group ❑ Profit	

Purpose of the Event: _____ Event Title for Posting:_____

Target Audience: ❑ Pre Teen (0-12) ❑ Teen/Young Adult (13-21) ❑ Adults (22-59) ❑ Senior Adult (60 & older)

Estimated Attendance: Participants _____ Audience _____ Other _____ Total Estimate_____
Is this Event/Activity: ❑ Open to the public ❑ Private (by invitation only) ❑ Other: _____

SPECIAL CONSIDERATION: The undersigned certifies that he/she has read and understands the rules, regulations and responsibilities of the renters of recreation facilities and equipment, and that the same will be enforced and honored by the renting organization. The undersigned further certifies that he/she is a legally authorized representative to act for and accept such responsibilities for the organization. **Final approval of this permit is contingent upon approval by the Department of Recreation, Parks and Cultural Activities and receipt of deposit, if required, is submitted.**

_____ _____ _____
Printed Name Signature Date

A nonrefundable deposit of $25, if applicable, must be made within two weeks of approval of this request to hold the reservation. **No rental is secure without the deposit.** The balance of the fee must be paid in full no later than 30 days prior to the event. If a request is received within 30 days of the event, full payment is due at time of application. **A security deposit up to $500, not to exceed the rental amount, is due one-week in advance of the event.** Payments are to be made payable to the "City of Alexandria" and sent to the Department of Recreation, Parks and Cultural Activities, 1108 Jefferson Street, Alexandria, VA 22314 or to the facility requested. Facility addresses are available at www.alexandriava.gov

For Office Use Only
❑ Approved ❑ Not Approved Program Supervisor: _____ Director/Designee: _____

POLICIES AND REGULATIONS GOVERNING THE USE OF DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES FACILITIES

- Procedures for rental permits: the organization or party submits a completed "Permit for Rental of Facilities" form. Completed forms are forwarded to the Recreation Services Division Chief or designee for final approval. Applicants are then notified of the disposition of the permit and, if applicable, informed of the fee for requested rental.

- Groups may request use of the facility for a series of dates over extended periods using one permit, provided that all dates, including day of the week, are listed on the permit. Should any changes be made which alter the days, times, attendance, purpose of event or fee structure, a new permit must be completed and submitted for approval and determining fees.

- The City of Alexandria Department of Recreation, Parks and Cultural Activities, the City of Alexandria or any of its employees cannot be held liable in case of accident and shall be held harmless by the renting groups, such requirement to be part of the rental agreement.

- The City of Alexandria reserves the right to withhold the security deposit or a portion there of to cover the rental fee if the number of attendees or hours exceeds the estimated attendance and hours submitted on the contract form, the building and areas are not sufficiently cleaned, or the renting party damages the building or equipment.

- Any form of misrepresentation or failure to abide by the "Policies and Regulations Governing the Use of Department of Recreation, Parks and Cultural Activities Facilities" by the user may result in forfeiture of the contract and all monies involved.

- If the room/area is left in good, clean order and without damages, then the security deposit, where applicable, is returned approximately one month after the event. The contracted party is responsible for cleaning the area after use. Failure to do so may result in loss of the security deposit. The contracted party shall be held liable for any and all damages to Department of Recreation, Parks and Cultural Activities property and for the prompt and proper settlement of claims for such damages.

- If cancellation is not made within 2 weeks in advance of the reserved rental date, 100% of the rental is forfeited.

- The facility is available only on the dates, times and room(s) specified herein. All activities terminate at the specified time stated in the contract. Contracted times include user setup and breakdown. Weekday evening rentals shall not extend beyond the designated closing time. The facility shall not be opened before the designated opening time nor remain open later than 12:00 midnight.

- Should the City of Alexandria require the presence of police officers for the function, receipt of police fees must be provided at the time of reservation.

- Rental permits received less than two weeks in advance of rental date may not be approved pending staff and space availability.

- Custodial services shall include only unlocking and locking doors, turning on and off ceiling lights, and setting up tables and chairs. Groups receiving free rentals are obligated to aid the custodian in setting up and breaking down chairs and tables and assisting with the general clean up. Chairs and tables are permanently assigned to each room. Tables and chairs may not be moved from their assigned locations.

- Decorations such as flower baskets and potted plants are permitted. Items may not be taped to walls or other surfaces. Time used for decorating is considered rental time and is assessed a fee. Additional decoration requests must be received in writing a minimum of fourteen (14) days in advance of the rental date.

- Posters or advertising either within the building or outside is not permitted. The name of any Department of Recreation, Parks and Cultural Activities Facility may not be used on any advertising, publicity or promotions without written permission from the Director or designee.

- The undersigned acknowledges that they have read and understand the terms and conditions of this Permit for Rental of Facilities as set forth in this permit. The undersigned acknowledge that the signature below and on the permit attest to the fact that they have read and understand all policies, regulation and instructions on this form and agree to comply with them as a condition for use. Final approval of this permit is contingent upon approval by the Director of the Department of Recreation, Parks and Cultural Activities or designee and receipt of the rental fees and required deposit.

SIGNATURE_____ **DATE**_____

(The individual above must attend and assume full responsibility for the event, their group and facility)

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