

DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES 1108 Jefferson Street Alexandria, Virginia 22314

703.746.5414 (Registration & Reservation Office) 703.746.5564 (Fax) <u>www.alexandriava.gov</u>



FACILITY RENTAL APPLICATION

To avoid processing delays, this form must be completely filled out and submitted with a nonrefundable application fee of \$25 to secure date(s).

APPLICANT INFORMATION		
Name or Organization		HH ID
Individual/Group Type: Individual/Group Type: Nonresident/Private Business/Non-local Resident/Local Nonprofit City Department/Gov't Agency		
Contact Person		
Address	City	State Zip
Home Phone		Work Phone
Email		Cell Phone
EVENT INFORMATION		
Event title for Posting:		
Please describe event:		
Requested Date(s):	Facility/Center Requested: Charles Barrett 1115 Martha Custis Dr	Type of Room Requested:
	□ Charles Houston 901 Wythe St	□ Small Room (up to 50 pp.)
Degregated Dental Times	Chinquapin 3210 King St	□ Large Room (51 to 125 pp.)
Requested Rental Time:	 Cora Kelly 25 West Reed Av Durant Arts 1605 Cameron St 	Exhibit Hall/Large Multipurpose
Set up:am/pm toam/pm	 Durant Arts 1605 Cameron St Buddie Ford Nature 5750 Sangar Av 	Kauffman Auditorium
Event time:am/pm toam/pm	□ Lee (Rec Admin) 1108 Jefferson St	🗆 Gymnasium
Clean-up:am/pm toam/pm	□ Minnie Howard 3795 W. Braddock Rd.	□ Dance Studio
	 □ Nannie J. Lee 1108 Jefferson St □ Mount Vernon 2701 Commonwealth Av 	□ Kitchen
Total # of Rental Hours	Mount Vernon 2701 Commonwealth Av Patrick Henry 4643 Taney Av	□ Other
	□ William Ramsay 5650 Sangar Av	
Collection of Fees:	Food & Beverage Service:	Total Estimated Attendance
Will Admission Fees Be Collected?	Will Food Be Served?	
If Yes: On-site In Advance Both		Target Audience/Attendance:
	Will Alcohol Be Served?*	
Will there be any other (food, vendor,	\Box Yes** \Box No	\Box Youth (0 – 12 years)
product) sales on site?	*Not available at all-locations. **Note: An additional \$50 nonrefundable fee	\Box Teen/Young Adult (13 – 21)
If Yes, describe:	is required at the time of application.	□ Adults (22 – 59) □ Senior Adults (60 & older)
ACKNOWLEDGEMENTS		
The undersigned agrees to and hereby does assume all financial responsibility for any loss or damage to rented facility, its property, and any other city property		
which is caused, in whole or in part, by any act or omission of the Renter, its employees, agents, guests, or in connection with their use of rented facility. The undersigned also agrees to indemnify and hold harmless the City of Alexandria and all of its agents, officers, and employees from and against all suits, actions,		
causes of actions, damages, claims, losses, liability and expenses resulting from and/or arising out of Renter's use of rented facility caused, in whole or part, by any act of omission of the Renter, its employees, agents, guests or licensees. The Renter has read and agrees to comply with all terms and conditions stated on this form.		
Final approval of this permit is contingent upon app		
Printed Name	Signature	Date
For Office Use Only:		
□ Approved		
	Program Supervisor D	Director/Designee