



Colonial Heights Recreation & Parks
901 Meridian Ave Colonial Heights, VA 23834
Main: 804.520.9390

COMMUNITY CENTER RENTAL REQUEST FORM

1. RENTER INFORMATION

Name: _____ Submitted On: ____/____/____ at ____:____ am/pm
Last First M.I. Date Time

Address: _____
Street City State Zip

Phone: (____) _____ (____) _____ (____) _____
Home Work Cell

Email: _____

Organization Name (if applicable) _____

2. RENTAL INFORMATION

Event Name: _____

Description: _____

Date(s) and Time(s):

Date Requested: ____/____/____ Expected Attendance: _____

Requested Time Block:

- | | |
|---|---|
| <input type="checkbox"/> Monday – 4:30pm-9:00pm | <input type="checkbox"/> Saturday – 8:00am-2:00pm |
| <input type="checkbox"/> Tuesday– 4:30pm-9:00pm | <input type="checkbox"/> Saturday – 3:00pm-9:00pm |
| <input type="checkbox"/> Wednesday– 4:30pm-9:00pm | <input type="checkbox"/> Sunday – 8:00am-2:00pm |
| <input type="checkbox"/> Thursday– 4:30pm-9:00pm | <input type="checkbox"/> Sunday – 3:00pm-9:00pm |
| <input type="checkbox"/> Friday– 4:30pm-9:00pm | |

Violation of any of the rules on page 2 may result in forfeiture of use of any Recreation & Parks facility in the future

I certify that I am 21 years of age, am a resident of Colonial Heights, and that I will abide to the rules listed on page 2. I understand that I must be present at the facility for the duration of the rental. I do hereby agree to completely and unconditionally, indemnify, hold harmless, release and discharge the City of Colonial Heights, its employees and volunteers from all liabilities from injuries or property damage sustained as a result of utilization of the Community Center.

Signature: _____ Date: ____/____/____

RENTAL INFORMATION

- Rental reservations are made to individuals who are residents of Colonial Heights and whom pay their personal property taxes to the City of Colonial Heights. Proof of residency is required. We will accept a Driver's License with correct address, utility bill, or lease agreement as proof of residency.
- The Community Center seats up to 190 people and has a stage & kitchen available for use. The ice machine, dishwasher, stove, microwave, and refrigerator are also available for use. Senior Center staff may have to utilize an item in the kitchen from time to time.
- Approximate Number of Tables: (15) – 6' Long Tables, (12) – 36" Card Tables, (9) 60" Round. Approximate Number of Chairs: 100
- The Rental Fee is \$100 per block. Rental Fees are due when making your reservation; no hold is placed on dates. The Rental Request Form must be completed at the time of reservation.
- City employees will staff the Community Center during rentals.
- Reservations for all rentals are available in blocks. Weekdays are from 4:30 p.m. to 9:00 p.m., and Saturday or Sunday are available in two blocks each day; 8:00 a.m. to 2:00 p.m. and 3:00 p.m. to 9:00 p.m. All activities must end by their designated time to include cleanup.
- Reservations begin the 1st working day of December for the following year.
- The person making the reservation must be at least 21 years of age, be present for the duration of their use, and is responsible for any damage to building, furniture, and fixtures.
- Refunds will only be permitted when reservations are cancelled within TWO weeks of the reservation date.

RULES OF FACILITY USAGE

- Flameproof decorations are allowed under the following conditions: No nails, tape, tacks or staples shall be used on walls, ceilings or equipment. Fire extinguishers shall not be covered or obstructed as to prohibit their use in case of emergency.
- No flammable liquids or materials may be used. No open flames are allowed; lit candles must be covered with globes.
- This is a smoke free facility. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.
- No rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility. Birdseed and bubbles may be used outside only.
- The number of people in the facility and its rooms shall not exceed established and posted capacities.
- Person reserving the facility is responsible for any damages to the facility and its property.
- All materials and equipment brought into the facility, including food, beverages, and decorations must be removed immediately following the event. The City of Colonial Heights assumes no responsibility for any property not removed from the premises.
- No alcohol or illegal substances are permitted on the premises.
- Trash must be removed from building and placed in the dumpster in the adjoining parking lot. All tables and chairs must be broken down and put away.

REQUIRES WRITTEN REQUEST

- No money or admission shall be collected on the premises without approval from the Director of Recreation & Parks.
- The sale of food or drink in the facility is prohibited without approval from the Director of Recreation & Parks.
- All renters wishing to hire a DJ must have approval from the Director of Recreation & Parks. DJ's are not permitted unless approved in advance by Director of Recreation & Parks. Except for city sponsored activities, bands are not permitted.
- The installation or use of electrical wiring or appliances on any of the circuits of the building must be approved in advance by Director of Recreation & Parks.