

Chesapeake VIRGINIA

Department of Parks and Recreation FACILITY USE RESERVATION APPLICATION

CG-8,027/R-07

I, undersigned, do hereby apply for the use of the _____

on _____, 20____ from _____ am/pm to _____ am/pm. Estimated participants: _____

Intended Use: _____ Room(s) Requested: _____

Name of Individual/Organization/Group _____

RULES APPLICABLE TO ALL USERS

1. Must be 21 years of age and provide proof of residency to reserve facility. Initial _____
2. DJ's and bands are not permitted in indoor facilities. Initial _____
3. A copy of liability insurance may be required for some activities. Required? Yes _____ No _____
4. No refund of fees will be made for cancellations less than 14 days prior to the reserved date.
5. Alcohol, illegal drugs and weapons are prohibited. Smoking only permitted in outdoor facilities. Initial _____
6. Activities for minors shall be sponsored by an adult and shall be properly chaperoned.
7. The Parks and Recreation Department reserves the right to inspect the premises during an activity. Initial _____
8. The rental group may begin set-up at _____ (time) and all activities shall cease and clean-up must be completed by _____ (time). Initial _____
9. A \$100.00 security deposit is due the day of the rental, if applicable. Initial _____
10. City property shall not be removed from building or premises.
11. The Parks and Recreation Department is not responsible for items left on the premises. Initial _____
12. Damage restitution may be required as a result of damage to any City Property. Initial _____
13. In case of an emergency you may call _____. Contact person: _____
14. Other (specify): _____

Applicant: _____ Date: _____

Address: _____

Telephones: (Home) _____ (Work) _____ City _____ Zip _____
(Cell) _____

Total Due \$ _____ (including \$15.00 non-refundable application fee, if applicable)

Balance Due \$ _____ **Balance Due Date:** _____

Fees quoted by _____ Rental booked by _____
(Staff Initials) (Staff Initials)

RISK ACKNOWLEDGEMENT/HOLD HARMLESS:

I, the undersigned, acknowledge that I am aware of and understand the potential risks associated with being the responsible party for any and all activities conducted during this facility reservation. I and/or the organization being represented further agree that I/we shall indemnify and hold harmless the City of Chesapeake, Chesapeake Public Schools, The Department of Parks and Recreation, its officials, employees, agents and assigns from and against any and all claims, damages, losses, actions, liabilities and expenses, including but not limited to reasonable attorneys fees, arising from or in connection with the undersigned's access to and use of the reserved facility.

I understand the stipulations of this reservation and agree to abide by all facility rules and policies. I have received a copy of the "Rental Group Responsibilities" and have been advised of the free use and fee based policies.

Signature _____ Date: _____

Organization (If Applicable): _____

APPROVAL & RECORD SECTION (For office use only)

Signature	Title	Approved	Disapproved
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Resident

Non-Resident

Application Fee: (non-refundable) \$ _____ Date Paid: _____ Permit No. _____

Balance Received: \$ _____ Date Paid: _____