



### Facility Rental Request Form

- **Please book enough time for setup and breakdown.**
- **Read over, initial, and sign Facility Use Guidelines on Pages 3-6.**
- **A copy of Facility Use Guidelines will be provided for your records.**
- **Security deposit (1 hour room rate) will be returned in 5-7 business days if room is returned to order per rental agreement.**

(Please Print Legibly)

Today's Date: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Organization/Private: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Requested Event Date: \_\_\_\_\_ Event Time: (Start) \_\_\_\_\_ (End) \_\_\_\_\_

Rental Purpose: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Expected number of participants: \_\_\_\_\_

#### **For Administrative Use Only**

Approved / Disapproved _____	Date _____	
Rental Charge Amount: _____	Security Deposit Amount: _____	
Equipment fee: _____	Accommodation fee: _____	
Deposit Amount: _____	Date Received _____	Receipt # _____
Balance Due: _____	Date Received _____	Receipt # _____



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ROOM	HOURLY RATE	SECURITY DEPOSIT	CAPACITY
Conference Room	\$40.00	\$40.00	25-30
Gold Room	\$50.00	\$50.00	30-50
Multi-Purpose Room (with Kitchen)	\$100.00	\$100.00	250
Gymnasium <b>(Basketball &amp; Athletic events only)</b>	\$100.00	\$100.00	175

FEE	FEE AMOUNT
Equipment Fee (Speaker, Projector, Microphone)	\$20.00
Accommodation Fee	1.5x hourly rate

#### Example

- **2 hour rental in Gold Room with Projector**
  - **2 hours x \$50 hourly rate = \$100**
  - **Security deposit = \$50 hourly rate**
  - **Projector = \$20 Equipment fee**
    - **Total = \$170**
    - **\$100 due for down payment, \$70 due at least 5 days before rental date**
    - **\$50 security deposit refunded 5-7 business days if room is returned to order per rental agreement**



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### Facility Use Guidelines (Please initial)

- A. \_\_\_ Allow **FIVE business days** for approval/disapproval of your rental request.
- B. \_\_\_ If requesting a room within 5 days of rental, an additional accommodation fee will be included. **Fee is 1.5x the standard rental fee.**
- C. \_\_\_ The individual whom signature appears as the applicant:
- **Must be present in the facility/gymnasium throughout the requested time period.**
  - **Assumes responsibility for the conduct of all persons and agrees to abide by the rules and regulations of the Y. H. Thomas Community Center. All the rules will be enforced.**
  - **Will be responsible for any damage or loss of property/equipment, during the rental period.**
  - **Agrees to pay required rental balance no later than 5 business days prior to the event.**
- D. \_\_\_ Groups must remain within the requested rental area.
- E. \_\_\_ All decorating, set-up, and cleanup time must be included in requested timeframe.
- If you exceed your time, you will be charged for additional time.
- F. \_\_\_ Any damages incurred during rental will be responsible by renting party.
- G. \_\_\_ You will **NOT** be allowed to enter room before scheduled event time.
- H. \_\_\_ Walk through must be done at the end of rental to ensure cleanliness and trash removal. Extra brooms and mops (for spills) will be available upon request (staff in charge will be able to provide you these items).
- I. \_\_\_ Decorations are allowed and subject to approval. No tacks, pins, or staples allowed. All evidence of decorations must be removed at the conclusion of the rental.
- J. \_\_\_ Either party may cancel this agreement as long as the cancellation is made at least 48 hours prior to the event.
- K. \_\_\_ Refunds will be granted within 5-7 business days. Cancellations not made within 48 hours of the event will be granted a refund but the community center will retain the security deposit.
- L. \_\_\_ Alcoholic beverages and illegal substances are **STRICTLY PROHIBITED** on City of Hampton property and at Y.H. Thomas Community Center.
- M. **Fundraising events and other functions involving the collection of fees (including admission fees), sale of goods and services, or business transactions are prohibited.** This policy includes on-the-premises raffles, food sales, or other exchanges of money.



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N. \_\_\_\_ Applicant agrees that Y.H. Thomas Community Center, Inc., the City of Hampton, and the Hampton Department of Parks and Recreation, employees, members, associates, or representatives will not be held responsible or liable in any way for injuries, losses or damages that may happen while using Y.H. Thomas Community Center. For special event rentals the applicant must also possess insurance that will cover any possible liabilities and exclude Y.H. Thomas Community Center Inc. and the City of Hampton from all damages.

**I have read and understood all of the guidelines stated above. I will adhere to all rules.**

X \_\_\_\_\_

**Signature**

**Date**

**Staff Initials**



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**Date**

**Staff Initials**

Customer Copy