

**FACILITY RENTAL FORM**  
**Neighborhood Centers**  
(Mary Jackson, Little England & YH Thomas)

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Name Of Requestor: \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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

*(If Community Organization or Club, Attach Bylaws)*

Purpose For Use of Facility: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Group Size: \_\_\_\_\_

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

*\*Building must be vacated by 10:00pm*

**Description of Event:**

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**Administrative Use Only**

<b>Rental Charge Amount:</b> _____ <b>Security Deposit Amount:</b> _____
<b>Equipment Fee:</b> _____ <b>Accommodation Fee:</b> _____
<b>Deposit Amount:</b> _____ <b>Date Received:</b> ___/___/___ <b>Receipt #:</b> _____
<b>Balance Due:</b> _____ <b>Date Received:</b> ___/___/___ <b>Receipt #:</b> _____
<b>Date Reviewed:</b> ___ / ___ / ___
<b>Approved\Disapproved By:</b> _____ <b>Date:</b> ___ / ___ / ___

**NOTE: REQUESTOR, PLEASE REVIEW THE GUIDELINES RECEIVED AT THE TIME OF REQUEST. GUIDELINES FOR FACILITY USE WILL BE IN FULL EFFECT DURING THE TIME OF RENTAL**

- \* Security deposit is due upon approval **(refundable per rental agreement)**.
- \* Request will be cancelled if payment is not made by the due date.
- \* **Collection of any fees on the premises is not allowed.**
- \* Room (s) must be returned to the original configuration before leaving
- \* Individuals should not sit on, drag, drop, or otherwise abuse the center's furniture or equipment.
- \* Report any broken equipment to staff on duty.

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- \* Failure to honor the requested ***Guidelines for Facility Use*** and /or the display of disorderly conduct and disruptive behavior may subject you to ejection and/or arrest by the Hampton Police Department.
- \* **THE REQUESTOR (PERSON COMPLETING THIS FORM) MUST BE ON THE PREMISES AT ALL TIMES**

**Requestor's Agreement**

Please Indicate Your Agreement To Each Statement By Placing A Check Mark (  ) In Front Of Each And Then Signing Your Name Below.

- \_\_\_\_\_ I understand that my request will be cancelled if payment is not made by the due date.
- \_\_\_\_\_ I will not collect any admission fees or allow the exchange of money on the premises.
- \_\_\_\_\_ I will return the room to its proper condition before leaving.
- \_\_\_\_\_ I will not let individuals sit on, drag, drop, or otherwise abuse the center's furniture.
- \_\_\_\_\_ I understand that I, as the requestor, must be on the premises at all times.
- \_\_\_\_\_ The requestor, including their invitees and guests, agrees to indemnify and hold harmless the City of Hampton, its employees harmless from any and all claims or demands, regardless of their nature, including death or injury to any person or damage to property resulting from, related to, or arising out of the requestor's use of the center.

**\_\_\_\_\_ I have received and read the facility guidelines and understand and agree that it is my responsibility to adhere to them.**

Are you having Music by DJ/Band: \_\_\_\_\_ If this is a Birthday Party, how old is the person? \_\_\_\_\_  
Are you having Food? \_\_\_\_\_ Is this event to be catered and by whom? \_\_\_\_\_

I, the undersigned, agree to be responsible for any damage to the above requested facility and equipment during the period of time my organization, team, club, or group uses the facility and equipment, and will be present during entire time of use. I understand that any person not honoring this agreement may be subject to ejection and/or arrest by the Hampton police department.

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

\_\_\_\_\_  
DATE

**If more than one date is requested, please list each date below**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**GUIDELINES FOR FACILITY USE**

**I. REQUEST**

- A. Submit request on the **Facility Rental Form** at least 30 days prior to the date of use
- B. After review by designated staff, a notice of approval /denial will be sent to requestor within 3 business days
- C. If requesting a room within **30 days** of rental, an additional accommodation fee will be included. **Fee is 1.5x the standard rental fee.**
- D. The individual whom signature appears as the applicant:
  - 1. Must be present in the facility throughout the requested time period.
  - 2. Assumes responsibility for the conduct of all persons and agrees to abide by the rules and regulations of the Neighborhood Center. All rules will be enforced.
  - 3. Will be responsible for any damage or loss of property/equipment, during the rental period.
  - 4. Agrees to pay required rental balance no later than **5 days** prior to the event.
  - 5. Groups must remain within the requested rental area
  - 6. Any damages incurred during rental will be responsible by renting party.
  - 7. You will NOT be allowed to enter room before scheduled event time.
  - 8. Alcoholic beverages and illegal substances are **STRICTLY PROHIBITED** on the City of Hampton property and Parks and Recreation Facilities.
- E. Decorations are allowed and subject to approval. **NO tacks, pins, staples, or tape on walls allowed**. All decorations must be removed at the conclusion of the rental.
- F. Decoration, set-up and clean up must be included in the requested time frame. **If you exceed your time, you will be charged for additional time**
- G. Requestors should bring their own equipment (pots, pan, utensils, napkins, foil etc.). **No Cooking Allowed**
- H. Public dances are held only when sponsored by Hampton Parks and Recreation. **No Teen Parties allowed.**

**II. FEES/CHARGES**

- A. **Facility request after normal operating hours will be granted for a minimum of 3 hours (refundable per rental agreement). Non- Payment will result in an automatic cancellation of request.**
- B. **Written notice of cancellation is required at least 48 hours before the event.** Refunds will be granted within 30 business days. Cancellations not made within 48 hours will be granted a refund, but the center will retain the security deposit.
- C. **Fundraising events, raffles, food sales, involving the collection of fees (including admission fees), sale of goods and services, or business transaction are prohibited.** This policy includes on the premises raffles, food sales, or other exchange of money.

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FEE PURPOSE	FEE AMOUNT		
Equipment (TV, podium, Projector etc.)	\$20.00		
Accommodation	1.5x hourly rate		
Facility	HOURLY RATE	SECURITY DEPOSIT	CAPACITY
<b>Mary Jackson Neighborhood Center</b>			
• Multi-Purpose room w kitchen & Video Conferencing	\$100.00	\$100.00	50
• Activity Room #114	\$40.00	\$40.00	25
• Activity Room #111	\$35.00	\$35.00	20
• Gymnasium	\$220.00	\$220.00	450
<b>Y H Thomas Community Center</b>			
• Multi-Purpose room w kitchen	\$100.00	\$100.00	250
• Conference Room	\$40.00	\$40.00	25 -30
• Gold Room	\$50.00	\$50.00	30-50
• Gymnasium	\$100.00	\$100.00	175
<b>Little England Cultural Center</b>			
• Multi-Purpose room	\$65.00	\$65.00	65

**III. JANITORIAL DUTIES**

1. **Clean up is the responsibility of the requestor.** Areas must be cleaned and left in their original configuration. (i.e., free of spill, trash taken to dumpster and equipment returned to proper storage place). Extra brooms and mops (for spills) will be available upon request. Failure to comply with janitorial policies will result in the center retaining the security deposit.

**STAFF /SECURITY**

- a. The number of staff required for building security and supervision will be determined by HPRLS based on the size of the group and the type of activity. **A minimum of two HPRLS staff members will be required for all after-hours events. An additional staff member will be added for 50 or more guests. Additional fees may be assessed accordingly.**

*HPRLS and the Neighborhood Center are not responsible for any loss or damage to individual's property during the rental period. All Rental Activities must conclude by 10:00 P.M. and the building and parking lot must be vacated by 10:30pm. This includes all cleanup, replacement of equipment, and returning room(s) to its original configuration.*