



Facility Rental Request Form

- Please book enough time for setup and breakdown.**
- Read over, initial, and sign Facility Use Guidelines on Page 3.**
- A copy of Facility Use Guidelines will be provided for your records.**
- A \$25.00 security deposit will be returned if room is returned to order per rental agreement.**

(Please Print Legibly)

Today's Date: _____

Primary Contact: _____

Organization: _____

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: _____	
Deposit Amount: _____	Date Received _____	Receipt # _____
Deposit Amount: _____	Date Received _____	Receipt # _____
Balance Due: _____	Date Received _____	Receipt # _____

1300 Thomas Street, Hampton, Virginia 23669

757-727-1200 (office) 757-727-1121 (fax)

REVISED 8/2018



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ROOM	HOURLY RATE	CAPACITY
Conference Room	\$40.00	25-30
Gold Room	\$50.00	30-50
Multi-Purpose Room (with Kitchen)	\$100.00	250
Gymnasium	\$100.00	175

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Facility Use Guidelines (Please initial)

- A. ___ Allow **two business days** for approval/disapproval of your rental request.
- B. ___ 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 within 5 business days prior to the event.**
- C. ___ Groups must remain within the requested rental area.
- D. ___ Setup and cleanup must be included in rental time.
- E. ___ You will **NOT** be allowed to enter room before scheduled event time.
- F. ___ 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).
- G. ___ 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. **All furniture must be returned to original placement at the conclusion of the rental.**
- H. ___ Either party may cancel this agreement as long as the cancellation is made at least 48 hours prior to the event.
- I. ___ Refunds will be granted within 5 business days. Cancellations not made within 48 hours of the event will not be granted a refund.
- J. ___ Alcoholic beverages and illegal substances are **STRICTLY PROHIBITED** on City of Hampton property and at Y.H. Thomas Community Center.
- K. ___ 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 _____

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