



DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES

1108 Jefferson Street Alexandria, Virginia 22314

703.746.5414 (Registration & Reservation Office) 703.746.5564 (Fax) www.alexandriava.gov



FACILITY RENTAL APPLICATION

To avoid processing delays, this form must be completely filled out and submitted with a nonrefundable application fee of \$25 to secure date(s).

APPLICANT INFORMATION		
Name or Organization	HH ID	
Individual/Group Type: <input type="checkbox"/> Nonresident/Private Business/Non-local <input type="checkbox"/> Resident/Local Nonprofit <input type="checkbox"/> City Department/Gov't Agency		
Contact Person		
Address	City	State Zip
Home Phone	Work Phone	
Email	Cell Phone	
EVENT INFORMATION		
Event title for Posting:		
Please describe event:		
Requested Date(s): _____ Requested Rental Time: Set up: _____ am/pm to _____ am/pm Event time: _____ am/pm to _____ am/pm Clean-up: _____ am/pm to _____ am/pm Total # of Rental Hours _____	Facility/Center Requested: <input type="checkbox"/> Charles Barrett 1115 Martha Custis Dr <input type="checkbox"/> Charles Houston 901 Wythe St <input type="checkbox"/> Chinquapin 3210 King St <input type="checkbox"/> Cora Kelly 25 West Reed Av <input type="checkbox"/> Durant Arts 1605 Cameron St <input type="checkbox"/> Buddie Ford Nature 5750 Sangar Av <input type="checkbox"/> Lee (Rec Admin) 1108 Jefferson St <input type="checkbox"/> Nannie J. Lee 1108 Jefferson St <input type="checkbox"/> Mount Vernon 2701 Commonwealth Av <input type="checkbox"/> Patrick Henry 4643 Taney Av <input type="checkbox"/> William Ramsay 5650 Sangar Av	Type of Room Requested: <input type="checkbox"/> Small Room (up to 50 pp.) <input type="checkbox"/> Large Room (51 to 125 pp.) <input type="checkbox"/> Exhibit Hall/Large Multipurpose <input type="checkbox"/> Kauffman Auditorium <input type="checkbox"/> Gymnasium <input type="checkbox"/> Dance Studio <input type="checkbox"/> Kitchen <input type="checkbox"/> Other _____
Collection of Fees: Will Admission Fees Be Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> On-site <input type="checkbox"/> In Advance <input type="checkbox"/> Both Will there be any other (food, vendor, product) sales on site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe:	Food & Beverage Service: Will Food Be Served? <input type="checkbox"/> Yes <input type="checkbox"/> No Will Alcohol Be Served? * <input type="checkbox"/> Yes** <input type="checkbox"/> No <i>*Not available at all-locations. **Note: An additional \$50 nonrefundable fee is required at the time of application.</i>	Total Estimated Attendance Target Audience/Attendance: <input type="checkbox"/> Youth (0 – 12 years) <input type="checkbox"/> Teen/Young Adult (13 – 21) <input type="checkbox"/> Adults (22 – 59) <input type="checkbox"/> Senior Adults (60 & older)
ACKNOWLEDGEMENTS		
The undersigned agrees to and hereby does assume all financial responsibility for any loss or damage to rented facility, its property, and any other city property which is caused, in whole or in part, by any act or omission of the Renter, its employees, agents, guests, or in connection with their use of rented facility. The undersigned also agrees to indemnify and hold harmless the City of Alexandria and all of its agents, officers, and employees from and against all suits, actions, causes of actions, damages, claims, losses, liability and expenses resulting from and/or arising out of Renter's use of rented facility caused, in whole or part, by any act of omission of the Renter, its employees, agents, guests or licensees. The Renter has read and agrees to comply with all terms and conditions stated on this form. Final approval of this permit is contingent upon approval by the Department of Recreation, Parks and Cultural Activities.		
Printed Name	Signature	Date
For Office Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
	Program Supervisor	Director/Designee