



**CITY OF PORTSMOUTH
DEPARTMENT OF PARKS, RECREATION & TOURISM
FACILITY USE RESERVATION APPLICATION & AGREEMENT**

In consideration of the following fees: RENTAL FEE \$ _____ + DAMAGE DEPOSIT \$ _____ (TOTAL \$ _____)
 The receipt of which is hereby acknowledged, the City of Portsmouth, Virginia, agrees to permit the: Gymnasium Social Hall Meeting Room
 of _____ to be used by _____
 on _____ between the hours of _____ and _____ for the purpose of _____
(Includes set-up and clean-up)
 with an estimated attendance of _____.

Please acknowledge, by initialing, that you have read and agree to abide by the following guidelines:

1. Renter must be at least 21 years of age and provide proof of residency to reserve facility. _____
2. Representatives of the City shall have access to the property to inspect and to preserve order at all times. _____
3. No other meeting or activity shall be held at the facility other than that stated in the application. _____
4. Renter assumes responsibility for obtaining licenses, permits and security necessary for their event. _____
5. **NO** alcohol, smoking, illegal drugs or weapons are allowed on the premises. _____
6. Dances are prohibited due to facility and parking limitations. _____
7. All rentals are to be limited to the specified rental period/area. Premises are to be vacated at the conclusion of said rental period and the building secured. In no case should the building be open any later than 9:00 p.m. _____
8. Use of kitchen and cooking are prohibited. _____
9. The charging of fees, collection of monies and selling of goods are strictly prohibited. _____
10. The City reserves the right to cancel or revoke this agreement at any time for any reason without recourse to the applicant or any other guests, invitees or contractors. _____
11. The City reserves the right to deny the refund of all deposits in such cases, at appropriate. _____
12. In the event of inclement weather/emergency closings, a refund will be granted or another event date will be scheduled by agreement of parties. _____
13. Cancellations received within 24 hours of the scheduled reservation are eligible for a refund. _____
14. Facilities are closed on Sundays and available only when not in use by the City/Department. _____

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 at the facility I reserve. I and/or the organization being represented further agree that I/we shall indemnify and hold harmless the City of Portsmouth, Department of Parks, Recreation & Tourism, it's officials, employees, agents and representatives from and against any and all claims. Damages, losses, actions, liabilities and expenses, including but not limited to reasonable attorney's fees, arising from or in connection with the undersigned's access to and use of the reserved facility.

I understand and have read and agree to abide by all facility rules, policies and rental guidelines, including the guidelines herein, I have reached a copy of this agreement and have been advised of the use guidelines.

SIGNATURE OF RENTER _____	PRINTED NAME _____	DATE _____
ADDRESS _____		
CITY _____	STATE/ZIP _____	PHONE NUMBER(S) _____
DATE PAID _____	AMOUNT PAID _____	TYPE OF PAYMENT _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECEIPT # _____
Facility Usage Coordinator _____		Date _____

-----**FOR OFFICE USE ONLY – TO BE COMPLETED BY BUILDING SUPERVISOR AND FACILITY USAGE COORDINATOR**-----
 Date of Inspection _____ Inspected by _____ Please fax form to 393-8265 upon completion.

Property was found to be in good order and condition.
 Property was not found to be in good order and condition. The following problems were noted: _____

Deposit refund processed on _____ Deposit forfeited for reasons noted above