## **DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES** 1108 Jefferson Street • Alexandria, Virginia 22314



1108 Jefferson Street • Alexandria, Virginia 22314 703-838-4343 (Office) 703-838-6344 (Fax) www.alexandriava.gov



## PERMIT FOR RENTAL OF FACILITIES

(This form must be filled out completely to be processed)

Name or Organization:		Contact Person:
Street Address: City, State & Zip:		
Home Phone:	Work Phone:	Cell Phone:
Email: Household ID or Date of Birth:		
Facility Requested:	Requested Date(s)	Requested Rental Period:
☐ C Barrett ☐ Lee/Rec Adm	Requested Date(s)	=
		Set-up Timeam/pmam/pm
☐ C Houston ☐ Mt Vernon	D	Event Time
☐ Chinquapin ☐ N J Lee	Requested Day(s) of Week	Event Timeam/pmam/pm
☐ C Kelly ☐ P Henry		Clear on Time
☐ Durant ☐ Wm Ramsay		Clean-up Timeam/pmam/pm
☐ J Ford Nature		
Other:  Type of Room Requested	Standard Room Set-up	List any Equipment/Staff/Supplies the
Type of Room Requested	□ Banquet	List any Equipment/Staff/Supplies the applicant will be providing or
☐ Small Room (up to 50 occupancy)	☐ Boardroom	contracting for:
Large Room (51 to 125 occupancy)	☐ Theater	contracting for.
☐ Exhibit Hall/Large Multi-purpose	☐ U-Shape	
☐ Lee Center Kauffman Auditorium	☐ Classroom	
☐ Gymnasium ☐ Dance Studio	☐ Hollow Square	
☐ Kitchen ☐ Other:	Other:	
Will Fees Be Collected? ☐ Yes ☐ No	Will Food Be Served? ☐ Yes ☐ No	Will alcohol be served? ☐ Yes* ☐ No
If Yes: $\square$ On-Site $\square$ In Advance $\square$ Both	Will Took Be Served: 2 Tes 2 To	*Note: A \$25 additional nonrefundable fee
Does the organization have liability	Is this Organization: ☐ Not for Profit	is required at time of application.
Insurance? ☐ Yes ☐ No	☐ City Resident/Civic Group ☐ Profit	The same of the sa
Purpose of the Event: Event Title for Posting:		
Target Audience: ☐ Pre Teen (0-12) ☐ Teen/Young Adult (13-21) ☐ Adults (22-59) ☐ Senior Adult (60 & older)		
Estimated Attendance: Participants	Audience Other	Total Estimate
Is this Event/Activity:  Open to the public  Private (by invitation only)  Other:		
SPECIAL CONSIDERATION: The undersigned certifies that he/she has read and understands the rules and regulations and responsibilities of the renters of recreation facilities and equipment, and that the same will be enforced and honored by the renting organization. The undersigned further certifies that he/she is a legally authorized representative to act for and accept such responsibilities for the organization. Final approval of this permit is contingent upon approval by the Department of Recreation, Parks and Cultural Activities and receipt of deposit, if required, is submitted. Cancellations made less than 30 days in advance of the rental date may result in forfeiture of deposit.		
Printed Name	Signature	Date
A nonrefundable deposit of \$25, if applicable, must be made within two weeks of approval of this request to hold the reservation. <b>No rental is secure without the deposit.</b> The balance of the fee must be paid in full no later than 30 days prior to the event. If a request is received within 30 days of the event, full payment is due at time of application. <b>A security deposit up to \$500, not to exceed the rental amount, is due one-week in advance of the event.</b> Payments are to be made payable to the "City of Alexandria" and sent to the Department of Recreation, Parks and Cultural Activities, 1108 Jefferson Street, Alexandria, VA 22314 or to the facility requested. Facility addresses are available at www.alexandriava.gov  For Office Use Only		
□ Approved □ Not Approved Program Supervisor: Director/Designee:		