

Department of Parks & Recreation
Business Office at Costello Park
 99 Adams Street
 Manassas Park, VA 20111
 (703) 335-8872 (703) 335-8812 fax

RENTAL APPLICATION

- | | |
|--|---|
| <input type="checkbox"/> SIGNAL BAY WATERPARK | <input type="checkbox"/> REC CENTER ACTIVITY ROOM |
| <input type="checkbox"/> SIGNAL HILL PARK PAVILION | <input type="checkbox"/> REC CENTER GYM |
| <input type="checkbox"/> SIGNAL HILL PARK POND PICNIC AREA | <input type="checkbox"/> COSTELLO PARK PAVILION |
| <input type="checkbox"/> SIGNAL HILL PARK FIELD | <input type="checkbox"/> COSTELLO PARK POOL |

NAME: _____ DATE OF APPLICATION: _____

STREET ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ PHONE: _____

DATE REQUESTED: _____ HOURS: _____ TO _____ PARTY SIZE: _____

PURPOSE: _____ ADDITIONAL REQUESTS: _____

The Authorized Representative hereby agrees to:

1. Accept responsibility for the proper care and maintenance of the facility while in attendance.
2. Pay for all damages that may occur, as determined by the City Staff.
3. Abide by any rules and regulations stipulated by the City.
4. Clean up responsibilities are listed.

	User	Office
1. Wipe down and stack chairs and furniture.		
2. Remove all decorations.		
3. Pick up all trash and place in dumpsters.		
4. Clean bathrooms.		
5. Sweep and mop floors.		
6. Pick up any litter left in parking lot.		

Custodial services may be arranged at time of deposit, at the rate of \$15.00 per hour, but must be paid in full seven days before the rental date. Custodial fees are determined by the Parks & Recreation Department. Excessive clean up will be documented and charged against the deposit.

5. **The kitchen is not available for use.**
6. Fees apply to the whole time the renter is present at the facility, including setup, tear down and clean up. A deposit must accompany this application.
7. Uncontested refunds of deposits will occur within 30 days of the scheduled event. Contested refunds may take up to 60 days. All fees are to be paid seven days in advance of the activity. Failure to pay any fee in a timely fashion may cause loss of the deposit and cancellation of the activity.
8. Smoking and eating is prohibited within the building, except for the designated areas. **The use of alcohol is only permitted in the Rec. Center Activity Room and an additional deposit is required along with a Banquet License from the State ABC Board and a police officer on premises.** Any group that fails to obtain both a license and the services of a police officer by the day of the event will be denied entry and will forfeit both the deposit and the fee.
9. Failure to provide notice of cancellation less than seven days prior to the event will cause loss of deposit.
10. Separate applications are required for each date the facility is used, unless approved as a long term rental by the Parks & Recreation Advisory Commission, or the Director of the Department.
11. In case of inclement weather, the renter will have the opportunity to reschedule for any open date.

Point of contact prior to the activity (print): _____ Phone: _____

I agree that all areas of this contract have been explained to me. I will not hold the City of Manassas Park or any of its employees liable for any loss or injury. I attest to having a full understanding of all areas of this contract and agree to comply with all stated terms of this contract.

Signature of Authorized Representative: _____ Date: _____

For Official Use Only

Approved Disapproved _____ Director's Signature Facility Checked By: _____

Time in: _____ Time out: _____ Comments: _____

Fee: _____ **Deposit: \$50.00 or \$100.00 Total:** _____ **Received:** _____ **Balance Due:** _____ **Date Due:** _____

Date Deposit Refund Issued: _____