

Application for use of City of Poquoson Community Center

Civic Group/Government Use Reservation Request Form

DATES FOR January 1, 2016-June 30, 2016

Group Requesting Meeting Space: _____ Today's Date: _____
Group Representative Completing Form: _____ ~~Circle~~ one: Civic or Government
Group Representative: Daytime Phone: _____ Evening Phone: _____ Cell: _____
Active Email for Group Representative: _____
Address of Requesting Group: _____
Alternate Contact for your group: Name: _____
Cell Phone for this person: _____

Please provide a list of the dates that your group is requesting:

Your group may only book 2 dates **per month** for usage. Any time above this will be \$40 per use.

This is an effort to allow everyone a fair and equitable use of the building.

Please list all requested dates and times here.

Dates Requested: (List Day of week & Date)	Time for this date:	For Office Use Approval
_____	_____ am/pm	_____

As a Civic/Government Group you agree to utilize the Key Box for key entry. It is the responsibility of the person filling out this form to obtain the code from PPR at the time of Application.

All Users as a Civic/Government Group agrees to:

- Properly lock and clean all areas of the building.
- Place all furniture and items used in the building back to their original storage locations in the building.
- Remove all grocery & food products from the facility and within the refrigerator after your event.
- Collect all trash and take to the DUMPSTER at the Municipal Building.
- Wipe down all kitchen counters and stove areas. All appliances should be clean and free of grease.
- The facility does not allow any cooking of any greasy items or frying. Only warming activities may occur in the kitchen.
- Check the stove to ensure it is off when you depart the building.
- Turn out the lights and lock all doors in the building.
- Ensure that no alcohol is permitted on the premises.
- Will not scrape or damage the floor. Please move all furniture by lifting it to move it. Do not slide any furniture in the building.
- Will only allow 60 persons to use the facility at any one time.
- Will be responsible for any damages that occur that result from use by your group and will be financially liable for any cleaning or repairs as a result of damage from your groups use.

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- Will report to PPR any problems related to the facility immediately upon discovery.
- Agree to notify the Office of Community Recreation a minimum of 30 days in advance of any type of public event that is an activity that will serve as a fundraiser or sale and potentially invite the general public to the Community Center for any reason. Further this activity that is not a regular meeting or activity of your group may require additional approval from City Administration, permits, review for approval, and insurance from your group naming the City of Poquoson as additionally insured.
- Completed and Approved Paperwork with Office Staff Signature must be available and presented for each activity by a Civic group for their respective use.

-Failure to properly clean the facility may result in loss of privileges.
PPR reserves the right to cancel your meeting or event in the event of snow or other inclement weather events.
PPR also reserves the right to cancel your event due to facility issues should it become necessary. You will be notified accordingly.

Group Representative Signature: _____ Date: _____

PPR Representative Approval: _____ Date: _____ Revised 6/19/15