



Facility Use Application

**Social Hall
Kitchen**

Winchester Parks & Recreation Department
1001 East Cork Street • Winchester, VA 22601
Phone: (540) 662-4946 • Fax: (540) 678-8791
wincparks@ci.winchester.va.us • www.winchesterva.gov/parks

General Information

Making a Reservation:

The Winchester Parks & Recreation Department permits individuals, businesses, civic groups and other organizations to use park facilities.

To secure a facility for a rental less than \$200, payment in full of the total cost of use is due at the time of booking along with the Facility Use Application. If the reservation is \$200 or more, a 30% deposit is required to reserve the reservation.

- To complete the reservation process, the applicant will provide the remaining balance of the rental fee, if applicable and any additional fees no later than ten (10) business days of the requested date.
- Applications for facility usage that will be open to the public require a copy of the City of Winchester Business license if goods or services are being sold. A copy of the insurance is required. A general liability policy with \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A.M. Best rating of A- or better. The insurer must list the member locality as additionally insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.
- Applicants must be 21 years of age or older.

Facility Checklist

It is the responsibility of the applicant to complete a checklist with the recreation attendant or park maintenance staff at the conclusion of the event. As long as the checklist has been satisfactorily completed and there are no damages, no additional fee will be charged to the household. If the facility has been left in unsatisfactory condition, a charge for time and materials will be billed. No future reservations can be made until the fee is paid.

Some items that will be reviewed by park staff:

- The facility, including carpet, tile, doors, walls, lights, windows, shades, and ceiling tiles are left in their original condition and all tables and chairs are replaced to their original location. If tables and chairs are moved, they shall not be drug across the floor or across walls leaving scratches.
- All furnishings shall be left undamaged.
- The facility is vacated at the scheduled time and all lights are turned off and all doors and windows are closed and secured.
- All WPRD facility equipment is returned to its original location.
- Number of people at the event does not exceed the space that is being rented.
- User checklist is gone over with center attendant or park maintenance staff, signed by the user and then turned in at the conclusion of the event with all tasks completed.

Large special events require a special event application and must be submitted at least 60 days in advance. Special event applications can be downloaded from our website at www.winchesterva.gov/parks under the Special Events – Hosting an event tab. All special event applications should be returned to the Winchester Police Department at 231 E. Piccadilly St. Winchester, VA 22601 for review. The Facility Use Application should be submitted to the Winchester Parks & Recreation Department directly.

Cancellations or Relocation

Submit cancellations, in writing, no less than two (2) business days prior to the scheduled event. A **30%** administrative fee will be retained. Cancellations made within three (3) business days of rental will not be refunded. Once a party begins, there is no refund.

All efforts will be made to keep approved facility reservations intact; however, the Winchester Parks & Recreation Department reserves the right to relocate or cancel a function if necessary.

Facility Use Rules and Guidelines

The Winchester Parks & Recreation Department strives to provide quality facilities for your use. The following rules and guidelines are in place for everyone's safety and enjoyment of park facilities.

General Rules for Use of All Facilities

- Minimum reservation of 2 hours for all reservations.
- City of Winchester sanctioned activities, special events, and approved community partners have first priority use of all facilities.
- Applicant is responsible for reporting to the center attendant upon arrival and check out. User is responsible for going over and signing the facility checklist with the attendant at the conclusion of each use.
- Applicant has the responsibility to inspect the facility before use. Any damages should be immediately brought to the attention of park personnel.
- Applicant is responsible for the clean-up of all facilities used under the terms of this application.
- Posting of any signage or balloons on trees, posts, fencing, light poles and gates is prohibited.
- Use of tobacco is not permitted indoors, on or within 50 feet of any athletic fields, playgrounds, War Memorial Building or organized activities. Alcoholic beverages are not permitted on any park grounds or in any park building.
- Non-profit Applicants are required to provide proof of tax status (501-C3) including address prior to receiving the non-profit rate. The non-profit rate will only be honored for those non-profit entities that reside within the City of Winchester limits.
- Applicant agrees to reimburse the City of Winchester for any damage of public property as a result of the user's use of the facility. Groups are responsible for all damages and cost associated with the damages. Decorations shall not be taped, nailed stapled or fixed in any way to walls, doors, glass, lights, electronic equipment, or ceilings.
- The Applicant certifies that the information given in the application is correct. Falsification of information on the application will result in immediate dismissal from the facility, forfeiture of all fees paid including any deposits and denial for future use.
- All facility users shall not exclude anyone in participation, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.
- Applicant is responsible for compliance with Americas with Disabilities Act, as it relates to the event, performance, and services to be provided in relation to the event for individuals with disabilities.
- Applicant is responsible for providing supervision at a ratio of 10-to-1 for all children under the age of twelve (12) at the facilities. Supervisor must be at least eighteen (18) years of age and be present at the facility.
- Applicant hereby guarantees and assumes full and exclusive responsibility for the safety of persons and property of all participants and activities including, without limitation, players, participants, staff, officials, agents, or lessee, spectators, and members of the public in attendance at either activity contemplated hereby, or actually conducted by the Applicant.
- The park is not responsible for any lost, stolen, or misplaced personal items or equipment.
- Applicant and its guests will comply and enforce with all rules and regulations established by the Winchester Parks & Recreation Department. The Parks & Recreation Department reserves the right to dismiss any persons from the facility. Applicant understands that Parks staff has the authority to determine if participants are strictly adhering to all rules and regulations, and we have the full authority to enforce these regulations. Parks staff must be respected and obeyed. NO foul language will be permitted.
- All persons and activities must comply with local, state and federal laws. This includes the prohibition of use and/or possession of weapons, alcohol, any illegal substances on the property. If you suspect anyone attending your event is intoxicated or under the influence of drugs, it is the applicant's responsibility to escort them off of the property.
- Applicant agrees to notify and request permission for the sale of items including but not limited to tickets, goods or services and if admission fees are sold or collected at said event.
- All noise and music must be kept to a minimum. Park staff will determine if the noise or music has a negative impact on other activities and has the authority to demand it be turned down. Excessive noise will result in applicant's forfeiture of future facility use.
- Inclement weather-The Winchester Parks & Recreation Department reserves the right to close any facility or cancel rentals and activities if inclement weather is eminent. The Department will make every effort to contact

users in a timely manner by telephone, email or radio. Applicant should attempt to contact the Department during these situations if they have not heard from park personnel.

After-hour rentals are available upon request. Any room rental after designated hours will also incur a \$25.00 per hour charge in addition to hourly room rate.

- Users are responsible for including any decoration set up and clean up and are required to reserve time before and after the event to accommodate their specific needs. User agrees to pay additional fees if extra time is needed. Users will be permitted in the room at their designated rental time, no earlier.
 - Users shall abide by guidelines under General Information.
 - User shall not use tape or other adhesives to hang decorations from walls, doors ceilings or other structures in room. No decorations shall be hung from the ceilings.
 - Candles are not permitted unless approved of by Facilities and Special Events Coordinator.
- If renters would like a specific room set-up they will need to fill out a room layout sheet. If layout is not attached, room will be left in its standard layout for your event. Renters are not permitted to set up Social Hall without the assistance of park maintenance staff.
- Users are responsible for leaving the room as they found it. A cleaning charge will be deducted from the security deposit if rooms are left dirty or damaged.
- Users are required to remain in their designated rental area and shall not use other areas, other than restroom facilities, without permission.
- Users that are renting the Social Hall and using the Audio Visual Equipment are responsible for making sure computers or other equipment they plan on using are compatible. It is the renter's responsibility to schedule a time to test the equipment. City equipment will be set-up by park staff for event, but the park is not responsible for assisting with renter's equipment.

Kitchen Use

- Kitchen may only be used by a Parks and Recreation Approved Caterer. See Facilities Coordinator for details.
- User is responsible for all kitchen utensils and equipment needed for the event.
- All supplies and cookware in the kitchen are to be left untouched during rental.
- No kitchen equipment will be moved.
- Users holding a public event that serves food will need to provide a copy of their temporary health permit from the Environmental Health Department located in the Frederick County Building on Kent Street.

OTHER RULES MAY APPLY TO YOUR USE. THE PARK RANGER AND DESK ATTENDANT RESERVE THE RIGHT TO ENFORCE OTHER RULES TO PROTECT CITY PROPERTY AND ENSURE ORDER AND PEACE.



Application Date

Facility Use Application

Event Date: _____ Hours of Event: From _____ am / pm to _____ am / pm
(Request must include set-up and clean-up time)

Name of Person/Organization Requesting use: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Day Phone: _____

Evening Phone: _____ Mobile Phone: _____

Email: _____

Type of Event: _____

Size of Group/Estimated Attendance: _____ (Note: If group exceeds room capacity, the function will be terminated without refund)

Amount of Round Tables Requested: _____ Number of Rectangular Tables _____

(Note: This is the amount of tables you believe you will need for your event. For a specific room layout please fill out attached layout sheet.)

Will your group be selling anything at this event? _____ Yes _____ No

If yes, do you have a City of Winchester business license? _____ Yes _____ No
(No group will be permitted to sell anything without prior park approval and a business license)

Do you plan on using the available Audio Visual Equipment? _____ Yes _____ No

Please select which Audio Visual you plan on using:
[] Microphones [] Audio-CD [] Video-DVD [] Computer Presentation [] Auxiliary Equipment Hook-up

Facilities Requested: [] Social Hall [] Kitchen

Facility Rental Fees: See current Facility Rental Fee Schedule for a full list of fees.

Cleaning Charge

This fee must be paid ten (10) business days after your usage if you have left the facility in unsatisfactory condition. It is the responsibility of the applicant to complete a checklist with the recreation attendant at the conclusion of the event. If the facility is not left in satisfactory condition, you will be charged time/materials to return the facility until original condition. No future reservation can be made until the fee is paid. _____ (initial)

I understand I am responsible for my set up and clean up. _____ (initial)

I agree to pay additional fees for use beyond the original time agreed upon. _____ (initial)

Facility Rental Fee \$ _____ Deposit Amount \$ _____ Amount Owed \$ _____

Please forward the Facility Use Application, rental fee, and deposit to:

Winchester Parks & Recreation Department
1001 East Cork Street
Winchester, VA 22601
Questions? Call 540-662-4946

This document shall be governed by the laws of the Commonwealth of Virginia. Any dispute arising from the performance or non-performance of this Agreement shall be resolved or otherwise litigated in the Circuit Court for the City of Winchester, Virginia or the Fourth Circuit Federal District Court in Harrisonburg, Virginia.

The applicant shall indemnify and hold the City of Winchester, its employees, agents, and representatives harmless from all suits, actions, claims of any kind, including attorney's fees brought on account of any personal injuries, property damage, or damages of any kind, or violations of any rights, suffered by any persons or property in consequence of any neglect in safeguarding contract work, or on account of any act or omission by applicant or its employees, volunteers or participants. In addition, applicant shall indemnify and hold the City of Winchester, its employees, agents, and representatives harmless from any claims or amounts arising from violation of any law, and for any agents, or assigns related to the performance of this MOU and shall be responsible for all damages, costs, expenses, and fees including but not limited to reasonable attorney's fees associated therewith.

I have read, understand and agree to abide by the Facility Use Rules and Guidelines incorporated into this document and associated with my rental of the facility, I have the authority to act in behalf of the above-named organization and I accept responsibility for actions and behavior of all participants.

I have received a copy of the rules and regulations for using the facility

Signature: _____ Date: _____

FOR OFFICE USE ONLY			
Room Use:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date _____
	WPRD Representative Signature		
Date Received:	_____	Date Applicant Notified:	_____
Date Rental Fee Paid:	_____	Amt \$ _____	Rec# _____
Date Deposit Paid:	_____	Amt \$ _____	Rec# _____
Checklist received	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Any unusual cleaning or damage? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please document (written & photos) and attach document to application.			
Date of refund:	_____	Amt \$ _____	Staff Initials: _____

Social Hall / Kitchen Checklist

Name of Renter: _____

Date of Rental: _____

Time of Rental: _____

Room Usage Checklist:

- Renter entered the facility at rental time no earlier. Time Entered _____
- Tables placed back in original location.
- No scratches or grooves on flooring.
- Furniture left undamaged.
- Windows closed.
- Tables cleared of debris, food, drinks and other supplies.
- Garbage placed in proper receptacles.
- No items taped to any surface, ceiling, or furniture.
- No damage to walls windows tables or chairs.
- Noise/Music was kept at acceptable levels.
- Group kept activity inside of the rented space.
- 2 Microphone stands are in the library (look even if they didn't use)
- Renter left the room at the appropriate time. Time Left _____

Kitchen usage checklist:

- No scratches or grooves on flooring.
- All countertops, sinks and equipment has been cleared out and cleaned of food, drinks, debris, and other supplies.
- All equipment in kitchen was left untouched.
- Garbage placed in proper receptacle.
- No items taped to any surface, ceiling, or fixture.
- Equipment was left clean and undamaged.
- Renter left the kitchen by the appropriate time. Time Left _____

Signing below signifies that I have gone over this facility checklist with park staff and understand that anything that was not left in satisfactory condition, or any time that you went over your scheduled rental time will be charge an additional fee and may not use any park facilities or programs until that fee is paid in full.

Signature of Renter

Date