

Park Meeting Rooms Use

Application Submission Schedule:

May be reserved up to 90 days in advance.

Minimum 2 weeks in advance.

Available September - May.

General Information

Making a Reservation

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

- To reserve a Park MEETING ROOM, **payment in full is due at the time of booking** along with the completed Park Meeting Rooms Use Application. Credit Card payment is preferred. All reservations must be reviewed and approved by the Facilities Coordinator before a rental permit can be issued. Should an application be denied, received payment will be refunded. See "Cancellations/Refunds" section below.
- Meeting Room rentals are available September - May, and for a minimum of 2 hours. Meeting Rooms may be reserved up to 90 days in advance, and no less than 2 weeks in advance. Any exceptions must be approved by the Facilities Coordinator.
- Applications for private rentals including small gatherings, parties, reunions, etc. do not require insurance or a business license unless those in the group are conducting business or selling products.
- Applications for rentals that are open to the public may require the following:
 - City of Winchester Business License: If goods or services are being sold, applicant must provide a copy of their current City of Winchester Business license, if applicable. It is the responsibility of the applicant to contact the Commissioner of Revenue at (540) 667-1815 to determine if a business license is required.
 - General Liability Insurance: Applicant must provide a Certificate of Insurance of their general liability policy with \$1,000,000 combined single limits as well as an Additionally Insured Endorsement Page. The insurer must list the City of Winchester, 15 N. Cameron Street Winchester, VA 22601 as additionally insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient. 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.
 - A Special Event Application.
- Applicants must be 21 years of age or older.

Special Events

Special Events require a Special Event Application in addition to the Park Meeting Rooms Use Application and must be submitted at least 60 days in advance to the WPRD for review. Special Event Applications can be downloaded from our website at winchesterva.gov/parks under Facility Rentals.

Cancellations/Refunds

Meeting Room rentals are eligible for a full refund provided the reservation is canceled at least 60 days ahead of the scheduled rental date. Meeting Room rentals are eligible for a refund minus 30% of the total rental amount provided the reservation is cancelled at least 30 days ahead of the scheduled rental date. Meeting Room cancellations within 30 days are not eligible for any refunds. Refunds will not be issued due to weather. See below for the inclement weather exception. A full refund will be issued if the WPRD cancels the reservation. Refunds of cash or check payments will be delayed at minimum 2 weeks and will be refunded by check to the Applicant and mailed to the address provided on the application.

Inclement Weather

The WPRD reserves the right to close any facility or cancel rentals and activities if inclement weather is imminent. The WPRD will make every effort to contact users in a timely manner by telephone and/or email. Applicant should attempt to contact the WPRD during these situations if they have not heard from WPRD staff. The Department contact number is (540) 662-4946 (voice only). All efforts will be made to keep approved facility reservations intact; however, the WPRD reserves the right to relocate or cancel a function if necessary.

Meeting Room Use Rules and Guidelines

The WPRD 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. (Other rules may apply.) Applicants are responsible for informing all guests under this application of the terms and conditions of this document.

- City of Winchester sanctioned activities, special events, and approved community partners have first priority use of all facilities.
- Use of tobacco is not permitted indoors, on or within 50 feet of any athletic fields, playgrounds, Rec Center/War Memorial Building or organized activities.
- Alcoholic beverages are not permitted on any park grounds or in any park building.
- No candles or open flames permitted. Sterno cans with chaffing dishes are acceptable, however subject to proper use inspection by WPRD staff. On-site cooking/food preparation is not permitted (indoor or outdoor), unless the Facility Coordinator provides written approval. This applies to vendors/caterers as well.
- No inflatable structures or playhouses, equipment, etc. permitted.
- WPRD and the City of Winchester are not responsible for any lost, stolen, misplaced personal items or equipment.
- Additional Charges: If the facility has been left in unsatisfactory condition, a charge for time and materials will be billed. No future reservation can be made until the fee is paid.

Applicant Responsibilities

- Applicants must have issued rental permit on hand to verify rental if requested by WPRD staff.
- Applicant is responsible for cleanup of the meeting room. Trash should be collected in bags and placed by the room trash can for WPRD staff to collect.
- Applicant must be respectful when playing music at any rented facility. The WPRD reserves the right to ask that music be turned down if it is being disruptive. Excessive noise may result in the applicant forfeiting future use of facilities.
- All signs, balloons, streamers and other items must be taken down after each event. Applicant agrees to reimburse WPRD for any damage of public property as a result of the Applicant's use of the facility.
- ADA Accommodations: If you or your guests have any special needs or requirements, please make WPRD staff aware of these needs when you submit your application.
- Applicant and its guests 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 Americans 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 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.
- Applicant and its guests will comply with all rules and regulations established by the WPRD. The WPRD reserves the right to dismiss any persons from the facility. Applicant understands that WPRD staff has the authority to determine if participants are strictly adhering to all rules and regulations, and has the full authority to enforce these regulations. WPRD staff must be respected and obeyed. No foul language will be permitted.
- Applicant and its guests must comply with local, state and federal laws. This includes the prohibition of use and/or possession of weapons, alcohol, or 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, or if admission fees are sold or collected at said event.

Application Submission

- Park Meeting Room Use Applications may be submitted in person at the Rec Center.
- Questions? Call (540) 662-4946 and speak with a Recreation Center Attendant.

Park Meeting Rooms Use Application

Applicant Information

FIRST NAME:	LAST NAME:	
ON BEHALF OF: (ORGANIZATION NAME)		
EMAIL:	MOBILE PHONE:	
ALTERNATE PHONE:	BIRTHDATE: _____/_____/_____	
MAILING ADDRESS:		
CITY	STATE	ZIP CODE

Rental Information ROOM CAPACITY: 50

HOURLY RENTAL - RDF: \$25; Fee: \$30

Minimum 2 hours, including set up and clean up. May begin 30 minutes after building opening and must end 30 minutes before building closing.

LORD FAIRFAX ROOM ARTS & CRAFTS ROOM

NOT AVAILABLE JUNE, JULY, AND AUGUST

RENTAL INCLUDES:

- 8 - 10 RECTANGULAR TABLES (6')
- 50 CHAIRS

NOTE: Use of A/V equipment is not included in the rental

RESERVATION DATE:	ESTIMATED ATTENDANCE:
RESERVATION HOURS: INCLUDING SET-UP AND CLEAN-UP FROM _____ <input type="checkbox"/> AM <input type="checkbox"/> PM TO _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
REASON FOR RESERVATION:	
WILL ANYTHING BE SOLD DURING THE RENTAL? <input type="checkbox"/> YES Describe: _____ <input type="checkbox"/> NO	WILL A CATERER OR VENDOR BE USED? <u>On-site cooking/food preparation is not permitted (indoor or outdoor) without written permission!</u> <input type="checkbox"/> YES Purpose: _____ <input type="checkbox"/> NO

Facility Information

- In recognition that Winchester city residents support WPRD through their taxes, the City offers residents a discounted fee (RDF). Non-residents will pay the regular fee for rentals.
- Applicants are responsible for setting up and breaking down the room. WPRD staff cannot provide additional tables or chairs on rental day. All requests must be approved by the Facilities Coordinator in advance.
- Applicants may not adjust or change the settings of any heating or cooling systems. If adjustment is requested contact the front desk staff.
- Applicants and guests are required to remain in the Meeting Room and not use other areas, other than bathrooms, without WPRD staff permission.
- **Facility Checklist and Cleaning Charge**

I understand facility checklist will be completed by WPRD staff at the beginning as well as the conclusion of my rental. I am responsible for my set up and clean up. If the facility is not left in satisfactory condition, I will be charged a cleaning fee covering labor and materials to return facility to original condition. This fee will be added to my account and must be paid within ten (10) business days after my reservation. No future reservation or activity registrations will be accepted until the fee is paid. _____ (initial)

Hold Harmless Agreement and Applicant Signature

- 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 application 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 Information, Rules, Guidelines, and Applicant Responsibilities 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 certify that the information given in the application is correct and truthful. Falsification or omission of requested information will result in immediate dismissal from the facility, forfeiture of all fees paid, and denial for future use.

APPLICANT SIGNATURE

DATE

WPRD USE ONLY:

RECEIVED BY: _____

APPLICATION DATE: _____

PROCESSED BY: _____