



# DISCOVERY CENTER RESERVATION REQUEST

For Office Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

## Section I - Fee Schedule

### City Residents

Fees for renting Mill Mountain Discovery Center for city residents are as follows:

- \$175.00 for the first two hours
- \$50.00 for each additional hour
- \$100.00 refundable damage deposit, \$200.00 if event has alcohol
- \$75.00 cancellation fee if cancellation is made less than 72 hours prior to the event

### Non-City Residents

Fees for renting Mill Mountain Discovery Center for non-city residents are as follows:

- \$225.00 for the first two hours
- \$75.00 for each additional hour
- \$100.00 refundable damage deposit, \$200.00 if event has alcohol
- \$75.00 cancellation fee if cancellation is made less than 72 hours prior to the event

## Section II - Applicant and Event Information

Group or Individual Applicant Name: \_\_\_\_\_ Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Event Description: \_\_\_\_\_ Number of Expected Guests: \_\_\_\_\_

City Resident?  Yes  No

Will Alcohol Be Served?  Yes  No If Yes, an Alcohol Permit Application is required

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Repeats (i.e., first Monday of each month, etc.): \_\_\_\_\_

Event Start Time (to include set-up): \_\_\_\_\_ Event End Time (to include clean-up): \_\_\_\_\_

## Section III - Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Fee Calculation: First Hour: \$ \_\_\_\_\_ Additional Hours: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Damage Deposit: \$ \_\_\_\_\_

Alcohol Permit: \$ \_\_\_\_\_ Total Due: \$ \_\_\_\_\_

Special Considerations:  Neighborhood Partnership  Roanoke City Public Schools  Co-Sponsored Event  Internal Use

Workflow Approvals (Initial and Date): \_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_ / \_\_\_\_\_



# RECREATION CENTER RESERVATION GUIDELINES

For Office Use Only:

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

1. **Reservations during regular operational hours:** When the Roanoke Parks and Recreation programming schedule permits, groups and organizations may reserve recreation center meeting rooms at no cost during regular operational hours. Please call Parks and Recreation at 853.2236, or the individual recreation center, for information on current operational hours.
2. **Reservations during non-operational hours:** Rental fees will be charged for reservation of recreation centers during non-operational hours. Please see the Recreation Center Reservation Request form for rental rates.
3. **Items and services included in the rental fees:** Rental fees include the building, heat, air conditioning, lights, water usage, trash bags, personnel to open and close the facility, television/DVD/VCR, projector and screen, and tables and chairs that are kept at the facility. If a kitchen is to be rented, the rental includes use of refrigerators, stoves, and microwaves. The renter must furnish all other equipment and supervision needed.
4. **Special considerations:** Other than the situations listed below, exceptions to the rental rates must be made in writing to the Director of Parks and Recreation.
  - a. **Neighborhood Partnership group meetings:** Rental fees for regular periodic meetings of Neighborhood Partnership neighborhood groups will be waived. However, we request the courtesy of the group scheduling these meetings during regular operating hours if at all possible.
  - b. **Roanoke City Public Schools teacher-affiliated programs:** Rental fees will be waived for teacher affiliated programs unless special services are needed or requested.
  - c. **Co-Sponsored Events:** The Director of Parks and Recreation will determine fees for events co-sponsored with Parks and Recreation.
5. **Reservation confirmation:** Reservations must be confirmed at least two weeks in advance but in no case more than one year in advance of a scheduled meeting or event. Reservations are considered confirmed only when the rental fee is paid.
6. **Paying fees:** Fees will be accepted only at the Parks and Recreation Administrative Office at 215 Church Avenue, SW, Room 303, Roanoke, Virginia 24011. Cash, checks, money orders, and all major credit cards will be accepted.
7. **Cancellation policy:** Rental fees are fully refundable if the reservation is cancelled at least 72 hours before the reserved time. If cancellation of the reservation is made less than 72 hours before the reserved time, a service charge will be deducted from the rental fee before it is refunded. Please see the Recreation Center Reservation Request form for the amount of the cancellation service charge.
8. **Set-ups, breakdowns, and clean-ups:** All set-ups, breakdowns and clean-ups are the responsibility of the renter. Please consider the time needed for these purposes when making the reservation request. Staff at each facility will provide the renter with information as to what is required for the renter to return the facility to its original condition so as to be prepared for the next group or public use. Trash needs to be taken outside by the renter.
9. **Damage deposits:** A refundable damage deposit will be charged for facility rentals. The deposit will be returned to the renter providing the renter leaves the facility in the same condition in which he/she found it. Please see the Recreation Center Reservation Request form for the amount of the damage deposit.
10. **Group belongings:** Roanoke Parks and Recreation assumes no responsibility for group belongings.
11. **No admission charges:** A group may not charge admission to its meeting or event held at a recreation center. The Director of Parks and Recreation may consider exceptions to this rule on a case-by-case basis.
12. **Right to deny use:** Roanoke Parks and Recreation reserves the right to deny use of the facility if such use is not considered to be in the best interest of the Department, the City of Roanoke, or the facility.
13. **Non-smoking policy:** All City buildings are non-smoking facilities. Unless you are in a specific area officially designated as a smoking area, no smoking is allowed.
14. **Open-flame policy:** With the exception of cake candles, open flames are prohibited in all recreation centers.
15. **Alcohol policy:** Alcohol is prohibited in all facilities except Mountain View Center and Mill Mountain Discovery Center. At Mountain View Center and Mill Mountain Discovery Center, alcohol is prohibited unless the renter has obtained the appropriate City and VA ABC permits and licenses. Additional information on obtaining a City of Roanoke Alcohol Permit is available from Roanoke Parks and Recreation.



# RECREATION CENTER RESERVATION LEASE AGREEMENT

For Office Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

This Lease Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the City of Roanoke, a municipal corporation of the Commonwealth of Virginia, Lessor, and \_\_\_\_\_ (Individuals only), Lessee;

WITNESSETH:

That, Lessor for and in consideration of the covenants and agreements contained herein, has demised and leased to Lessee that certain tract or parcel of land in the City of Roanoke commonly known as: \_\_\_\_\_.

This Lease Agreement shall begin as of \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and unless sooner terminated will exist and continue to \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, ("Rental Period"), for the purpose of providing an area for \_\_\_\_\_ sponsored by Lessee.

The Lessee covenants and agrees to abide by the "Policies and Guidelines Regarding Rental of any City of Roanoke Facility, expressly incorporated by reference herein and to pay rent for said demised premises the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_) for the use of the Premises. Lessee further agrees that any improvements made to the premises by Lessee shall be at its own expense; that the Lessee will defend, indemnify, and save harmless Lessor from the claims of all persons claiming injury or damage by reason of the use by Lessee of the Premises under this Lease Agreement, and that Lessee shall be responsible and liable for any and all damages to the Premises.

This Lease Agreement contains the entire understanding of the parties, there being no promises or undertakings, written or oral, other than those expressly set forth herein, and shall be governed by the laws of the Commonwealth of Virginia.

Witness the following signatures and seals as of the day and year first herein above written:

LESSOR:

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Lessor

LESSEE:

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Lessee