



# RECREATION CENTER RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

## Section I - Fee Schedule

### City Residents and City Non-Profits

Fees for renting a recreation center for city residents and city non-profits are as follows:

- \$50.00 for the first hour
- \$35.00 for each additional hour
- \$100.00 refundable damage deposit

### Non-City Residents, Non-City Non-Profits, and For Profits

Fees for renting a recreation center for non-city residents, non-city non-profits, and for profits are as follows:

- \$100.00 for the first hour
- \$70.00 for each additional hour
- \$100.00 refundable damage deposit

## 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

Desired Location:  Eureka Center  Garden City Center  Grandin Court Center  
 Norwich Center  Preston Center  Thrasher Center

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): \_\_\_\_\_

Specific Rooms Requested: \_\_\_\_\_

Desired Amenities:  Access to Kitchen  Access to Television/DVD

## 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: \$ _____	Total Due: \$ _____
Special Considerations: <input type="checkbox"/> Neighborhood Partnership <input type="checkbox"/> Roanoke City Public Schools <input type="checkbox"/> Co-Sponsored Event <input type="checkbox"/> Internal Use			
Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____ _____ / _____			