



## Recreation Center - Rental Application

Valdez Parks & Recreation | 414 W Hanagita Street | PO BOX 307 | Valdez, AK 99686 | Phone: (907) 835-4526

Contact Name/Organization: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Description: \_\_\_\_\_

### ROOMS AND RENTAL RATES

Tables & chairs are included with your reservation.  
The following are available for use if not already reserved by another party:

- 4 Foot Tables (2 Available)                      • 6 Foot Tables (3 Available)
- 8 Foot Tables (6 Available)                    • Chairs (30 Available)

#### Set-up and Clean-up Time Must be Included in Your Rental Hours

<input type="checkbox"/> <b>MULTIPURPOSE ROOM (\$20/hour)</b> Start Time: _____ End Time: _____ Est. # of Guests _____ (Cannot exceed 100)	<b>Additions :</b> _____ Mighty Mite Toys (\$10) _____ DJ Lights/Sound (\$20)  <b>Tables and Chairs Requested (No Cost):</b> _____ 4-Foot Tables                  _____ 6-Foot Tables _____ 8-Foot Tables                  _____ Chairs	\$ _____
<input type="checkbox"/> <b>GAME ROOM (\$20/hour)</b> Start Time: _____ End Time: _____ Est. # of Guests _____ (Cannot exceed 100)	<b>Tables and Chairs Requested (No Cost):</b> _____ 4 Foot Tables                  _____ 6 Foot Tables _____ 8 Foot Tables                  _____ Chairs	\$ _____
<input type="checkbox"/> <b>PATIO (\$10/hour)</b> Start Time: _____ End Time: _____ Est. # of Guests _____ (Cannot exceed 100)	<b>Tables and Chairs Requested (No Cost):</b> _____ 4 Foot Tables                  _____ 6 Foot Tables _____ 8 Foot Tables                  _____ Chairs	\$ _____
<input type="checkbox"/> <b>COMMERCIAL RENTAL (Additional \$10/hour, per room)</b> <i>“Commercial Rental” defined as any activity charging a fee in order to access or participate; -or- sales/donations occur during the event; -or- the purpose of the event is to distribute information and/or introduce a product that may result in present or future sales/donations. Commercial rentals must show proof of indemnity. See facility use agreement for details.</i>		\$ _____
<b>TOTAL RENTAL COST</b>		\$ _____

>>> Please see opposite side for Rental Request and Facility Use Policies >>>

# Facility Use Agreement

## Rental Request Policies

- Facility rentals are available year-round based on facility and staff availability. Rentals may not be available at certain times of the year due to Recreation programming.
- The Recreation Division reserves the right to cancel any rental at its discretion. Any cancellations by the Recreation Division will receive a full refund.
- Rental requests must be submitted online through CivicRec or with a facility rental application to the facility being requested, with the exception of the Rock Wall. Rock Wall rentals must be submitted to the Recreation Center.
- Rental requests will be processed on a first-come, first-served basis and are subject to facility and staff availability.
- A one (1) hour minimum is required for all rentals. Rental time must include all set-up/clean-up time required by the renter.
- Rental requests must be submitted at least two (2) weeks prior to the date requested. Rental requests submitted after this time must be submitted in person using a rental application and will be considered on a case-by-case basis.
- All rental requests will be considered pending until request is approved, facility use agreement is signed, and full payment is collected.
- Payment is due in full three (3) days after rental confirmation for rentals booked two (2) weeks or more prior to the date requested. Payment is due in full at the time of booking for all rentals within two (2) weeks of the date requested. Rentals not paid in full by the due date are subject to cancellation. Upon confirmation, payment may be completed online through a user's CivicRec account, in person or via phone.
- **ALCOHOL:** Alcohol is not permitted at any Recreation Division facilities.
- **REFUNDS:** Refunds will not be processed for no-shows or if a rental ends early.
- **CANCELLATIONS:** All cancellations require at least one week notice to receive a full refund.

## Facility Use Policies

- For rentals with youth under 18 years of age, a minimum of 1 adult chaperone per 10 children is required.
- All decorations are the responsibility the renter.
  - Decorations cannot be glued, pinned or stapled to any surface. **Painters' tape is the only approved adhesive material and must be removed from all surfaces during clean up. Cannot use duct tape, packing or scotch tape.**
  - Open flames and heating devices are subject to approval. Standard birthday candles are acceptable if fully extinguished before disposal.
  - Emergency exits, signage and equipment cannot be covered or obstructed. Staff reserves the right to request removal of any decoration considered hazardous or damaging.
  - Helium-filled balloons must have an anchor or be tied off.
- **Renters are responsible for clean-up**, including sweeping, mopping, wiping of tables and chairs, and removal of all decorations and personal property.
  - Cleaning supplies are available at the facility.
  - Renters who fail to clean may be billed up to \$250 in cleaning fees.
- Commercial rentals must show proof of indemnity no later than five (5) business days prior to the reservation date. Indemnity must consist of a one million dollar liability insurance policy specific to the event/activity and must list "City of Valdez Additionally Insured".
- Food sales must have proper permitting. (If applicable, please inquire for details.)

By signing below, the above listed applicant/organization shall hold harmless, defend and indemnify the City of Valdez and any employee of the Parks and Recreation Department from any claims, lawsuits, or judgments, present or future, arising from loss or damage to property, or injuries to any person(s) immediately prior to, during, or immediately after the above described event or meeting. The named applicant or organization accepts full responsibility for restitution of any damage to the facility and/or equipment, and agrees to abide by all policies of the Ike "Woody" Woodman Recreation Center - listed on the reverse side of this form - and all laws and policies of the City of Valdez.

Signature \_\_\_\_\_ Date \_\_\_\_\_