



## Recreation Center Rental Application

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 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>DANCE 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>		\$ _____



## Facility Use Agreement

- Rentals are based on facility and staff availability – first come, first reserved.
- Applications must be submitted at least two (2) workweeks in advance of the date requested. Any changes or additions to the rental application require one (1) week notice.
- Payment in full is due at time of reservation.
- Set-up and clean-up time must be included within the rented hours. Start time reflects time of entry. End time reflects time of exit. Renters will be billed for last-minute usage.
- Cancellations require one (1) week notice to receive full refund. Refunds will not be processed for no-shows or if use ends earlier than the time defined on the rental application.
- 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 by the Valdez Fire Department. 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".
- Alcohol and tobacco products are not allowed.
- Food sales must have proper permitting. (If applicable, please inquire for details.)
- The City of Valdez Parks & Recreation Department reserves the right to refuse or cancel any reservation. Gatherings considered dangerous or a disturbance are subject to immediate closure.

**By signing below, the above listed applicant/organization shall hold harmless 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 persons immediately prior to, during, or immediately after the above described event or meeting. The above 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 \_\_\_\_\_

*Revised August 2019*