

Facility Use Application - Fox Hill Neighborhood Center

65 Hall Rd

Hampton VA

[foxhillctr@gmail.com](mailto:foxhillctr@gmail.com)

757-690-8780

|               |
|---------------|
| Today's Date: |
|---------------|

(Please check appropriate category)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Certified Ambassador</b> : Recognized persons that are part of the ongoing operation of the center.                   |
| <input type="checkbox"/> | <b>Organizations or Groups</b> : Organizations/groups without an Ambassador. Ambassador(s) will be assigned by FHNC.     |
| <input type="checkbox"/> | <b>Individuals</b> : Persons who wish to use the facility for private functions. Ambassador(s) will be assigned by FHNC. |
| <input type="checkbox"/> | <b>City of Hampton</b> : The City of Hampton or its Departments  |

(Please Print)

|   |             |                                  |
|---|-------------|----------------------------------|
| Primary Contact:  |             |                                  |
| Organization:   |             |                                  |
| Billing Address:  |             |                                  |
| City:   | State:      | Zip:                             |
| Phone:  |             | Alternate Phone:                 |
| Email:  |             |                                  |
| Date requested:   | Start time: | End Time:                        |
| <b>Reminder: Set up and clean up must be included in rental time.</b> |             |                                  |
| Purpose of Rental:  |             | Expected Number of Participants: |
| Room(s) Requested:  |             |                                  |

**For Administrative Use Only**

|                   |       |                       |                                    |
|-------------------|-------|-----------------------|------------------------------------|
| Total Rental Fee: |       | Security Deposit:     |                                    |
| Approved by:      | Date: | Added to Calendar by: | Date:                              |
| Deposit Paid:     | Date: | Receipt #             | Ambassador(s) Assigned (If needed) |
| Rental Fee Paid:  | Date: | Receipt #             | Name:                              |
| Note:             |       |                       | Name:                              |

Facility Use Guidelines (Please initial)

- A. \_\_\_ Allow two business days for approval/disapproval of your rental request.
- B. \_\_\_ The individual whom signature appears as the applicant:
- Must be present in the facility/gymnasium throughout the requested time.
  - Assumes responsibility for the conduct of all persons and agrees to abide by the rules and regulations.
  - Will be responsible for any damage or loss of property/equipment, during the rental period.
  - Agrees to pay the required rental balance within 5 business days prior to the event.
- C. \_\_\_ Groups must remain within the requested rental area.
- D. \_\_\_ Adult supervision of children and youth must be maintained at all times.
- E. \_\_\_ Setup and cleanup must be included in rental time.
- F. \_\_\_ Walk through must be done at the end of rental to ensure cleanliness and trash removal. Extra brooms and mops (for spills) will be available upon request (staff in charge will be able to provide you these items).
- G. \_\_\_ Decorations are allowed and subject to approval. No tacks, pins, or staples allowed. All evidence of decorations must be removed after the rental.
- H. \_\_\_ Any decorations/props or other personal items left at the center will become property of FHNC if not removed within 5 days of rental date.
- I. \_\_\_ All furniture must be returned to original placement after the rental unless instructed by your Ambassador to leave them for the next rental/event.
- J. \_\_\_ Either party may cancel this agreement so long as the cancellation is made at least 48 hours prior to the event.
- K. \_\_\_ Refunds will be granted within 5 business days. Cancellations not made within 48 hours of the event will not be granted a refund.
- L. \_\_\_ There is to be no smoking, e-cigarettes or vaping in any part of the facility. Illegal substances are STRICTLY PROHIBITED at FHNC.
- M. \_\_\_ Persons wishing to serve alcoholic beverages during their rental time must obtain General Liability Insurance, Liquor Liability Insurance, a VA Alcoholic Beverage Control special event license, and "TIPS" training certification. Violation will result in forfeiture of rental fee and ban from future use.

Note: Proof of Insurance, ABC licenses and TIP training must be submitted to FHNC at least 15 days prior to the event. FHNC will obtain final approval from the city's Risk Management Department.

- N. \_\_\_ Applicant agrees that FHNC, employees, members, associates, or representatives will not be held responsible or liable in any way for injuries, losses or damages that may happen while using the neighborhood center.

I have read and understood all the guidelines stated above. I will adhere to all rules.

Signature: \_\_\_\_\_

As of 11/22/2021