

Chesterfield County Parks & Recreation Recreation Center Rental and User-Group Application

Bensley Recreation Center
2900 Drewry's Bluff Road
North Chesterfield, VA 23237
Phone (804) 768-7904

Ettrick Recreation Center
20621 Woodpecker Road
South Chesterfield, VA 23803
Phone (804) 706-2596

Stonebridge Recreation Center
230 Karl Linn Drive
North Chesterfield, VA 23225
Phone (804) 768-7885

These are physical addresses, not mailing addresses

This facility application must be completed and returned to the appropriate Recreation Center for rental/user-group confirmation of date. Applicants must read all relevant center information/procedures. **This is not a final reservation form. Confirmation will be sent. Applicants must be 18 years of age or older.**

Date Application Submitted _____

Rental Number _____

Applicant Information

Applicant Name _____ Date of Birth _____

Address _____ City/State/Zip Code _____

Phone (Home) _____ Phone (Cell/Work) _____

Email Address: _____

Program Information

Nature of Program/Event _____

What age group is the rental for? _____ 13 year or younger _____ 14-20 years _____ 20 years and older

Is this rental for a Non-Profit Organization? ___ Yes ___ No 501C ___ yes ___ no

Name of Organization _____ Federal ID# _____

Will fees be charged/collected? _____ yes _____ no

Will a caterer be used? _____ yes _____ no Name & Phone of Caterer _____

Caterers must provide proof of proper insurance and meet the requirements of the Health Department.

Date of Program/Event _____

Will there be a band or DJ? ___ yes ___ no Will any special equipment be used? ___ yes ___ no

If yes, what equipment? _____

Name & Phone of DJ/Company _____

Time of Event From _____ To _____ (Include Room Set-up & Clean-Up)

Rental Time: Your use of the facility is for the exact time you pay to rent. There is no time provided before to set up and no time after provided for cleanup. You must pay to rent the facility for these purposes. The recreation centers will operate during regular hours and will only be open outside these hours during the exact hours for which you have paid to rent the facility. **Extended rental time:** You will only be able to pay to extend your rental time during regular operating hours. Extended hours must be paid for two weeks prior to your rental date.

Total Number Persons Expected _____ Specific Rooms Requested (Rentals Only) _____

Special Request/Needs _____

Signature of Applicant _____

Office Use Only

Date Application Received _____ Total Rental Charges Assessed _____

Application for a special event on county property _____

Caterer Insurance Provided Yes No

Police Officer Required Yes No

Application Is Approved Denied Rental User-Group

Signature of Staff _____

CHESTERFIELD COUNTY RECREATION CENTER RENTAL RULES

1. **ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND FIREARMS.** Alcoholic beverages, illegal substances shall **NOT** be brought or consumed on park properties. No illegal possession of weapons is allowed on Chesterfield County Park Property. Any person believed to be intoxicated, under the influence of illegal substances or illegally possessing a weapon shall be excluded from the property.
2. **ATTENDANCE BY A RESPONSIBLE PERSON.** A responsible person shall be at all functions held within park facilities. Such a person shall work cooperatively with park personnel to insure proper care of property and enforcement of park regulations. Applicant accepts responsibility for any damages that might occur during the period of use. The applicant agrees to save the County harmless from any and all claims for injuries of persons incurred while using the department facilities.
3. **CROWD LIMITATION.** Attendance shall be limited to **the number stated on the center rental application.** The applicant shall be directly responsible to the Fire Prevention Bureau for infractions.
4. **GROUNDS AND PROPERTY.** County property shall not be moved or removed from premises. The Parks and Recreation Department reserves the right to inspect the premises during any activity. Supplies provided for rentals include **tables and chairs** only. Any user leaving the facility unattended will be held responsible for any damage or theft that occurs. The user shall not modify or change the heating or cooling in effect during the center use.
5. **GROUP RESPONSIBILITIES.** The organization/individual using the facility shall be responsible for the proper conduct of persons in attendance and the care and cleanup of property which includes taking down all tables and chairs, putting them in storage and sweeping the floor. An adult must closely supervise all children. Center usage shall be limited to the area(s) reserved by the group/individual.
6. **SIGNAGE/DECORATIONS OR STAGING.** Signage/decorations must be installed and removed so as not to deface or damage any park/center property. User **MUST** remove all signage/decorations before leaving the center. Special equipment, such as lights, amplifiers, tents, mechanical rides, etc. are not permitted without a Special Events Permit. Balloons must be secured to a stationary object at all times while inside the center.
7. **PARKING.** Parking of vehicles on park grounds shall be confined to approved areas and users shall adhere to all traffic regulations in effect at that park. **Please do not park in front of maintenance roads or trails.**
8. **PETS.** Pets are **NOT** allowed in the recreation centers. Animals needed to provide assistance to persons with disabilities will be permitted to enter. Pets must be kept on a leash.
9. **Smoking Policy.** All Recreation Centers are considered smoke-free environments.
10. **Fees/Charges:** Non-profit groups may conduct fund raising activities. Private and for-profit groups may not charge fees or charges.
11. **Refunds:** Refunds will be granted until two (2) weeks prior to the reservation date and must be requested in writing to the Recreation Center in use. No refunds will be issued after this time. There will be a \$25 processing fee on all refunds. Refunds will not be granted for inclement weather unless the department closes the facility.
12. **Date Changes:** All requests for date changes must be put in writing and received at the recreation center being used a minimum of two (2) weeks prior to the original reservation date. Date changes are limited to availability.
13. **Outside Facilities.** Any use of the park outside recreation centers requires a special events permit.
14. **If the police are called as the result of any misconduct of the applicant or their guests the rental will end immediately and the applicant and all their guests shall be required to leave the premises immediately.**
15. **All rentals for ages 14-20 require an off-duty Chesterfield County Police Officer. Parks and Recreation staff will contract off-duty officers. Staff will handle all communication with off-duty coordinator and charge renter up-front per hour fee. Please see the fee schedule for the appropriate fee. Officers will be required to be at the center the entire time of rental and 30 minutes after to monitor parking lot. Center will not open until officer is onsite. One adult chaperone (21 years or older) is required for every 15 participants. Renter must supply recreation center staff with the name and contact information of the DJ they plan to use at least one week prior to the event.**
16. **Any false information on the center rental and user-group application is cause for immediate end of use and the applicant and their guests must leave the premises immediately.**
17. **Check-Out Policy.** The using organization/individual is responsible for the center and the center's contents during use. The check-out form will be filled out by the user and parks and recreation staff. The center must be left in the condition in which it was found.
18. **Rental Time:** Your use of the facility is for the exact time you pay to rent. There is no time provided before to set up and no time after provided for cleanup. You must pay to rent the facility for these purposes. The recreation centers will operate during regular hours and will only be open outside these hours during the exact hours for which you have paid to rent the facility.
19. **Extended rental time:** You will only be able to pay to extend your rental time during regular operating hours. Extended hours must be paid for two weeks prior to your rental date.

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY THE CHESTERFIELD COUNTY RECREATION CENTER RENTAL RULES.

RENTER SIGNATURE: _____ DATE: _____