

Community Center Rental Applications may be submitted up to 6 months in advance and at least 2 weeks of desired date via the following methods.

Submit completed form and payment to Hanover County Parks & Recreation

Mail: 7515 Library Drive, Room 120 Hanover, VA 23069

Fax: (804) 365-4696

Email: parksandrec@hanovercounty.gov

Applicant Information

Name _____ Org./Co. Name (if applicable) _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone (H) _____ (C) _____

Emergency Contact (please list someone that we can contact in case of an emergency during your event)

Name _____ Relation _____

Email _____ Phone (H) _____ (C) _____

Rental Information

Type of Event _____

Date Requested _____ Time of event _____:_____ to _____:_____

Is this a youth event for ages 12 – 20? (Graduation gatherings are considered youth events) ☐ Yes ☐ No

Will entertainment be provided for your guests? ☐ Yes ☐ No

If yes, please describe: (must be approved by Department Director) _____

Community Center Rental Guidelines and Fees

Rental Availability – Montpelier Park

Community Center

Sunday through Saturday

10:00 a.m. until 10:00 p.m.

Picnic Shelter

Sunday through Saturday

10:00 a.m. until 7:00 p.m.

Please allow ample time for clean-up, trash removal and to return the room to its original set up. Failure to do so could directly affect your deposit. Community Center rentals include use of the kitchen.

Capacity

Community Center: 75

Picnic Shelter: 100

Fees

Facility rental fees are due, in full, at the time of reservation.

	Resident	Non-Resident
Community Center (4 hours)	\$150	\$300
Community Center and Shelter (4 hours)	\$200	\$400
Each Additional Hour	\$30	\$60

Access to the Community Center

Once your application and payment are processed, you will be issued a security code to enter the building on the day of your reservation.

Clean Up

No janitorial services are provided. All trash must be picked up off the floor and ground and properly disposed of in the park dumpster (trash bags are provided). Community Center must be floors are cleaned at the conclusion of the event (cleaning supplies are provided).

Applicant requirements

Applicant must be 21 or older to reserve the facility, and may be asked to provide a copy of driver's license. Applicant must remain on-site for the duration of the rental.

Change of application

The applicant may request changes or cancellation, in writing, to Hanover County Parks and Recreation up to 30 days in advance of the reservation.

Payment and Waiver

By signing below, you agree that you and all guests in attendance adhere to all Parks & Recreation rules and regulations (found on back of this application and online).

In addition, I agree to adhere to the stated maximum capacity of the facility I am renting.

The applicant releases and forever discharges Hanover County, its Board Members, officers, agents and employees from any and all liability arising out of, or in any way connected to, the applicant's use of the Community Center pursuant to this Rental Agreement.

Applicant Signature _____

Date _____

Office Use Only:

Date received: _____ Staff: _____ ☐ Approved ☐ Denied Permit: _____

Reservation Fee (amount): \$ _____ Security Code: _____ Activated: _____ Deactivated: _____

Facility Inspection: Completed by: _____ Date: _____

Notes: _____

(804) 365-7150

parksandrec@hanovercounty.gov

www.hanoverparksrec.com