

**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.**

**Reserve and pay online at [www.hanoverparksrec.com](http://www.hanoverparksrec.com)**

or 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](mailto: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.

	<i>Resident</i>	<i>Non-Resident</i>
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

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