

**HARRISONBURG PARKS & RECREATION DEPARTMENT
COMMUNITY ACTIVITIES CENTER**

FACILITY RESERVATION FORM

FOR USE OF: _____

Name of Organization/**Contact Person: _____

Address: _____ City: _____

Zip: _____ Phone: _____ E-mail _____

Date of Possible Usage: _____ Time: _____

Description of program, what rental area will be used for: _____

Number of people expected: _____ Has this group used this facility before? _____

The above named individual or organization and signature below assumes full responsibilities for all property and fixtures within the confines of the space reserved during the entire reservation time. Any and all damages will be the responsibility of the above named. Room must be returned to the same condition as before reservation.

- No Bounce Houses
- No Piñatas
- No tape on building fixtures, tables, or chairs
- Children must be under direct adult supervision
- Rooms must be cleaned after use
- Equipment in rooms is for Department use ONLY
- **ROOM SET-UP AND TAKE DOWN ARE THE RESPONSIBILITY OF CONTACT PERSON.**

Please Note: Rental fee and application are to be paid and received prior to use!

Signature of Representative _____ Date: _____

Office use Only: Rental Fee: _____ Receipt #: _____

Staff Signature

Room Rates Effective July 1, 2015

Classroom

City Resident \$30/hour – 2 hour minimum

Non Resident \$40/hour – 2 hour minimum

Non Profit - 4:00 PM to Close weekdays and all day weekends – ½ City Rate – 2 hour minimum

Craft Room

\$20/hour – 2 hour minimum

\$25/hour – 2 hour minimum