

HARRISONBURG PARKS & RECREATION DEPARTMENT COMMUNITY ACTIVITIES CENTER

FACILITY RESERVATION FORM

FOR USE OF: _____ DATE OF APPLICATION: _____

Name of Organization/**Contact Person: _____

Address: _____ City: _____

Zip: _____ Phone: _____

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

Signature of Representative _____ Date: _____

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

****ROOM SET-UP AND TAKE DOWN ARE THE RESPONSIBILITY OF CONTACT PERSON.**

Classrooms

Accommodates: 35-40

Rental Rate: City Res - \$15/hr
Non Res - \$20/hr

Craft Rooms

Accommodates: 15-20

Rental Rate: City Res - \$10/hr
Non Res - \$15/hr

Available hours: Mon-Fri – 7am-8:30pm Sat – 9am-4:30pm Sun – 1-5:30pm

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

Staff Initials: _____ Date: _____