

Private Rental Request for North Creek or Lake Marion Community Centers

I certify that I have read and agree to follow the "Procedures on the Private Use of Facilities" and request to hold a private, alcohol-free rental as per this request. _____

Signature of Resident and date

Please note: Rental requests must be made **a minimum of three weeks prior to the requested date.** Requests will be processed within 10 business days of the date of submission. You will be notified at the end of that time, or sooner if possible, if your request can be approved or is denied.

NAME: _____ **HOME PHONE:** _____ **email** _____

ADDRESS: _____ **WORK/CELL PHONE:** _____

PLEASE CIRCLE THE NAME OF THE FACILITY YOU WISH TO RENT: (A description of the facilities is on the back.)

LAKE MARION ACTIVITY ROOM

LAKE MARION GYM

NORTH CREEK

DAY and DATE REQUESTED: _____ **ESTIMATED ATTENDANCE:** _____

TIME : When requesting time, include adequate time for set-up and clean-up in your request. Rental time begins when you enter the building and ends when you leave; set-up and clean-up are included in your rental time. All activities are expected to conclude a minimum of one half hour prior to the end of the rental period to allow for clean-up. Functions must end no later than 11:00 p.m. Please plan carefully as "Overtime Fees" are the hourly rental rate for every 15 minutes a renter exceeds their contracted time.

Time of Entry: _____ Function Time: _____ Ending Time: _____

TYPE OF EVENT: _____ **FOR:** CHILDREN TEENS ADULTS FAMILY

Rental Rates:	Activity Rooms or Lake Marion Gym	\$50/hour	Security Deposit:	\$250
	Lake Marion Activity Room & Gym	\$85/hour	*Security Guards	\$35/hour/guard
	Holiday Rental (per room)	\$75/hour		

**MVF reserves the right to require the use of Foundation hired security guards as a condition of approval of any rental.*

Please list the name, address and phone # of any individuals or companies you intend to hire for this event including entertainers, D.J.'s, caterers, etc. You must include this information on your request or the individuals/businesses will not be approved for your rental. All entertainers, D.J.'s, etc. will be required to sign a noise control ordinance acknowledgement.

If none, you must check the following: I am **NOT** having a caterer, entertainment or D.J. at my rental.

SUBMIT REQUEST FORM WITH \$25 APPLICATION FEE: (APPLIED TO RENTAL FEE)

Cash _____ Check _____ VISA, MasterCard, or Discover card number: _____

Print name of cardholder: _____

Address & phone number of cardholder (if different from renter): _____

Expiration date: _____ 3-digit Verification # Value (found above signature line on the back of card): _____

Signature of cardholder: _____

A description of the facilities available to rent for private use is given below. Please circle the areas and equipment you wish to use.

LAKE MARION	NORTH CREEK
<p>Wood Floor Activity Room Maximum Attendance: 85 Kitchenette with sink, microwave & refrigerator. Deck overlooking Lake Marion.</p>	<p>Tile Floor Activity Room Maximum Attendance: 125 Activity room may be subdivided.</p>
<p>Gymnasium Maximum Attendance: 125</p> <p>Available Equipment:</p> <ul style="list-style-type: none"> • Bleachers • Basketball goals • Volleyball standards & nets 	<p>Large Kitchen, licensed for warming only, which contains 4-burner stove, refrigerator, sink, 2 ovens & microwave.</p> <p>(The North Creek Board Room is not available for rental.)</p>

Please note: There is a maximum of 75 people per rental allowed when the pools are open.

FOR OFFICE USE ONLY

Designated User # _____ Current on _____ Free of _____
 Assessments _____ Violations _____ Date _____ Initial _____

On calendar _____

Request Approved / Denied (date) _____, 20____ By: _____

Staff Person Scheduled to Work: _____ Arrival time: _____

Staff Phone # _____ Scheduled by: _____

Contract Mailed _____, 20____

Signed Contract, Deposit & Fees Rec'd: _____, 20____

Additional Use above contract _____ Amount charged _____

Renter must be in attendance throughout the function for which the facility is rented.

No Alcoholic beverages are permitted in the facility or on the grounds. Use of Alcoholic beverages will result in the immediate cancellation of the event and loss of all monies paid. All local noise and occupancy regulations must be observed.

Completed Rental Request Form can be faxed to MVF at 301-990-7071.