

# 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                      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 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:

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

The fees for private rental of Lake Marion and North Creek for use by designated user residents are as follows, non-designated user residents will be charged a fee that is \$25 per hour above the fees listed for designated user residents.

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<b>Rental Rates:</b> Activity Rooms or Lake Marion Gym	\$50/	\$75 hour	Security Deposit:	\$250
Lake Marion Activity Room & Gym	\$85\$/	\$110 hour	*Security Guards	\$40/65/hour/guard
Holiday Rental (per room)	\$75/	\$100 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.

*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.*

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

<p><b>LAKE MARION</b> 8821 East Village Ave. <b>Wood Floor Activity Room</b> Maximum Attendance: 85 Kitchenette with sink, microwave &amp; refrigerator. Deck overlooking Lake Marion.</p> <p><b>Gymnasium</b> Maximum Attendance: 125</p> <p>Available Equipment:</p> <ul style="list-style-type: none"> <li>• Bleachers</li> <li>• Basketball goals</li> <li>• Volleyball standards &amp; nets</li> </ul>	<p><b>NORTH CREEK</b> 20125 Arrowhead Road <b>Tile Floor Activity Room</b> Maximum Attendance: 125 Activity room may be subdivided.</p> <p><b>Large Kitchen</b>, licensed for warming only, which contains 4-burner stove, refrigerator, sink, 2 ovens &amp; microwave.</p> <p style="text-align: right;">**The North Creek Board Room is not available for rental.</p>
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**Renter must be in attendance throughout the function for which the facility is rented.**

**\*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 Assessments \_\_\_\_\_ Free of Violations \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_  
Non-Designated User# \_\_\_\_\_

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 \_\_\_\_\_

*Approval of this request is made in accordance with the Procedures on the Private Use of Facilities revised by MVF Board of Directors January 28, 2016*

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