

# Private Rental Request for North Creek, Lake Marion or Whetstone 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 CHECK THE NAME OF THE FACILITY YOU WISH TO RENT:

LAKE MARION  
ACTIVITY ROOM

LAKE MARION  
GYM

NORTH CREEK  
ACTIVITY ROOM

WHETSTONE  
ACTIVITY ROOM

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, North Creek or Whetstone 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.

<b>Rental Rates:</b>	Activity Rooms or Lake Marion Gym	DU \$55	NDU \$80 hour
	Lake Marion Activity Room & Gym	\$85	\$110 hour
	Holiday Rental (per room)	\$75	\$100 hour

\$250 Security Deposit required for all rentals
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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 entertainment or D.J. at my rental.

Contact Name	Business Name	Address	Phone	Type of Company

*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.

<p><b>LAKE MARION</b> 8821 East Village Ave. <b>Wood Floor Activity Room</b> Maximum Attendance: 85 <b>Kitchenette</b> – 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> – sink, microwave refrigerator and 2 ovens (licensed for warming only)</p> <p>**The North Creek Board Room is not available for rental.</p>	<p><b>WHETSTONE</b> 19140 Brooke Grove Court <b>Tile Floor Activity Room</b> Maximum Attendance: 60</p> <p><b>Small Kitchen</b> – sink, microwave, refrigerator and oven (licensed for warming only)</p>
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Renter must be in attendance throughout the function for which the facility is rented.

\*Please note: Whetstone Community Center is not available for rental while Whetstone Pool is in operation.

Approval of this request is made in accordance with the Procedures on the Private Use of Facilities revised by MVF Board of Directors October 25, 2018

Completed Rental Request Form can be faxed to MVF at 301-990-7071 or emailed to [registration@mvf.org](mailto:registration@mvf.org).

**FOR OFFICE USE ONLY**

Designated User # \_\_\_\_\_ Current on \_\_\_\_\_ Free of \_\_\_\_\_ Initial \_\_\_\_\_  
Assessments \_\_\_\_\_ Violations \_\_\_\_\_

Non-Designated User# \_\_\_\_\_ Date \_\_\_\_\_

On calendar \_\_\_\_\_

Request Approved / Denied \_\_\_\_\_, 20\_\_\_\_ By: \_\_\_\_\_

Staff Person Scheduled to Work: \_\_\_\_\_ Arrival time: \_\_\_\_\_

Scheduled by: \_\_\_\_\_

Signed Contract and Deposit due: \_\_\_\_\_, 20\_\_\_\_

Remainder of Fees due: \_\_\_\_\_, 20\_\_\_\_

Additional Use above contract \_\_\_\_\_ Amount charged \_\_\_\_\_