

Vandenberg Community Center

RESERVATION REQUEST FORM

NAME OF EVENT _____

DATE(S) REQUESTED _____ ROOM(S) REQUESTED _____

SET-UP TIME _____ EVENT TIME _____ END TIME (INCLUDING CLEAN UP) _____

POC _____ DUTY PHONE _____ HOME PHONE _____

ORGANIZATION _____ TOTAL NUMBER OF PEOPLE _____

IS FOOD INVOLVED? _____ WHAT TYPE? _____

CUSTOMERS PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING.

It is EXTREMELY IMPORTANT that you allow sufficient Set-up and Clean-up time for your event, and that you DO NOT exceed your schedule time or our normal operating hours.

PLEASE remember that this is public use facility for many different types of functions. Requester is responsible for the behavior and safety of all guests. You may not have a function where children are not closely supervised by their parents and the children must stay within your reserved area. **Do not allow children to climb on furniture or railings.**

Alcoholic beverages may not be brought inside the facility. This includes beer, wine, or hard liquor.

Please insure you have enough labor (and time) to support your event. The requester is responsible for moving furniture, from and back to its original position. The recreation center staff is not responsible for the loading/unloading, moving, stacking, or delivering of equipment, supplies, furniture, etc. All table and chairs must be wiped clean and all food/drink spills should be cleaned from the floor before leaving. All trash (including food and decorations) must be removed from the building and placed in the dumpster located in the back of the building.

The building **MUST** be returned to its original (or better) condition and setting prior to your departure. Requester will be held liable for any damages that occur. Abuse of this facility and/or violation of these terms will result in denial of future reservation requests.

A STAFF MEMBER WILL CHECK THE CONDITION AND CLEANLINESS OF THE FACILITY AND FURNISHING BEFORE YOUR CLEAN UP CREW LEAVES.

I HAVE READ AND FULLY UNDERSTAND MY RESPONSIBILITY, AND I AGREE TO COMPLY WITH THE RESERVATION POLICIES ESTABLISHED BY THE VANDENBERG COMMUNITY CENTER.

SIGNATURE _____

DATE _____

DIRECTOR'S SIGNATURE _____

DATE _____

APPROVED/DISAPPROVED