

Reservation Request for the City of Poquoson Community Center
Private Rental Use (Residents Only) : Rate is \$150 for the day

Requestor's Name: _____ Today's Date: _____
Date of Event: _____ Time of Event: _____
What type of event will you be hosting at the Community Center? _____
Daytime Phone: _____ Evening Phone: _____ Cell: _____
Requester's Email: _____
Requestor's Address: _____
Number of People attending event: _____ Maximum number of people allowed at any event is 60.
Total Number of hours needed for event: _____

No nails, tacks, glue, tape, or other adhesive items are permitted to be hung from any wall or from the Ceiling. Nothing may be affixed to the interior of the building at all. Tables and chairs will not be slid across floors. They must be lifted and moved without scratching floor surfaces. Further, I understand that should there be damages, holes, paint removed from tape, hangers left in the ceiling or other damages not specifically listed here, I will be billed for the repairs and repainting of the facility accordingly. I also understand that should I not properly leave the facility clean, and furniture stored, I will also be charged a cleaning fee.

By completing the below credit card information, I agree the use of my credit card to cover these damages following my rental as a security deposit and I understand that I may be charged on this card accordingly for any damages to equipment or to the facility to include paint removal, nail holes, tack holes, tape marks or other damages to the walls, floors, and interior. An inspection will be completed by staff following each rental.

Name on Credit Card: _____
Credit Card No. _____ Expiration: _____ CVN: _____ Zip Code: _____
Address of Card: _____

Initials _____ As part of your rental Agreement with the City of Poquoson you agree to:

- Properly lock and clean all areas of the building.
- Place all furniture and items used in the building back to their original storage locations in the building.
- Remove all grocery & food products from the facility and within the refrigerator after your event.
- Collect all trash and take it with you. A Dumpster for removing trash is available at the Municipal Building.

You agree you will carry it there rather than leaving it within the building.

- Wipe down all kitchen counters and stove areas. All appliances should be clean and free of grease.
- Check the stove to ensure it is off when you depart the building.
- Leave all floors clean and free of dirt, sticky substances.
- As the renter you will mop the building using the mop and bucket provided to include all bathroom floors, main areas and kitchen. The mop and bucket are available in the storage room behind the kitchen, as well as other supplies as needed.
- Turn out the lights and lock all doors in the building.
- The Thermostat in the building will be left at 72 degrees at all times.
- Ensure that no alcohol is permitted on the premises.

I also agree to the following:

Initials:_____ KEYS for Saturday or Sunday, you must pick up a key from Poquoson Parks and Recreation Office by 4:30pm **Friday** afternoon prior to your weekend. Once you are done with the key, we ask that you drop the key into the Drop Box on the Front of the Parks and Recreation Office at 774 Poquoson Avenue. **Person Authorized to Pick up Key other than yourself, if necessary:** _____.

Initials:_____ KEYS during the week must picked up 1 day prior to your event at the Poquoson Parks and Recreation Office. Hours are Monday – Friday 8:30am-4:30pm daily. Once you are done with the key, we ask that you drop the key into the Drop Box on the Front of the Parks and Recreation Office at 774 Poquoson Avenue.

Initials:_____ Community Center may NOT be used for any sales, promotions or fundraising activities without prior City Approval.

Initials:_____ Dates are not considered confirmed until contract is completed, credit card is provided for deposit, and the rental fee is paid in full. The reservation is then approved.

Initials:_____ The City of Poquoson reserves the right to cancel your meeting or event in the event of inclement weather, state or local emergency, or tropical weather events. The City also reserves the right to cancel your event due to facility maintenance issues. You will be notified accordingly. Depending on the type of event and the scale of your event, insurance may be required from the renter. The City will notify you of this need when necessary.

A refund will be provided to you in full should you choose to cancel your event no fewer than 20 days prior to your event. The City will provide you a refund in the event of weather cancellation, or government order, or state, local or national emergency, as long as your event was not yet held. This refund will be provided in check form following verification of payment by receipt.

By my signature here and my initials above, I agree to comply with this rental agreement and understand all required details and information herein.

Renter Signature:_____ Date:_____

PPR Representative Approval:_____ Date:_____

Rev. Aug 17, 2026