

COLONIAL HEIGHTS RECREATION & PARKS DEPARTMENT  
COMMUNITY ROOM POLICIES AND RENTAL CONTRACT



**RENTAL INFORMATION**

- The Community Center encompasses the Senior Center, Teen Center, a Multi-purpose Room and the Community Room formally known as the Community Building. **The Community Room is the only room in the building that is available for rental.**
- The Senior Center, Teen Center, and Multi-purpose Room will be utilized on a daily basis for the programming needs of both populations. A partition separates the Multi-purpose Room from the Community Room.
- Rental reservations are available to individuals **who are residents of Colonial Heights** and whom pay their personal property taxes to the City of Colonial Heights.
- The Community Room seats up to 96 people and has a stage & kitchen available for use. The Ice Machine, Dishwasher, Stove, Microwave, and refrigerator are also available for use. Senior Center & Teen Center staff may have to utilize an item in the kitchen from time to time.
- Number of Tables: (12) – 6' Long Tables, (12) – 36" Card Tables, (10) 60" Round Tables, 80 Chairs.
- **A Rental Agreement must be on file within TWO weeks after a reservation rental request is submitted, or the reservation may be cancelled without notification.**
- **The Rental Fee MUST BE PAID at the time of the reservation.**
- Rental keys may be picked up by 5:00 pm the day of the rental reservation. Weekend/holiday rental keys must be picked up by 5:00 pm on the prior business day. Keys are to be returned the next business day.
- Reservations during the week are from 4:30 p.m. till 11:00 p.m. Reservations for Saturday or Sunday are from 7:00 a.m. to 11:00 p.m. All activity must end by 11:00 p.m. Clean up must be completed by 12 midnight. Teen center staff can assist renters with extra trash bags, brooms, mops, towels, and buckets if needed during clean-up.
- Reservations may be made beginning the 1st working day of December for the following year.
- **THE KEY OPENS THE KITCHEN DOOR OF THE COMMUNITY CENTER.**
- The person making the reservation must be at least 21 years of age, be present for the duration of their use, and is responsible for any damage to building, furniture, and fixtures.
- **Refunds will only be permitted when reservations are cancelled within TWO weeks of the reservation date.**
- The Senior Center is open Monday – Friday 8:30 a.m. - 4:30 p.m. for adults 55 years of age and older.
- The Teen Center is open Sunday– Saturday for sixth grade to twelfth grade individuals who are City Residents. The time the Teen Center is open varies according to the day of the week as well as the season.

**RULES OF FACILITY USAGE**

- Flameproof decorations are allowed under the following conditions: No nails, tacks or staples shall be used on walls, ceilings or equipment. Fire extinguishers shall not be covered or obstructed as to prohibit their use in case of an emergency.
- No flammable liquids or materials may be used. No open flames are allowed; lighted candles must be covered with globes.
- No money or admission shall be collected on the premises without approval from the Director of Recreation & Parks.
- The sale of food or drink in the facility is prohibited without approval from the Director of Recreation & Parks.
- This is a smoke free facility. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.
- No rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility. Birdseed and bubbles may be used outside only.
- The number of people in the facility and its rooms shall not exceed established and posted capacities.
- All Renters wishing to hire a DJ must have approval from the Director of Recreation & Parks. DJ's are not permitted unless approved in advance by Director of Recreation & Parks. Except for city sponsored activities, bands are not permitted.
- All Renters using the facility are responsible for any damages to the facility and its property.
- All materials and equipment brought into the facility, including food, beverages, and decorations must be removed immediately following the event. The City of Colonial Heights assumes no responsibility for any property not removed from the premises.
- The installation or use of electrical wiring or appliances on any of the circuits of the building will be permitted, if approved in advance by Director of Recreation & Parks.
- No alcohol or illegal substances are permitted on the premises.

**Violation of any of the above rules may result in forfeiture of use of any Recreation & Parks Facility in the future**

I certify that I am 21 years of age and that I will abide to the rules listed above. I understand that I must be present at the facility at all times being utilized. I do hereby agree to completely and unconditionally, indemnify, hold harmless, release and discharge the City of Colonial Heights, its employees and volunteers from all liabilities from injuries or property damage sustained as a result of utilization of the Community Room.

**PLEASE RETURN THE WHITE COPY OF THIS FORM**

Print Name \_\_\_\_\_ Facility Reservation Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Complete Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell or Alternate Phone \_\_\_\_\_ Email \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Distribution: White - Recreation Department / Yellow - Renter**