Room Rental Request Form

Audrey Moore RECenter

8100 Braddock Road
Annandale, Virginia 22003
Phone: 703-321-7081 Fax: 703-653-7030

Name:	Member #:	MOD signature:
Today's date:	Name of organization:	
Street address:		
City:	State:	Zip code:
Home phone:	Cell phone:	Work phone:
Rental time:	Date of rental:	
Number of tables:	Number of chairs:	
Number of people attending:	Type of event:	

CONFIRMATION OF RENTAL (OFFICE USE ONLY)				
PRICE OF ROOM:	**NUMBER OF HOURS:**	**OTHER COSTS:**	**TOTAL:**	
RENTAL DATE:	TIME:	ROOM:	# OF TABLES:	# OF CHAIRS:
SIGNATURE:		DATE:		

ROOM(S) REQUESTED (PLEASE CHECK ALL THAT APPLY)

- ☐ Club room 1
- ☐ Club room 2
- ☐ Club room 1 & 2
- ☐ Club room 3
- ☐ Club room 5
- ☐ Senior center lobby
- ☐ Senior center 1
- ☐ Senior center 2
- ☐ Senior center 1 & 2
- ☐ Gym 1
- ☐ Gym 2
- ☐ Full gym

OTHER RECENTER AMENETIES THAT YOU WILL BE USING	TIME FRAME
☐ Walleyball	
☐ Pool	
☐ Gym	
☐ Skate park	
☐ Racquetball court	

MULTIPLE DATES AND TIMES		
DATES	**TIMES**	**ROOMS**

NOTES:

For accommodations or to receive this information in an alternative format, please call 703-324-8563.

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RENTAL POLICIES

- Up to 20 chairs and 5 tables will be provided for each rental. Additional chairs are available ($0.75 each) and 3' x 6' or 3' x 5' rectangular tables as well ($2.50 each).
- Rooms must be cleaned and vacated by the time stated on the contract. If the room is not vacated on time, there will be a charge for any additional time used (in half hour increments).
- Room capacities must be adhered to. Party sizes listed on rental contract should stay close to the estimated amount or will be subject to the security deposit.
- All requests for additional equipment should be made and paid for prior to rental.
- Rental time includes your set-up and breakdown time. Room will not be available prior to rental time or after rental time stated on contract.

PAYMENT & RESERVATION

(1) The rental fee must be paid in full when the reservation is confirmed.
(2) The rental time includes required set-up and take-down time.
(3) For cancellations made in writing less than fourteen (14) days in advance, but more than two (2) days in advance, fifty percent (50%) of the rental fee paid will be refunded.
(4) The security deposit will be required in the form of a check (cases where cash/check is used) or credit card number (which will be kept on file).
(5) Security deposit will be collected if space being rented is left without being cleaned and if there is any damage left to equipment or facility and/or contract is not complied to.
(6) Reservations **MUST** be made 48 hours prior to rental date and time.

EQUIPMENT

(1) A room set up plan is requested in advance so that tables, chairs, and any other equipment can be set up before the rental time to the satisfaction of the renter; please consider the maximum occupancy for each space being rented. Without a setup plan, center staff will set out tables and chairs; however, re-arrangement becomes the responsibility of the renter.
(2) Sterno, in Sterno containers for food warming purposes is permitted. Candles are NOT permitted.

DECORATIONS

Decorations may not be used without prior permission

RENTER RESPONSIBILITIES

(1) Rental Lessee must be twenty-one (21) years or older.
(2) The rental Lessee is liable for **all** damages and/or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the user. Damages to facilities and groups will result in partial or entire loss of deposit. Any and all damages and/or injuries must be immediately reported to Duty Manager.
(3) Private property brought into the RECenter for rental is the responsibility of the Owner.
(4) Failure to comply with the FCPA rules and regulations may result in immediate cancellation of the rental and loss of the rental fee.

Audrey Moore RECenter Hours of Operation

Facility		Pool	
Mon. - Fri.	5am - 10pm	Mon. - Fri.	6:30am - 9:30pm
Sat.	7am - 8pm	Sat.	9am - 6pm
Sun.	8:30am - 9pm	Sun.	10am - 6pm

LAP SWIM and FCPA classes ONLY on Saturdays from 9am to Noon.

I HAVE READ THE ABOVE CONDITIONS GOVERNING USE OF FCPA RENTAL FACILITIES AND AGREE TO ABIDE BY THEM OR RISK LOSS OF RENTAL FEE AND SECURITY DEPOSIT.

_____ _____

Signature: Date: