

**Waynesboro Department of Parks and Recreation  
Rosenwald Community Center  
REQUEST FOR USE OF FACILITY**

**Organization Name:** \_\_\_\_\_

**Name of Person Responsible for Event:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **From:** \_\_\_\_\_ **AM / PM** **To:** \_\_\_\_\_ **AM / PM**

**Area at Rosenwald Community Center: (circle one):**                      **Classroom**                      **Gym**

**Anticipated Number of People in Attendance:** \_\_\_\_\_

**If admission fee is to be charged, state the amount per person:** \_\_\_\_\_

**Briefly Describe Activities to Take Place:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**The following terms are agreed to by the applicant:**

1. The event will be properly supervised by adults age 21 years and older.
2. The applicant is responsible for providing adequate supervision. The number of adults required to supervise the event will be determined by the Director of Parks and Recreation.
3. The applicant will provide the Director of Parks and Recreation with a list of the names, ages and addresses of all adults who are to supervise the event. This list is to be turned in to the Department of Parks and Recreation a minimum of five working days prior to the event.
4. Please do not use markers, sprays, etc. to write on walls, doors or windows. If decorating for an event, remove all such decorations and any tape used from all areas. Renter must leave the area in the condition he/she found it. A clean-up deposit may be required depending upon the nature of the event. Restitution will be made by the applicant for any property damage.
5. People will not be permitted to block exists.
6. Smoking is NOT permitted in the community center.
7. Gym shoes MUST be worn by anyone entering the gym.
8. Drinks and food are not to be in the gym for any reason.
9. No kitchen facilities are available.

10. Alcoholic beverages are NOT allowed in the building or on the premises.
11. The Department of Parks and Recreation reserves the right to deny entrance to anyone suspected of being under the influence of alcohol or drug.
12. Exit doors in the gym are for use as fire exits only – all persons are to enter and leave the building via the main entrance off the parking lot.
13. Applicant is responsible for providing adequate security for all events scheduled. The Department of Parks and Recreation reserves the right to require user to employ professional security services.
14. Type and amount of security provided must be approved by the Director of Parks and Recreation a minimum of five working days prior to the event.
15. This facility is not available for rent on the following holidays or holiday weekends of: New Years Day, Martin Luther King Day, President’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran’s Day, Thanksgiving Day and the day after, Christmas Day.
16. Gym capacity is 400 people. This figure is not to be exceeded.
17. Any amplified music may be monitored by a Waynesboro Department of Parks and Recreation employee who has sole rights to regulate levels.
18. The person signing this contract assumes the responsibility of informing all those involved in the rental of the terms of this contract.
19. One copy of this contract must be signed and returned to the Director of Parks and Recreation within 10 workings days prior to the date requested before a date will be reserved.
20. Department of Parks and Recreation sponsored events will take precedence over all other requests for usage.
21. The Department of Parks and Recreation reserves the right to grant or deny any requests.
22. Payment of rental fee is due in full prior to the permit being granted. Payment shall be made in the form of cash or check payable to the Department of Parks and Recreation as follows:  

|   |                              |
|---|------------------------------|
| \$20.00 per hour rental fee for classrooms; | \$20.00 per hour fee for gym |
|---|------------------------------|
23. Cancellations must be made in writing 10 days prior to the event date for refund.
24. If the fire alarm sounds, the building must be evacuated.
25. This contract may be revoked if the terms of the contract are breached.
26. This is not meant to be an all inclusive list of all rules associated with the use of a City of Waynesboro, Department of Parks and Recreation facility. The Department of Parks and Recreation reserves the right to amend these policies when it believes it is in the best interest of the citizens of Waynesboro to do so.

Amount Paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Deposit Amount (if required) \$ \_\_\_\_\_

\_\_\_\_\_  
(Renter’s Signature)

\_\_\_\_\_  
(Department of Parks and Recreation Staff)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**Sign and return one copy of this contract to Waynesboro Department of Parks and Recreation,  
413 Port Republic Road, Waynesboro, VA 22980**

**Waynesboro Department of Parks and Recreation**

**WAIVER OF LIABILITY**

**I, the undersigned renter, agree to follow the regulations set forth in the Waynesboro Department of Parks and Recreation's Rosenwald Community Center Request for Use of Facility Document which I have read and fully understand.**

**Furthermore, as the renter of this facility, I intend to be legally bound for myself, my heirs, executors and/or administrators. I therefore waive and release any and all rights and claims for damages I may have against the City of Waynesboro, Virginia, the Waynesboro Department of Parks and Recreation and their officers, agents, representatives and assignees, for any and all liabilities, losses, damages or injuries suffered during or as a result of my rental of this facility.**

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**(Date)**

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**(Renter's Signature)**