

TOWN OF VIENNA PARKS AND RECREATION
CLUB PHOENIX TEEN CENTER
120 Cherry Street SE
Vienna, VA 22180
703-255-6360 Main Line
703-255-6399 Fax



CLUB PHOENIX
RENTAL REQUEST FORM

RENTAL INFORMATION

Submitted on: ___/___/___ at ___:___ am/pm

Full Name: _____

Club Phoenix Member Full Name: _____

Address: _____
Street City State zip

Phone: () _____ () _____ E-Mail: _____
Home Cell

Residential Status: D Town Resident D Non-Resident

Type of Party: _____

Date/Time Requested:

Day: _____ Date: ___/___/___ Start Time: _____:_____ pm (includes set up)
End Time: _____:_____ pm (includes clean up)

Alternate Date:

Day: _____ Date: ___/___/___

Expected Attendance: _____ (max 75)

Number of Adult Chaperones: _____ (ratio 20 teens per 1 adult chaperone)

VENDOR INFORMATION

Vendor Name: _____

Address: _____
Street City State Zip

Phone: () _____

Contact Name: _____

1. The term “renter” means that the person(s) who sign this application, each group, organization, or other entity on whose behalf this application is made or who will use the facility if this application is granted, and the officers of said entities.
2. The renter shall use and occupy said premises in a safe and careful manner and shall comply with all applicable municipal, state and federal laws and rules and regulation pertaining to the facility promulgated by the

Department of Parks and Recreation, and all other rules and regulations prescribed by the fire and police departments and other governmental authorities, as may be in force and effect during rental.

3. The renter shall indemnify and save harmless the Town of Vienna, Virginia and its officers, employees, agents and volunteers from all loss, cost and expense arising out of any liability, or claim of liability, or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone whomsoever by reason of the operation, use or occupation of the facilities hereinabove described, whether such use is authorized or not or by act or omission of the renter or any of its officers, agents, employees, guests, patrons or invitee, and renter shall pay for any and all damage to the property of the renter or loss or theft of property, done or caused by such persons.
4. The renter shall assume all risks instant to or in connection with the business to be conducted hereunder and shall be solely responsible for all accidents or injuries of whatsoever nature or kind of persons or property caused by its operation at these premises. The renter hereby agrees to indemnify, defend and save harmless the Town of Vienna, Virginia and its officers, employees, agents and volunteers from any and all claims or liability for damages to any person, or personal injuries resulting in the death of any person, or loss of damaged property occasioned by or in connection with the use of the premises hereby rented. The renter hereby assumes full responsibility for the character, acts and conduct of all persons admitted to said premises, or to any portion of the Community Center by the consent of the said renter, or by or with consent of the said renter's employees, or any person acting on behalf of the said renter, and the renter agrees to have on hand at all times sufficient police force, acceptable to the Director of Parks and Recreation, to maintain order and protect persons and property. The renter assumes no responsibility whatever for any property placed in said premises and the renter is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy under this lease and all watchmen or other protective services desired by the renter must be arranged for by the said renter. The Town of Vienna, Virginia and its officers, employees, agents and volunteers shall not be held liable for any interruption or termination of any programs in progress at the Community Center resulting from the receipt of threats of or information relating to imminent danger to the Community Center facilities, parts thereof, and/or its occupants reported to be caused by explosives, inflammables, and/or otherwise. Any interruption or termination of any scheduled activity at the Community Center either prior to or during any activity of any type resulting from the receipt of such information or threats shall in no way invalidate this contract, nor shall the renter ever be liable for the failure of any activity resulting from any such termination or cancellation.
5. The policies, rules, and regulations of the center, copies of which will be provided upon request, are hereby incorporated and are integral part of this agreement to permit and use the center's facility and will be honored and enforced by the renter and its representatives. The renter will also comply with all Town of Vienna, Fairfax County, state and federal laws, ordinances and regulations. The renter will use and comply the premises of the center in a safe and careful manner so as not to injure persons or property in, on or near the premises.
6. The renter will release the Town of Vienna, Virginia and its officers, employees, agents and volunteers from any and all liability relating to or arising from the rental.
7. Departure time from the center is specified in the contract. All persons must depart the premises in accordance with the departure time, as stated in the contract.
8. Damages to the center and/or equipment will be deducted from the security deposit.
9. The renter is responsible for cleaning of the facility, such as trash placed in cans and put outside in dumpsters and spills wiped up.

The undersigned certifies that he/she is familiar with the rules and regulations for the use of the center, and that such rules and regulations will be enforced by said user. The undersigned accepts for the user the full responsibility for any and all damages to the facility caused to the facility by said user and for the prompt and proper settlement of claims for such damage. I understand that this form is a request for rental, and the completion of this form does not guarantee my rental of the requested facility.

Signature

Date

