

**VALLEY VIEW COMMUNITY CENTER COMMUNITY ROOM
RENTAL REQUEST FORM**

Name: _____ Today's Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Rental Date: _____ Rental Start Time: _____ Rental End Time: _____

Approximate number of guests: _____

Number of: 60" Round Tables _____ Rectangle Tables _____ Chairs _____

Steam table: _____ Coffee pot: _____ T.V.: _____ Other: _____

RENTAL INFORMATION

1. Room rental is for **5 ½ hours from set up to clean up (must be within normal operating hours)**.
2. Rental is open to Valley View residents only.
3. A payment of \$100.00 is required; \$50.00 returnable deposit. Deposit may be forfeited due to damages. Additional charges apply for additional time and/or time outside of operating hours.
4. Community Room holds up to 100 people.
5. No smoking or alcohol permitted on Village property.
6. Guests must enter and leave via front door only. Loading and unloading via side doors is allowed, but doors must remain closed during event.
7. Rental is for the Community Room only. Use of gym, weight room, track, playroom, etc. is not permitted.
8. Damages to facility are the responsibility of the resident renter.
9. No candles permitted; balloons only in the room, not in lobby.
10. Food and beverages must remain inside the Community Room.
11. Children must be supervised at all times.
12. Decorations are limited to table coverings, centerpieces and free standing decorations. Items are not to be taped, tacked or stapled to the walls, ceiling, windows, furniture or other pieces of the Community Center's property.
13. General clean up is the responsibility of the renter. This includes sweeping and cleaning spills; wiping counter, tables, chairs, etc. Place trash in the proper containers; clean all utensils and kitchen appliances and remove all personal items.
14. The Community Center staff has the right to rule on anything not covered in this agreement.

I agree and understand all the rules and regulations pertaining to the rental of the Valley View Community Center.

Signature: _____

Date: _____

(FOR OFFICE USE ONLY)

Total Paid _____ **Cash** _____ **Check#** _____ **Staff Initial** _____ **Date** _____