



\$25.00 Application Fee

# Application for Facility Use

Vienna Community Center

Rental Dates December 1, 2017 – February 28, 2018

Applicant Name \_\_\_\_\_ Phone: \_\_\_\_\_

Host Organization; \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

## RENTAL INFORMATION

Event/Meeting Name: \_\_\_\_\_

Event/Meeting Date (s): \_\_\_\_\_ Event/Meeting Time: \_\_\_\_\_

Is Your Organization A Registered 501 (C)(3)? Yes \_\_\_\_\_ No \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Entry fee per Participant: \_\_\_\_\_

Will alcohol be served \_\_\_\_\_ Profit \_\_\_\_\_ Non Profit \_\_\_\_\_

**Area (s) Requested:** Vienna Field House (Full): \_\_\_\_\_ Vienna Field House (Half): \_\_\_\_\_ Aux. Gym \_\_\_\_\_

Seeman Auditorium \_\_\_\_\_ Board Room \_\_\_\_\_ Community Room \_\_\_\_\_

Northside \_\_\_\_\_ Southside \_\_\_\_\_ Kitchen \_\_\_\_\_ Auditorium Hallway \_\_\_\_\_

## Function:

Private Function \_\_\_\_\_ Kids Birthday Party \_\_\_\_\_ Class/Program \_\_\_\_\_ Meeting \_\_\_\_\_

Community Meeting \_\_\_\_\_ Sports Use \_\_\_\_\_ Fundraiser \_\_\_\_\_

## ALTERNATE RENTAL DATE REQUEST

In case your initial request is not available, please indicate another request option

Event/Meeting Date (s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**2ND CHOICE IS REQUIRED FOR ALL CHILDREN'S BIRTHDAY PARTIES**

## EVENT DETAILS:

Failure to disclose all event information may result in cancellation of your rental. Incomplete information will delay the processing of your application and may result in loss of your requested dates/times. Please check Yes or No for each of the following; if you mark Yes for any item, please provide details below or on an attached sheet.

Is your event open to the public?	Yes_____	No_____
Will you collect fees, admissions or donations?	Yes_____	No_____
Is your event a fundraiser?	Yes_____	No_____
Will you be serving food or beverages?	Yes_____	No_____
Will there be live or amplified music?	Yes_____	No_____
Are you requesting to serve alcohol? ( <i>Letter to Director, with detail of you event</i> )	Yes_____	No_____
Are you hiring a third-party vendor? (entertainer, moon bounce, caterer, etc.)	Yes_____	No_____

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

## ROOM SETUP

Please circle one of the facility set up styles below or provide a diagram on a separate sheet of paper.

**Assembly Style:** One table in front and chairs in two sections with an isle in the middle

**Classroom Style:** One table in front and tables with chairs facing the front across the room

**Banquet Style 1:** Square tables with chairs placed accordingly and tables along the side for food or other materials

**Card Tables Style:** Round tables with chairs placed accordingly and tables along the side for food or other materials

**Circle Discussion Style:** Chairs in a circle facing the middle

**Diagram Supplied:** Renter supplies diagram for layout of the tables and chairs

**None (Clear Room):** No tables or chairs are setup

Number of Chairs \_\_\_\_\_

Number of Tables \_\_\_\_\_

Is a Layout Diagram Attached

Yes\_\_\_\_\_

No\_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

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. I understand that this form is a request for rental, the rental deposit and the completion of this form does not guarantee my rental of the requested facility.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**OFFICE USE ONLY – DEPOSIT & APPROVAL INFORMATION**

Amount of Deposit \$ \_\_\_\_\_ Received On \_\_\_\_\_ Received By \_\_\_\_\_

Certificate of Liability Received Yes \_\_\_\_\_ No \_\_\_\_\_ Received On \_\_\_\_\_ Received By \_\_\_\_\_

Form of Payment  Cash  Check # \_\_\_\_\_  Visa/MC # \_\_\_\_\_ Exp. \_\_\_\_\_

VCC Manager  Reviewed & Approved  Not Approved Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Building Supervisor II  Reviewed & Approved  Not Approved Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Director  Reviewed & Approved  Not Approved Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Status:  Tentative (Date: \_\_\_\_/\_\_\_\_/\_\_\_\_)  Firm (Date: \_\_\_\_/\_\_\_\_/\_\_\_\_)

Cancelled (Date: \_\_\_\_/\_\_\_\_/\_\_\_\_)  Complete (Date: \_\_\_\_/\_\_\_\_/\_\_\_\_)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_