



Valdez Teen & Community Center Rental Application

PO BOX 307, Valdez AK 99686

TEEN CENTER: (907) 835-4526 PARKS & REC. OFFICE: (907) 835-2531 FAX: (907) 835-2472

RENTAL RATES

ROOMS	ADDITIONS
INDIVIDUAL ROOM: \$20.00 PER HOUR	BBQ: \$10.00 flat rate
ENTIRE FACILITY: \$40.00 PER HOUR	Mighty Mites Toys and Mats: \$10.00 flat rate
	DJ Lights/Sound (Dance Room): \$10.00 flat rate
	TV/Sound (Game Room): \$10.00 flat rate

SET-UP & TEAR DOWN TIME MUST BE INCLUDED WITHIN YOUR RENTAL HOURS
RENTAL HOURS ARE ON SATURDAYS & SUNDAYS BETWEEN 12:00PM & 5:00PM*
**All rentals are based on availability. First come, first reserved.*

Contact Name/Organization: _____

Mailing Address: _____

Phone Number: _____ E-Mail _____

Event Date: _____ Event Type: _____

Rental Start Time: _____ End Time: _____ Total Hours Rented: _____

ROOMS RESERVED

DANCE ROOM (\$20/hr)
 Additions Requested (\$10 each): ___ BBQ ___ Mighty Mite Toys ___ DJ Lights/Sound
 # of Tables Needed _____ # of Chairs Needed _____ Est. # of Guests _____ (Cannot exceed 100 per room)

GAME ROOM (\$20/hr)
 Additions Requested (\$10 each): ___ BBQ ___ TV/Sound
 # of Tables Needed _____ # of Chairs Needed _____ Est. # of Guests _____ (Cannot exceed 100 per room)

Kitchen Use Desired? (Must be approved by Facility Manager): YES NO

Conditions for use of Facility

1. Alcohol or Tobacco products are not allowed in the Teen Center or on the property.
2. Selling of food or beverages is not permitted.
3. For events with children under 18, a minimum of 1 adult chaperone per 10 children is required.
4. All groups must clean spills/sweep where necessary. No materials may be glued, pinned or stapled to any surface.
5. Some groups must show proof of indemnity prior to use. If required, Parks & Rec will notify you within 10 business days.
6. Reservations are first come, first reserved. All rentals are subject to availability.
7. Full payment is due at the time of reservation
8. Cancellations MUST be made one week prior to event or NO refund will be given.
9. Any gathering considered dangerous, a disturbance of the peace, or endangering public property is subject to closure.
10. The City of Valdez Parks & Recreation Department reserves the right to refuse rental to any organization/individual.
11. Renter may be subject to a \$50.00 cleaning/damage fee if the facility is not properly cleaned after the event.
12. COV P&R reserves the right to charge & bill for any last minute onsite usage requests within the above fee schedule.

By signing below, the above listed applicant/organization shall hold harmless and indemnify the City of Valdez and any employee of the Parks and Recreation Department from any claims, lawsuits, or judgments, present or future, arising from loss or damage to property, or injuries to persons immediately prior to, during, or immediately after the above described event or meeting. The above named applicant or organization accepts full responsibility for restitution of any damage to the facility and/or equipment, and agrees to abide by all policies of the Valdez Teen & Community Center and all laws and policies of the City of Valdez.

Applicant Signature _____ Date _____

Revised January 26, 2016