



**TOWN OF HERNDON**  
**Parks & Recreation Department**  
 814 Ferndale Avenue / Herndon, Virginia 20170  
 herndon-va.gov  
 Phone: 703-787-7300 Fax: 703-318-8652

Date Received \_\_\_\_\_  
 Staff Initials \_\_\_\_\_

**APPLICATION FOR USE OF PUBLIC FACILITIES**  
**Herndon Community Center**

\*Name of Applicant Mr.  Mrs.  Ms.  \_\_\_\_\_

\*Address of Applicant \_\_\_\_\_ \*Phone \_\_\_\_\_  
 (Street) (Apt #)

\_\_\_\_\_ \*E-Mail \_\_\_\_\_  
 (City) (State) (Zip)

Organization \_\_\_\_\_

\*Date of Requested Use \_\_\_\_\_ \*Start Time \_\_\_\_\_ \*End Time \_\_\_\_\_

\*Type of Activity \_\_\_\_\_

**\*Required fields – Rental will not be approved without all required information and deposit.**

\*Will alcoholic beverages be available? Yes \_\_\_\_\_ No \_\_\_\_\_  
 \*Will helium balloons be used? Yes \_\_\_\_\_ No \_\_\_\_\_

**Rooms Requested**

Full Gym ( ) Large Meeting Room CR1 ( )  
 Arts & Crafts Room ( ) Medium Meeting Room CR2 ( )  
 Kitchen ( ) Small Meeting Room CR3 ( )  
 Other \_\_\_\_\_

\* Number of Participants Expected: Children \_\_\_\_\_ (Ages: 1 to 12)  
 Teens \_\_\_\_\_ (Ages 13 to 17)  
 Adults \_\_\_\_\_ (Ages 18 and up)

Equipment requested: (additional charges apply – see price list)

a. Number of Round Tables (CR1 / 2 Only) \_\_\_\_\_  
 b. Number of Rectangle Tables \_\_\_\_\_  
 c. Number of Chairs \_\_\_\_\_  
 d. Easels 1 \_\_\_\_\_ 2 \_\_\_\_\_  
 e. Podium Yes \_\_\_\_\_  
 f. Stage (Gym or CR1 Only) Yes \_\_\_\_\_  
 g. Projector & Screen (CR1 Only) Yes \_\_\_\_\_

Security Deposit Amount Received \$ \_\_\_\_\_  
 Security Deposit Received by \_\_\_\_\_ Date \_\_\_\_\_  
*Security deposit secures date and will be held through the rental. Cancellation of rental by renter will result in forfeiture of the security deposit as cancellation fee. Deposit will be returned if rental is not approved.*

**FOR OFFICE USE ONLY**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
 Comments \_\_\_\_\_

Reviewed by: Recreation \_\_\_\_\_ Aquatics \_\_\_\_\_ Operations \_\_\_\_\_  
 Approved by Director of Parks & Recreation \_\_\_\_\_

Date Balance Paid \_\_\_\_\_ Staff Initials \_\_\_\_\_

Civic Group: Yes \_\_\_\_\_ No \_\_\_\_\_  
 ABC Permit Required: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Insurance Required: Yes \_\_\_\_\_ No \_\_\_\_\_

*Copy of certificates must be submitted if insurance or ABC Permit is required.*

**PLEASE NOTE THE FOLLOWING ITEMS FOR ROOM RENTALS**

- Please see current price list for room prices. There are additional charges for tables, chairs and other equipment.
- A supervisor fees is charged when rental is held during non-operating hours, including set-up and clean-up time. Security may also be required at an additional fee.
- Groups can arrive one hour prior to rental for set-up and stay ½ hour after for clean-up for most rentals in the Gym, CR1 or CR2. Groups can arrive ½ hour prior to rental for set-up and stay ½ hour after for clean-up for other rentals. Additional fees are incurred for additional time.
- Alcohol is not allowed in the Herndon Community Center while the center is open and must be preapproved for other times. An ABC Permit may be required to serve alcohol.
- Insurance listing the town as co-insured may be required.
- All rentals must be concluded by 12:00 a.m.
- Expected attendance must be entered on this application. Attendance may not exceed that number without manager approval.
- Submission of an application does not guarantee rental. Please allow up to 5 business days for approval. Notification of approval status will be made by mail or e-mail.
- Helium balloons are not permitted in the gymnasium. Helium balloons in other rooms must be preapproved.
- Staples, nails, screws, tacks and glue are not permitted on the walls, ceilings, floors or on any furnishings. Only approved tape can be used.
- All charges for the rental must be paid at least seven (7) days prior to rental by cash or credit card.
- Please read the room rental policies and price packets so you are aware of all rules, regulations and fees before signing this application.

The undersigned certifies that he/she is familiar with the rules, regulations and fees of the use of the above facilities 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 by said user and for the prompt and proper settlement of claims for such damage.

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

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