

**POLICY FOR USE AND RENTAL OF  
THE RADFORD PARKS & RECREATION MULTI-PURPOSE ROOMS**

NAME OF ORGANIZATION /GROUP \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

MULTI-PURPOSE ROOM 1 \_\_\_\_\_ MULTI-PURPOSE ROOM 2 \_\_\_\_\_

MULTI-PURPOSE ROOM 3 \_\_\_\_\_ MULTI-PURPOSE ROOM 4 \_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_ TIME REQUESTED \_\_\_\_\_

**PLEASE DESCRIBE WHAT THE ROOM WILL BE USED FOR AND HOW YOU WOULD LIKE THE TABLES AND CHAIRS ARRANGED :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I am an authorized and responsible representative of the participating organization; that the above statements are true to the best of my knowledge; that I have received and read a copy of the rules and regulations governing the use of the multi-purpose; and that our group will comply with the regulations, policies and fee schedules governing use of the facility.

In consideration of agreement by the Radford Parks & Recreation Department to lease areas, facilities, and/or equipment or use above designated, the party here with execution this lease do contract and agree to adhere to policies and regulations established for use; and agree to accept any and all liabilities by way of commission, negligence, or otherwise arising from designated use of recreation areas, facilities and equipment use as designated.

PRINT NAME \_\_\_\_\_ SIGNED \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

FEE RECEIVED: \_\_\_\_\_

STAFF MEMBER: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_