

RADFORD RECREATION MULTIPURPOSE RENTAL POLICY



Prior to using these rooms the activity coordinator should check in at the recreation center circulation desk.

Supplies in these areas are only to be used for Radford Parks and Recreation programs.

Equipment cannot be used without permission from the Recreation Center supervisor.

These areas are only available for Parks and Recreation programs and rentals. All other use must be approved by the Department of Parks and Recreation.

With the exception of the kitchen, drinks and/or food will not be allowed in any of these areas unless approved by the Department of Parks and Recreation.

- Rentals will only be available when the requested area is not being utilized for Radford Department of Parks and Recreation programs.
- Check with a Recreation Center Supervisor for a schedule.
- All persons applying to rent any area must complete and sign an application.
- Application forms are available at the recreation center circulation desk. Application forms must be received by the Department of Parks and Recreation not more than one month in advance and not less than one week in advance of the date requested.
- Programs, classes, and meetings sponsored by Radford Parks and Recreation take first priority over any rental applications.
- Radford Parks and Recreation will not assume responsibility for any personal property used on City of Radford premises.
- Any damages to City of Radford premises or extra cleaning required as a result of the group's use must be paid by that group of individuals.
- No admissions may be charged and no sales may be conducted unless approved by the Director of Parks and Recreation.
- Smoking or use of any tobacco products is prohibited in the Radford Recreation Center.
- Only non-alcoholic beverages will be allowed in the Radford Recreation Center.
- Reservations will not be made for weekly, monthly, or yearly rentals.
- All areas must be left clean and orderly.
- Stored materials are for Radford Parks and Recreation use only.
- Confirmation for a specific area rental does not include group usage or other areas in the Radford Recreation Center. Regular Radford Recreation Center policies will be followed at all times.
- Participants using the Radford Recreation Center must enter through the main doors near the Recreation Center Supervisor and Equipment Station. Parking must be in the main lot only.
- A custodian and/or supervision fee may also be required in addition to rental fees.
- All rentals will be based on a two hour minimum. All rental fees are subject to change.
- Rental requests for trade shows, conferences, concerts, and any other event that may require the use of the entire Radford Recreation Center will be determined by the Department of Park and Recreation and the Radford Parks and Recreation