



FACILITY RESERVATION FORM For use with Main Building and 4-H Barn

Program Information:

Date of reservation: _____ Through: _____
 Arrival/Set-up Time: _____ Event Start Time: _____ End Time: _____ Clean-up Time: _____
 Location of Event: _____
 Specific area(s) requested: _____
 Nature of event / program: _____
 Is this a youth event for ages 20 and under? Yes: _____ No: _____
 Total expected attendance: _____ (not to exceed posted capacity for facility)

Applicant Information: (Applicant must be on site during event)

Name: (First) _____ (Last) _____
 Address: _____
 Phone (Home) _____ (Cell) _____ (Work) _____
 Email Address: _____
 Additional Contact: _____ Phone: _____

Entertainment Information:

Will entertainment be provided for event? (Ex. DJ, band, etc.) Yes _____ No _____
 If yes, please describe: _____

Signature of Applicant: _____

DC Park Facility Rental Policy:

The Main Building and 4-H Barn of the Park can be reserved one year in advance. Exception: Reservations may be renewed up to one year in advance from the date of a current reservation, by the same party, up to 30 days from the usage date. If the party fails to renew within the 30 days the facility is immediately open for reservation on a first come first served basis.

Office Use Only

Rental Charges:
 Total Rental fees: \$ _____
 Total Deposit: \$ _____
 Grand total: \$ _____
Payment & Submission
 Deadline: _____
 Set-up Time: _____
 Event Time: _____
 Clean-up Time: _____
Application is:
 Approved: _____
 Declined: _____
 Staff Initial: _____

Doddridge County Parks & Recreation Commission Facility Rental Contract (initial all items)

Contract Changes

Any changes to the contract must be made in writing or by email by the applicant listed. All correspondence concerning the reservation will only be made between the applicant and staff representative. All payments must be made 30 days in advance of event date or event may be canceled.

Event Times

On the day of the event, up to four (4) hours are given immediately prior to the event time for preparation (note: the building opens at 8:00AM M – Sat. and 10:00AM Sun. Two (2) hours are given immediately after the event for clean-up. Extra set-up and clean-up times can be arranged. For larger events access the day before the event can be scheduled for an additional fee.

Set-up Time: _____
 Event Run Time: _____
 Clean-up Time: _____

Decorating / Entertainment

Decorations / Entertainment for events are subject to the approval of Park Staff and should not alter or damage the facility.

Room Diagrams / Set-up

Diagrams may be arranged prior to the event to aid staff in set-up. These should be as complete and accurate as possible to limit changes the day of the event. The number of people attending the event cannot exceed capacity.

Kitchen / Building Supplies

The following equipment/supplies are included in the use of the Facility.

- Two door commercial refrigerator (2)
- Commercial Dishwasher
- Residential Freezer
- Proofer / Warmer
- Six burner Stove / oven
- 3 X 3 griddle
- Some pots, pans and cooking utensils
- Ice Machine
- 50 Cup coffee percolators
- Bunn Commercial Coffee Maker – Five (5) pots
- Microwave
- Misc. table settings (plates, bowls, utensils, etc.)
- 300 chairs
- 45 8-foot square tables
- 18 5-foot round tables.
- Podium / Microphone
- Power Point projector / screen
- Federal / State flags

Clean-Up Time

- Trash must be placed in the proper receptacles provided. No Trash or Food should be left on tables or counters.
- Spills should be cleaned up to help maintain the floors and equipment
- Kitchen must be cleaned and restored to the condition prior to the start of the event.

- All decorations, serving items, etc. should be removed during clean-up time.

Deposit / Cancellation / Refund / Damages

- Deposits may be required for events. Cancellations must be made in writing or by email by the applicant. Refunds: 30+ days out – 100% refund / 29 days and under – 50% refund. Applicant is responsible for payment of repair or replacement costs for any damages to facilities or equipment.
- Alcohol is NOT permitted at any DCPRC building or facility.
 - DCPRC facilities are NON-SMOKING. No smoking is allowed anywhere inside DCPRC facilities.
 - Children must be under adult supervision at all times.
 - One responsible person who has passed their twenty-first (21) birthday, who is answerable for the actions and safety of the event guests and liable for any damages caused by them, shall be present at the event.
 - No Pets are allowed inside DCPRC buildings / pool except service animals. Owners of service animals must have documentation present during the event or will be asked to remove the animal.