



CITY OF VIENNA
COMMUNITY BUILDING RENTAL

NAME: _____
ADDRESS: _____

PHONE: _____
DATE RENTED: _____
TIME: _____
FEES PAID: _____

I hereby accept full responsibility for following the rules and regulations and for using the Vienna Community Building on _____.

The total rental fee is required in full at the time the reservation is made.

A security deposit, either cash or by check in the amount of \$50.00, is required when the key to the building is picked up. If the premises are not left in an acceptable condition, and I am notified within 48 hours, I will forfeit the security deposit to cover any damage and labor incurred to return the premises to normal condition. Upon satisfactory inspection by the Parks staff, the security deposit will be returned if all requirements to rent the building have been met.

Key to Community Building is to be picked up at the City Building during normal business hours (Monday through Friday, 8:00 am to 4:00 pm). A \$20.00 security deposit, either cash or by check, is required at the time the key is picked up. I am also responsible for returning the key and failure to do so may result in loss of key deposit.

No early admittance, unless schedule allows. I will be charged an additional prorated fee for early admittance if it is available.

Cancellation of the Community Building must be received 48 hours prior to scheduled rental date. Failure to do so will result in forfeiture of rental fees.

Any changes to my scheduled rental date must be done in person at the City Building.

RENTER'S SIGNATURE: _____

CLERK: _____

COMMUNITY BUILDING FEES & REGULATIONS

SESSION FEES:

7:00 AM – 11:30 AM	\$50.00
12:00 PM – 5:30 PM	\$75.00
6:00 PM – 11:00 PM	\$75.00
FULL DAY	\$200.00

OTHER FEES:

• KEY DEPOSIT	\$20.00	Deposit will be returned upon the key being returned to the City Building.
• SECURITY DEPOSIT	\$50.00	Deposit will be returned if facility is clean and rules followed; otherwise deposit will be forfeited.
• SET UP TABLES & CHAIRS	\$25.00	
• EARLY ENTRY	\$25.00- \$75.00	Early entry charge will be prorated based on reservation schedule/availability.

REGULATIONS:

1. User's responsibility to take out trash to the dumpster.
2. Put all tables and chairs away when finished.
3. Do not nail, tape, thumbtack, or by any other means hang anything on the walls, ceiling, or the floor.
4. There are three sessions with a 30 minute period between them to allow for cleaning of the building.
5. Early entry, prior to your specific time, requires approval and will include an additional prorated fee.
6. Not following the regulations listed, will result in forfeiture of security deposit.
7. Cancellation of the Community Building reservation, must be received 48 hours in advance. Failure to do so will result in the forfeiture of rental fees paid.
8. Violation of any park rule or city ordinance could result in the forfeiture of rental and security fees paid.



CITY OF VIENNA

PARKS & RECREATION SHELTER RESERVATION

NAME: _____
ADDRESS: _____
PHONE: _____
DATE: _____
PARK: _____
SHELTER: _____
TIME: _____
FEES PAID: _____

RENTAL FEES:	0 – 4 HOURS	\$25.00
	5 – 8 HOURS	\$35.00
	+ 8 HOURS	\$50.00

SHELTER REGULATIONS

1. The Gazebo in Spencer Park is a separate unit for rental as is the shelter. Rental of both at the same time will be a double rental fee.
2. Deposit all trash in the receptacles provided.
3. Do not throw hot charcoals into a trash barrel.
4. Cancellation of a reservation for any of the shelters, must be received 48 hours in advance. Failure to do so will result in the forfeiture of rental fees paid.
5. Violation of any park rule or city ordinance could result in the forfeiture of rental fees paid.

RESPONSIBLE PARTY: _____

CLERK: _____



CITY OF VIENNA

JACKSON SWIMMING POOL RESERVATION

NAME: _____

ADDRESS: _____

PHONE: _____

DATE: _____

TIME: _____

FEES PAID: _____

RENTAL FEES:	\$75.00/HR. 2 HR. MINIMUM	\$150.00
	3 rd HR. \$50.00	\$200.00

POOL RENTAL REGULATIONS

1. All private pool parties are scheduled on Monday, Tuesday, or Wednesday evening from 7:00 PM to 9:00 or 10:00 PM.
2. Deposit all trash in the receptacles provided.
3. Violation of any park rule or city ordinance could result in the forfeiture of rental fees paid.

CANCELLATIONS/REFUNDS

1. Refunds may be given if cancellation notice is given 7 days in advance of scheduled party date.
2. Weather related – the City is unable to open the pool.
3. Weather related – if the pool must be closed during a scheduled party, refund will be pro-rated.
4. Reservation fees will be forfeited and the party ended for not following the established pool rules. Police may be called for problems.

RESPONSIBLE PARTY: _____

CLERK: _____