



Facility
Reservation
Guide

**Eastside Community Enhancement Center
7301B Boydton Plank Road
Petersburg, VA 23803**

**Phone: (804) 732-1100
Fax: (804) 732-9921**

THIS IS A NON-SMOKING FACILITY



Dinwiddie County
Department of Parks and Recreation
FACILITY RENTAL APPLICATION

EASTSIDE COMMUNITY ENHANCEMENT CENTER
7301B BOYDTON PLANK ROAD, PETERSBURG, VA 23803
(804) 732-1100 Fax: (804) 732-9921

This FACILITY RENTAL APPLICATION must be completed and returned to the Director or Assistant Director. The applicant must read the Policy Governing Use of Eastside Community Enhancement Center included in this guide. A \$100.00 damage deposit must be submitted with this application. **Please make checks payable to Dinwiddie County.** All deposits will be returned except as explained in the Policy Governing Use of Eastside Community Enhancement Center. All deposits will be processed by the Dinwiddie County Treasurer's Office. For additional information, please contact the Recreation Office at (804) 732-1100.

Applicant Information

Date Application Submitted: _____

Applicant Name: _____

Address: _____

City/State/Zip Code: _____

Applicant Phone: (Day): _____ (Night): _____

Program Information

Nature of Program/Event: _____ Need Picnic Shelter Yes No

Is this an event for youth ages 12 to 21? Yes No

If "YES", please fill out the "Application for Event Security".

Will Alcoholic Beverages be served? Yes No

If "YES", please fill out "Application to Use Alcoholic Beverages" & the "Application for Event Security".

Total Number Expected: _____ Caterer/Phone: _____

Specific Area(s) Requested: _____

Date of Reservation: _____ Time: from _____ to _____

Signature of Applicant: _____

I have read and understand the terms and conditions for use of the facility. By signing this form, I agree, as the applicant, to abide by the terms and conditions and understand that I will be held responsible and fiscally accountable for any damages occurring as a result of my event.

Office Use Only

Date Application Received: _____

Total Rental Charges Assessed: \$ _____ Deputy Fee due: _____

Rental Payment & Set-Up Fee due: _____ Room Diagram due: _____

ABC Damage Deposit due: _____ ABC License due: _____

Set Up Time: _____ Event Time: _____ Clean Up Time: _____

Application is **Approved** **Denied**

Signature of Director: _____



Dinwiddie County
Department of Parks and Recreation
APPLICATION TO USE ALCOHOLIC BEVERAGES

EASTSIDE COMMUNITY ENHANCEMENT CENTER
7301B BOYDTON PLANK ROAD, PETERSBURG, VA 23803
(804) 732-1100 Fax: (804) 732-9921

THIS APPLICATION TO USE ALCOHOLIC BEVERAGES must be completed and returned to the Director or Assistant Director. The applicant must read and abide by the Policy Governing Use of Eastside Community Enhancement Center. Anyone signing this form must be at least 21 years of age and must accept the responsibility for the use of Eastside Enhancement Community Center during the date and time agreed. A \$100 damage deposit and this application must be submitted along with your facility rental application. **Please make checks payable to Dinwiddie County.** For additional information, please contact the Recreation Office at (804) 732-1100.

Applicant Information

Date Application Submitted: _____

Applicant Name: _____

Address: _____

City/State/Zip Code: _____

Applicant Phone: (Day): _____ (Night): _____

Program Information

Nature of Program/Event: _____

Total Number Expected: _____ Caterer/Phone: _____

Please check the appropriate line for the type of banquet license to be requested from the Virginia Department of Alcohol Beverage Control.

Type I: Private: Example: Wedding Party - no money involved.

The original form of the banquet license from the Virginia Department of Alcoholic Beverage Control must be presented to the Recreation Office at least fourteen (14) days prior to the event. At any event where alcoholic beverages are being served, adequate security must be provided by a currently employed Deputy of the Dinwiddie County Sheriff's Department, in accordance with the provisions of the "Application for Event Security".

Signature of Applicant: _____

Office Use Only

Date Application Received: _____

Comments: _____

Application to use alcohol is **Approved** **Denied**

Signature of Director: _____



**Dinwiddie County
Department of Parks and Recreation
APPLICATION FOR EVENT SECURITY**

**EASTSIDE COMMUNITY ENHANCEMENT CENTER
7301B BOYDTON PLANK ROAD, PETERSBURG, VA 23803
(804) 732-1100 Fax: (804) 732-9921**

THIS APPLICATION FOR EVENT SECURITY must be completed and returned to the Director or Assistant Director for any event at Eastside Community Enhancement Center where alcoholic beverages are being served, when events are held for groups or organizations composed of persons ages 12 to 21 and or when deemed necessary or required to ensure the proper facilitation of the event by the Dinwiddie County Parks and Recreation Staff. The applicant must read the Policy Governing Use of Eastside Community Enhancement Center included in this guide. Anyone signing this form must be at least 21 years of age and must accept full responsibility for the use of Eastside Enhancement Community Center during the date and time agreed. **Please make checks payable to Dinwiddie County.** For additional information, please contact the Recreation Office at (804) 732-1100.

Applicant Information

Date Application Submitted: _____ Applicant Name: _____
Address: _____ City/State/Zip Code: _____

Program/Event Information

Date of Reservation: _____ Time: from _____ to _____

Nature of Program/Event: _____

Is this an event for youth ages 12 to 21? Yes No

Will Alcoholic Beverages be served? Yes No

Total Number Expected: _____ ***Specific Area(s) Requested:*** _____

The application for event security should be completed when the Facility Rental Application is completed. **Upon such application for security, the Dinwiddie County Parks and Recreation Staff will make arrangements to obtain security from the Dinwiddie County Sheriff's Department, at the applicant's expense.** Such application should be submitted in sufficient time so that verification of a Deputy's assignment to the event is submitted to the Recreation Department by the Sheriff's Department at least fourteen (14) calendar days prior to the event.

One uniformed Deputy currently employed by the Dinwiddie County Sheriff's Department will be provided for the event. The applicant is not permitted to provide his or her own security or hire personnel from any other security organization, agency, firm, or police department. The applicant must notify the Recreation Office Staff of cancellation of the event at least thirty (30) days before the event date. This must be done in writing, by mail or in person at Eastside Community Enhancement Center. Failure to notify Eastside Community Enhancement Center of event cancellation where security services have been assigned without the required thirty (30) days notice will be billed for two (2) hours of service. The Dinwiddie County Sheriff's Deputy Fee is \$35.00 per hour for a minimum of four (4) hours of service.

Signature of Applicant: _____

Office Use Only Date Application Received: _____
Total Security Fees Assessed: \$ _____ Security Fee due: _____

Din. Co. Sheriff's Deputy Assigned to Event: _____ (Please fax form to Parks & Recreation Staff)

Application is **Approved** **Denied**

Signature of Director: _____



Dinwiddie County
Department of Recreation and Parks
POLICY GOVERNING USE OF EASTSIDE COMMUNITY ENHANCEMENT CENTER

EASTSIDE COMMUNITY ENHANCEMENT CENTER
7301B BOYDTON PLANK ROAD, PETERSBURG, VA 23803
(804) 732-1100 Fax: (804) 732-9921

1. The application to use Eastside Community Enhancement Center must be submitted to the Director and or the Assistant Director. Dinwiddie County residents may reserve the facility up to one (1) year before the desired date. Non-County residents may reserve the facility up to six (6) months before the desired date. Any rentals for governmental use, other than activities sponsored by the Dinwiddie County Department of Parks and Recreation, may be confirmed up to ninety (90) days before the desired date. Proof of County residency (driver's license or voter registration card) must be provided with the application for use. Completed applications and room deposits may be submitted during regular office hours, Monday through Thursday 11:00 a.m. - 8:00 p.m.
 - a. If two or more County residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted the use of the facility for that date. The drawing will be conducted by the Director, Assistant Director or staff on duty, and will be held in the presence of the participating residents. The standard state issued driver's license will be used as the lottery drawing card. To participate in the lottery all participants must arrive at the center by 11:00 a.m. The lottery will begin promptly at 11:00 a.m.
 - b. If one or more County residents and one or more non-County residents arrive at the same time and wish to reserve the same date, the County residents will have priority over the non-County residents.
 - c. If two or more non-County residents arrive at the same time and wish to reserve the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. The drawing will be held by the Director, Assistant Director or staff on duty, and will be held in the presence of the non-County residents.
 - d. All reservations decided according to these procedures are final.
2. A damage deposit of \$100.00 made payable to Dinwiddie County must be submitted with the completed application. If the application for use is denied, the deposit will be refunded within thirty (30) calendar days. After use of the facility on the specified date, **the deposit will be refunded except in the following instances:**
 - a. Any damage is done to the building or Eastside Community Enhancement Center property.
 - b. Failure to meet the following requirements for clean-up:
 - (1) All materials brought into Eastside Community Enhancement Center, including food and beverages, must be removed immediately following the event.
 - (2) All trash must be removed and placed in the proper trash receptacles outside the building.
 - (3) All cigarette butts and ashes must be deposited into the facility's outdoor ash tray receptacles when smoking on the outside grounds of the facility. **SMOKING IS PROHIBITED INSIDE THE**

FACILITY.

- (4) Eastside Community Enhancement Center materials, equipment and all audiovisual equipment must be left in the same condition as before use.
 - (5) All decorations must be removed and disposed of properly.
 - (6) No rice or similar material may be thrown inside or outside Eastside Community Enhancement Center; birdseed may be thrown outside.
- c. Failure to notify Recreation Center Staff of cancellation at least thirty (30) days before the event date. This must be done in writing, by mail or in person at Eastside Community Enhancement Center.
 - d. Failure to vacate the building at the designated time. Evening events must conclude at least thirty (30) minutes before closing time to allow for proper clean up. A maximum of one (1) hour after the event will be provided for completion of clean up duties and removal of materials.
3. Failure to notify Recreation Center Staff of event cancellation where security services have been assigned, without thirty (30) days notice will be billed for two (2) hours of service.
 4. All fees for use are due upon approval of application and by fourteen (14) calendar days before an event.
 5. Order of priority for use of Eastside Community Enhancement Center:
 - a. Groups and/or programs under the direction or sponsorship of Dinwiddie County Parks and Recreation.
 - b. Departments or agencies (to include those who receive County funds) of Dinwiddie County government as approved by the County Administrator.
 - c. Dinwiddie County School Board.
 - d. Non-profit charitable, educational, civic, fraternal, or social organizations offering programs to the residents of Dinwiddie County.
 - e. Corporations, businesses, and residents of Dinwiddie County offering programs to the residents of Dinwiddie County.
 - f. Residents and nonresidents for personal non-fundraising functions.
 6. Individuals wishing to tour the facility or to arrange for an event must make an appointment with the Assistant Director, Facilities Supervisor or staff on duty so as not to interfere with events in progress.
 7. All parties using Eastside Community Enhancement Center are responsible for any damages to Eastside Community Enhancement Center and its property. If this damage exceeds the \$100.00 deposit fee, charges will be made to the user to cover such damages.
 8. Any applicant wishing to use a private caterer for any event must submit the caterer's name with the application. The caterer must follow all state and local regulations governing the serving of food and beverages.

9. No materials or equipment, including signs or posters, shall be attached to Eastside Community Enhancement Center or its property. No flammable liquids or materials may be used without prior inspection and approval as to compliance with the fire code by the Department of Fire. No open flames are allowed; lighted candles must be covered with globes.
10. The number of people in Eastside Community Enhancement Center shall not exceed established capacities.
11. No money or admission shall be collected on the premises any time by a non-governmental user of Eastside Community Enhancement Center.
12. The sale of food or drink, including alcoholic beverages, in Eastside Community Enhancement Center is prohibited.
13. The Dinwiddie County Department of Parks and Recreation shall assume no responsibility for any property placed in or on our premises.
14. All applications for use of Eastside Community Enhancement Center must be signed by an individual at least 21 years of age. Permission for groups or organizations composed of persons ages 12 to 21 shall be granted only to individuals at least 21 years of age or older who accept responsibility for supervising them. In instances where events are held with participants ages 12 to 21, the following procedures must be followed:
 - a. There must be two chaperones 21 years of age or older for every twenty-five (25) participants and the chaperones must be present at all times.
 - b. A list of the names or a guest list, which includes each chaperone and participant attending the event, must be provided to the Recreation Staff fourteen (14) calendar days before the event.
 - c. A greeter's table to check-in participants must be visible near the main entrance of the center and facilitated by two chaperones at all times. Only those participants that are on the guest list will be permitted to enter Eastside Community Enhancement Center and attend the event.
 - d. All events/activities held at Eastside Community Enhancement Center for participants age 18 or under must be over by 8:00 p.m. in accordance with the Dinwiddie County Code Section 15-2(a), pertaining to curfew for minors. Minors must be off the streets by 11:00 pm.
 - e. All lights will remain on in Eastside Community Enhancement Center for maximum visibility during events held for participants ages 12 to 21.
 - f. The applicant must hire adequate security according to the provisions of the Application for Event Security for all events for participants ages 12 to 21. The Deputy will be in full uniform and at the event solely for the purpose of monitoring the entire event.
15. Any furniture/set ups to be arranged will be completed by the Parks and Recreation staff. Applicants must provide diagrams showing placement of tables and chairs to the Recreation Staff at least fourteen (14) days before the event. A \$50.00 set up fee is to be paid in addition to the rental fee.
16. If unforeseen circumstances, such as inclement weather or electrical outages, cause Eastside Community Enhancement Center to be closed, the Department of Parks and Recreation reserves the right to cancel any scheduled non-governmental use of the building and the applicant will be notified.

- a. When Dinwiddie County Administration is closed Eastside Community Enhancement Center is closed and all functions are cancelled.
 - b. If Dinwiddie County Schools are closed due to inclement weather conditions the Department of Recreation and Parks reserves the right to cancel any scheduled rentals, classes and/ or practices.
 - c. Please call the Dinwiddie County Department of Parks and Recreation at 732-1100 if you have any questions or concerns.
17. Anyone wishing to serve alcoholic beverages must obtain a one-day banquet license from the Virginia Department of Alcoholic Beverage Control. They must also read and follow the regulations for the use of alcoholic beverages at Eastside Community Enhancement Center listed below.
- a. The Application to Use Alcoholic Beverages and an additional alcohol damage deposit of \$100.00 must be submitted upon completion of your facility rental application. The deposit will be refunded by a Dinwiddie County check to the user within thirty (30) calendar days, except in the following instances:
 - (1) Any damage is done to the building or Eastside Community Enhancement Center property.
 - (2) Clean up is not according to the provisions contained in Item 2, section b above.
 - b. The applicant, by signing the Application to Use Alcoholic Beverages at Eastside Community Enhancement Center, agrees to follow all regulations outlined in the Policy Governing Use of Eastside Community Enhancement Center and the instructions to operate under a banquet license from the Virginia Alcoholic Beverage Control Board.
 - c. The applicant must obtain a banquet license from the Virginia Department of Alcoholic Beverage Control, unless the caterer of the event holds a valid Alcoholic Beverage Control Caterer's License. The applicant must present the banquet license or a copy of the Caterer's License to the Recreation Center Staff at least fourteen (14) days before the event.
 - d. The ABC License shall be posted by the Recreation Center Staff before the start of the event. No alcohol may be consumed in any other area except the designated area of the event. No alcohol can be stored at Eastside Enhancement Community Center before the day of the event. All alcohol must be removed from Eastside Enhancement Community Center immediately following the event.
 - e. The Department of Parks and Recreation reserves the right to remove any persons from Eastside Community Enhancement Center who do not follow the instructions for operating under a banquet license of the Virginia Department of Alcoholic Beverage Control.
 - f. The applicant must submit an Application for Event Security to obtain adequate security from a currently employed Deputy of the Dinwiddie County Sheriff's Department in accordance with the provisions of the Application for Event Security. This application must be submitted upon completion of your facility rental application, and in sufficient time so that verification of a Deputy's assignment to the event is submitted to the Recreation Department by the Sheriff's Department at least fourteen (14) calendar days prior to the event. The Dinwiddie County Sheriff's Deputy Fee is \$35.00 per hour for a minimum of four (4) hours of service.
18. Eastside Community Enhancement Center is provided in an "as is" condition. The Dinwiddie County Department of Parks and Recreation makes no warranty of guarantee as to the condition of the facility or the condition of the availability of the equipment provided. We would like to inform

applicants/participants of Eastside Community Enhancement Center that the County of Dinwiddie may have governmental immunity to claims arising from the use of this facility.

19. Non-Government applicants are prohibited from charging fees for participation in any event/program at the Eastside Community Enhancement Center or on its premises. Donations requested or accepted will be deemed a fee for the purpose of this prohibition. Fees or ticket sales collected offsite must be dedicated to benefit the residents of Dinwiddie County and be recognized by the said beneficiary. Fundraising for political purposes are prohibited. Anyone found collecting money will automatically lose their deposit and will be charged for use of the facility.
20. Applicants are responsible for setting and cleaning up within the requested hours.
21. Other programs/events may occur in the center at the same time as your event.
22. The Dinwiddie County Parks and Recreation Department reserves the right to refuse or deny the use of Eastside Community Enhancement Center to any activity or event that is derogatory in nature or not of a family oriented subject matter. All activities and events are subject to review and approval or denial by the Director and/or the Assistant Director.
23. All non-governmental users of Eastside Community Enhancement Center must pay the established fee in full. The fee schedule for use of Eastside Community Enhancement Center shall be as follows:

Room	4 Hour Minimum Resident/Non-resident	Each Additional Hour Resident/Non-resident
Sutherland Ballroom	\$200/\$1000	\$75/\$250
Kitchen	\$30/\$50	\$10/\$20
Room	1 Hour Minimum Resident/Non-resident (Rate charged per hour)	
Dinwiddie Conference Room	\$20/\$100	
Carson Room	\$15/\$75	
Church Road Room	\$15/\$75	
Ford Room	\$15/\$75	

Damage Security Deposit:\$100.00
 Alcoholic Beverage Security Deposit:\$100.00
 Set-Up Fee:.....\$50.00
 Dinwiddie County Sheriff's Deputy Fee.....\$35.00 per hour (a minimum of four (4) hours of service)

24. Hours of Operation:

Monday-Thursday	11:00 a.m. – 8:00 p.m.
Friday	CLOSED
Saturday	CLOSED
Sunday	CLOSED

Eastside Community Enhancement Center will be closed on designated County holidays and the last two weeks of December through January 1st for annual cleaning.



**Dinwiddie County
Department of Parks and Recreation
RESERVATION GUIDE**

**EASTSIDE COMMUNITY ENHANCEMENT CENTER
7301B BOYDTON PLANK ROAD, PETERSBURG, VA 23803
(804) 732-1100 Fax: (804) 732-9921**

Applications to use Eastside Community Enhancement Center are accepted on a first-come/first-served basis no more than a year in advance and **no less than thirty (30) days before the event.**

A room damage deposit of \$100.00 must be submitted with the application for use.

Anyone wishing to serve alcoholic beverages must obtain a one-day banquet license from the Virginia Department of Alcoholic Beverage Control. In addition, a \$100.00 alcohol damage deposit must be submitted with a completed Application to Use Alcoholic Beverages. A Dinwiddie County Sheriff's Deputy must be hired.

All rental fees and set up requests are due fourteen (14) days before the event. No changes in setup may be made the day of the event. On the day of the event three (3) hours are given prior to the event to each applicant for preparation and one (1) hour is given immediately after the event for clean up when renting the multi-purpose room or kitchen. The applicant will need to purchase additional hours when renting the conference room or any classroom if they would like to have set up time and or clean up time. Any changes to the initial requests made must be done by the applicant in person or by letter of request no later than fourteen (14) days before the event. All changes must be approved by the Recreation Staff.

The possession, consumption and/or distribution of controlled substances are strictly prohibited on the premises. Smoking is not allowed inside the building. Applicants are required to inform their invitees and guests of this prohibition and to dispose of their tobacco products and refuse properly.

The Director or Assistant Director must authorize all requests for facility use before they can be confirmed.

Room capacities are as follows:

Room	Dimensions	Standing	Seated	With tables
Sutherland Ballroom	57' x 38'	120	120	120
Dinwiddie Conference Room	38' x 24'	22	22	22
Kitchen	38' x 27'	20	N/A	N/A
Carson Room	28' x 26'	30	30	30
Church Road Room	28' x 26'	30	30	30
Ford Room	28' x 26'	30	30	30

No events with more than fifty (50) participants can be scheduled Monday-Thursday evenings during class sessions.

The Department of Parks and Recreation exists to enhance the quality of life and to foster a sense of well being and community for the citizens of Dinwiddie County. This is accomplished through the proper management of resources and by facilitating leisure services and recreational opportunities in safe and well-maintained environments.



Dinwiddie County
Department of Parks and Recreation
FINANCIAL CONTROL SHEET FOR RENTAL

EASTSIDE COMMUNITY ENHANCEMENT CENTER
7301B BOYDTON PLANK ROAD, PETERSBURG, VA 23803
(804) 732-1100 Fax: (804) 732-9921

APPLICANT NAME: _____ **Customer#:** _____
ADDRESS: _____
EVENT DATE: _____

ROOM DEPOSIT

DATE PAID: _____ **Transaction #:** _____
AMOUNT: _____
RECEIPT #: _____
CHECK #: _____ (Write cash if paid in cash)

ABC DEPOSIT

DATE PAID: _____ **Transaction #:** _____
AMOUNT: _____
RECEIPT #: _____
CHECK #: _____ (Write cash if paid in cash)

RENTAL PAYMENT & SET-UP FEE

DATE PAID: _____
AMOUNT: _____
RECEIPT #: _____
CHECK #: _____ (Write cash if paid in cash)

SECURITY PAYMENT

DATE PAID: _____
AMOUNT: _____
RECEIPT #: _____
CHECK #: _____ (Write cash if paid in cash)

ABC LICENSE

DATE SUBMITTED: _____

ROOM DIAGRAM

DATE SUBMITTED: _____

ROOM SET-UP REQUEST

DATE SUBMITTED: _____

DINWIDDE COUNTY SHERIFF'S DEPUTY VERIFICATION: DATE SUBMITTED: _____
NAME OF OFFICER: _____

REFUNDS

DATE PAID: _____
AMOUNT: _____
FINANCE DEPOSIT CHECK #: _____
AMOUNT RETAINED (See event clean-up check list): _____

NOTES: _____



**Dinwiddie County
Department of Parks and Recreation
CLEAN-UP CHECK LIST**

**EASTSIDE COMMUNITY ENHANCEMENT CENTER
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Below is a check off list for clean up procedures after an event. Please check if the cleaning has been done. If it has not been done, please make a note of the problem below the list.

Name: _____ Date: _____

Event: _____ ABC License: Yes No

- Yes No Trash Disposal: (Placed in dumpster outside)
- Yes No Mop Floor (Mop any spills if needed)
- Yes No Birdseed (Thrown outside only)
- Yes No Kitchen - Clean Sink/Counter Tops/ Clean Ovens and Equipment/ Clean Refrigerators
- Yes No Party Rentals and Personal Property Removed
- Yes No Clean Floors Of Trash And Food/ Carpet Vacuumed
- Yes No Bathrooms Properly Cleaned And Sanitized
- Yes No Return All Borrowed Items: (Please list items borrowed on the back of this form.)
- Yes No Vacate Premises On Time

Notes: _____

Staff Signature: _____

ROOM (S) RENTED:

- Sutherland Ballroom Dinwiddie Conference Room Kitchen
- Carson Room Church Road Room Ford Room

Set-Up Time: _____ Event Time: _____ Clean Up Time: _____



**Dinwiddie County
Department of Recreation and Parks
Room Set-Up Request**

**EASTSIDE COMMUNITY ENHANCEMENT CENTER
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Please complete and return to the Director, Assistant Director or staff on duty at least fourteen (14) days before use. Items available for room set-ups include:

EQUIPMENT	Number Available	Number Needed
*Chairs	120	
*Round Tables (66 inch round) = (5 ½ ft. round)	12	
*Rectangular Tables (6' x 3')	10	
Television/VCR on Cart	1	
Extension Cord	1	
Easel	1	
*Room size determines number of table and chairs		

KITCHEN APPLIANCES	Number Available	Number Needed
Ice Machine	1	
Microwave	1	
Ovens	2	
Refrigerators	2	
Dishwasher	1	
Can Opener	1	

Do not adhere any signs, posters, etc. to walls.

Signature of Applicant

Date of Request

Staff Signature

Date Received