

Powhatan Community Services Assn (PCSA)

c/o Berkeley Realty Property Management

150 Strawberry Plains Road, Suite A-1

Williamsburg, VA 23188

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Request to Use PCSA Multi-Use Building Meeting/Activity Room*

Type of Function _____ Date _____ Time _____

Sponsor's Name _____ Phone _____

Address _____

Total Number Attending _____

As a sponsor**, I acknowledge the following:

- The room will be left in a clean and orderly condition. Trash generated will be removed by the User. If needed, carpet will be vacuumed.
- Decorations are **not to be taped to the wall** (taping to woodwork is acceptable providing tape and decorations are removed after the event)
- Upon departure, all lights will be turned ***off*** and thermostat re-set as follows:
 - heating season: **55 degrees**
 - cooling season: **TURN SYSTEM TO OFF**
- Both the upstairs and outside doors will be secured upon departure and key *returned to PCSA representative*
- NO SMOKING is permitted
- NO ALCOHOLIC BEVERAGES are permitted
- In event of emergency need, a window ladder [over-the-sill type] is stored in the small office/storage room
- Agree to hold **PCSA HARMLESS** in the event of any injury to participants while on **PCSA** property

***[I have left a \$25 damage deposit (check made payable to PCSA).
Deposit will be returned upon verification by BerkeleyRealty Property
Management representative that no damage has occurred. I agree
to pay for property damage that is caused by my group.]***

(signature of sponsor)

(date)

(PRINT sponsor's name)

(sponsor's address in Powhatan Secondary)

* located on second floor of **PCSA** Multi-Use Building

** must be a **PCSA** Member

ASSUMPTION OF RISK AND RELEASE POLICY

By your, your family, and any of your guests' participation at the *Powhatan Community Services Association (PCSA)* Recreation Site and *Multi-Use Building Meeting Room*, you (all) agree to the assumption of risk and release conditions noted below.

In agreeing to use the facilities noted above as a member of *PCSA* or as a visitor, you affirm for yourself, your family, and guests [or other participants], you (all) do hold harmless from any and all liability, actions, causes of actions, claims and demand of every kind and nature whatsoever of which you (all) now have or which may arise out of or in consideration with participation in activities or use of *PCSA's* Recreation Site and Multi-Use Building Meeting Room against *PCSA*. The terms hereof shall serve as a release and assumption of risk for your (all) heirs, executors, and administrators for all members of your family and your guests' family, including any minors. I further affirm that I have general liability insurance coverage.

Sponsor's Signature _____ Date _____

(January 2005)