Sunrise Park Neighborhood Center Rental Overview

Who may reserve the Neighborhood Center?
The Sunrise Park Neighborhood Center may be reserved for social and recreational use by members of the Sunrise Park Homeowners Association, Sunrise Renters, or Habitat partner organizations for meetings and private gatherings.

Rental Fees
Payment of **$10/hour** must be submitted as soon as a rental application has been approved. The reservation will only be added to the calendar after the payment has been received.

Rental Guidelines

- The center can be reserved 8 AM-10 PM: Monday - Sunday
- All events will be booked on a first come, first served basis.
- Renter agrees to sign and comply with all *Sunrise Neighborhood Center General Rules* provided with the reservation confirmation.
- You must be at least 18 years old to reserve the center and must be present at the center for the entire event
- Private parties or events are not permitted without the consent of Habitat for Humanity of Greater Charlottesville. Otherwise, other community members can enter the Center freely.
- Adult chaperones are required to be on the premises at all times in the event of a meeting or party for children under the age of 18; one adult is required to be on the premises for every 10 children under the age of 18.
- Those who rent out the Center for private events must adhere to the times for which the space has been reserved.
- It is the responsibility of the individual renting the space to post signage on the Center doors, if desired, to notify the Neighborhood of the private event. The reservation will also be visible on the public Google Calendar showing the renters reserved time and initials.
- No decorations are allowed to be used that will cause damage to the walls, windows, ceilings, or furnishings of the Neighborhood Center.
- After 8PM, please limit noise in consideration of those living in close proximity to the Center.
- The occupancy limit for the Center is 88 individuals (fire and safety standard)

Cleaning
The individual renting the space is responsible for ensuring all cleaning activities listed below take place after the event. Vacuum and mops can be found in the storage closet next to the bathroom.

• Remove all decorations • Empty all trash cans and replace trash bags • Place trash in bins located around the side of the condo building • Clear patio of any event materials and trash • Floors must be thoroughly cleaned (vacuumed and mopped) • Counters and all table surfaces must be wiped clean. • Bathroom: wipe down sink, throw out trash	• Move any furniture to its original location • Turn off all lights • Put down all the window shades • All Neighborhood Center doors must be closed and properly secured before leaving the premises • Return the loaned key fob to the Habitat Office no later than 5PM the day following the event. (if applicable)