



COUNTY OF DARE

P.O. Box 1000, Manteo, North Carolina 27954

Virginia S. Tillett Community Center (VTCC) Facility Request Form

Agency/Group Name _____

Event Title _____ Contact Person _____

Home Ph # _____ Work/Cell Ph # _____

Mailing Address _____ City/State/Zip _____

Email Address or Fax # _____

Purpose for Use _____ Open to public ___ yes ___ no

Check Area/Facility/Room(s) Requesting

- | | | |
|--|--|---|
| <input type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Dining Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Classroom 1 | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Lounge Media |
| <input type="checkbox"/> Fitness Room | <input type="checkbox"/> Activity Room | <input type="checkbox"/> Arts & Crafts Room |

NOTE: FINAL ROOM ASSIGNMENT WILL BE MADE BY THE CENTER STAFF

Date(s) requested _____

Event Starting Time _____ am/pm Ending Time _____ am/pm

NOTE: STARTING AND ENDING TIME SHOULD INCLUDE SETUP AND BREAKDOWN OF ROOM INCLUSIVE OF ROOM SCHEDULING FOR THAT DAY(S). GROUP RESPONSIBLE FOR LEAVING ROOM THE WAY IT WAS FOUND.

Will food be served? ___ yes ___ no Will beverages be served? ___ yes ___ no

Group responsible to bring own paper products (plates, cups, napkins, plastic ware,) MUST take trash to dumpster at end of program/event.

____ #of tables ____ #of chairs Anticipated attendance _____

The VTCC does not have AV equipment, microphone, screen or podium. If these items are needed the group is responsible for bringing them.

Fee (if applicable) – 50% Deposit fee due when reserving room, balance is due 2 weeks prior to event.

\$45/hour for 1-100 person event

\$50/hour for 101-500 person event

\$55/hour for 501-1000 person event

\$60/hour for 1000+ person event

By signing below I agree to adhere to the above requirements and to inform the other group/agency members of such. I will inform VTCC staff of any changes at least 72 hours in advance of event. I agree to hold harmless from and indemnify Dare County against all claims, losses, suits, actions, costs, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property or business and/or any death, injury or disability to or of any person arising out of or suffered, directly or indirectly, by reason of or in connection with any action, error or omission of the participant whether by negligence or otherwise in the use of this facility. By signing below I agree that I have read, understand and will abide by the Virginia S. Tillett Community Center Code of Conduct.

Signature of Agency Representative _____ Date _____

VTCC Staff Signature _____ Date _____

Office use only:

Request _____ approved _____ denied

Staff Person Required _____ yes _____ no

Written Approval Sent _____ yes _____ no

Event in My Senior Center _____ yes _____ no

Event in Facility Book _____ yes _____ no

After Hours Supervisor _____