

**Powhatan Community Services Association (PCSA)**

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(PCSA) c/o Associa Community Group

5388 Discovery Park Blvd Ste. 130-A

Williamsburg, VA 23188

757-345-6400 / lrich@communitygroup.com

**Application for use of The Louise Pearson Clubhouse at Powhatan Secondary**

Completed Application and Reservation Fee MUST be Mailed or Hand-Delivered (to address noted above.) A Reservation is not considered VALID until application and fees are received. For your peace of mind, it is recommended you confirm that any mailed material was actually received. Where a rental fee is collected for a Private Party clubhouse reservation, unless the reserving individual formally cancels 72 hours or more IN ADVANCE of the reservation time, the rental fee will not be returned. Rental check and Deposit check MUST be on two separate checks – payable to PCSA.

Type of Function: \_\_\_\_\_ Date \_\_\_\_\_

Hours of Rental: from \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_ (Sponsor must be in attendance.) Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Total number of persons attending \_\_\_\_\_

If the function requires supervision of minors by responsible persons, please list chaperons other than

sponsor: Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Note: NO decorations MAY BE ATTACHED TO THE WALLS

Fees Paid: Rental \_\_\_\_\_ Security Deposit \_\_\_\_\_ (separate check required -- must be paid at the same time that the application and rental fee are submitted and will be refunded in accordance with terms of clean-up check list).

I have read and understand the PCSA's Community Center Committee's Rules and Regulations for The Louise Pearson Clubhouse at Powhatan Secondary and agree to abide by them, including the "Assumption of Risk and Release Policy" provided below this form, as well as Para III G relating to the consumption of alcoholic beverages.

\_\_\_\_\_ Date \_\_\_\_\_

(Sponsor's Signature)

Security/clean-up deposit returned: (date) \_\_\_\_\_ (amount) \_\_\_\_\_

Associa Community Group Representative's Signature \_\_\_\_\_