

# Pleasant Valley Community Center Rental Request Form

Send Rental Form to: 2300 Arkansas Valley Drive, Little Rock, AR 72212

Or [Pleasantvalleyppa@yahoo.com](mailto:Pleasantvalleyppa@yahoo.com)

**Reservation Confirmation: A reservation for the facility will be considered confirmed when the invoice showing the deposit paid and balance due is received from the Community Manager.**

<b>Resident and Billing Information</b>	
Resident Name	
E-mail	
Phone	
Cell	
Address	
Deposit Amount Date	
Balance Due Due Date	
<b>Event Information</b>	
Event Date	
Start Time (include set-up)	
End Time (include clean-up)	
Event Description	
Number of Guests	
<b>Confirmation Information</b>	
<b>I have read and agree to the Rental Policies provided by the association.</b>	
Resident signature	

Rental Rate is \$125 for the first hour and \$25 for each additional hour. Time should include set-up and tear down. \$300 Maximum rate for 8am – midnight.

Wifi Network: Pleasant Valley  
 Password: valley2300  
 Text 501-225-0481 for problems during rental



## PLEASANT VALLEY PROPERTY OWNERS ASSOCIATION

**Renter signatures:** \_\_\_\_\_

### **Entry and Exit:**

From the center French doors of the facility, look toward the pool. At the bottom of the stairs the lockbox hangs on the gate. Open the front keypad cover by pulling down. Enter the code on the push buttons, then press the panel above the numbers for it to spring open. **When leaving, place the key back in the lockbox.** Please close the keypad cover. A code will be emailed to the renter.

### **Responsibilities of Renter:**

- Renter is responsible for cleanup of the facility to pre-event condition.
- Renter must empty all trash, litter, or decorations, and remove equipment brought to the premises within the contract lease period.
- Clean the facility – wipe counter tops of debris and stains, sweep/vacuum floors, load and turn on the dishwasher, dispose of all trash into the available city trash receptacles outside on the back porch. Cleaning supplies, vacuum, brooms, are under the sink and in the supply closet.
- Wipe surfaces of other furniture or clean areas (inside and outside) that become soiled
- A fee of \$75 will be assessed for not cleaning up the facility

### **Furniture:**

- All furniture should be lifted and not dragged with the exception of the rolling chairs
- Do not move the conference table.
- Do not move the buffet chests against the walls or remove any artwork from the walls.
- Do not move the Christmas tree if it is during the Holiday season.
- Return all furniture to the same location.
- Return all tables and chairs to the storage closet. Stack tables to the right of the silver cabinet, chairs to the right of the silver cabinet. **DO NOT STACK** in front of the silver cabinet.

### **Policies**

- No smoking is permitted inside the pool, community center or on the premises.
- No red-based beverages may be served inside the Community Center.
- Grills must be in the parking lot. No grills ever on front porch or under eaves of any building.
- Renters must be over the age of 25 and residents of Pleasant Valley to rent the facilities. There must be a responsible adult age 25 or older in charge of the event and present during the entire rental period.
- No Animals are allowed inside the Community Center except service animals.
- Pleasant Valley Property Owners Association, employees, or directors are not responsible for lost, damaged, or stolen personal items during your rental time and are not liable for injury or damages to renters or guests.
- Renter assumes financial responsibility for damages to the Community Center.
- Renter is responsible for locking the doors to the Community Center and replacing the key.
- The Little Rock Fire Department Marshall set the building capacity at 75 people.