



**APPLICATION FOR SHORT TERM USE OF NNRHA PROPERTY**  
**(Please give at least three (3) weeks notice)**

Date and time property is needed: \_\_\_\_\_ to \_\_\_\_\_  
(Include set-up and breakdown)

Location of Property \_\_\_\_\_

Name of Group \_\_\_\_\_

Group Representative: \_\_\_\_\_ Title \_\_\_\_\_

Describe the event and how it benefits NNRHA residents:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers: Office \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

If granted permission to utilize NNRHA property you will be required to agree to the following:

No advertising of the event is allowed prior to approval.

Attendees can't be charged any fees.

A Health Department permit approval for food preparation must be submitted (if applicable).

You shall indemnify and hold harmless Newport News Redevelopment & Housing Authority, its officials, employees and volunteers, from and against all claims, damages losses and expenses, including but not limited to attorney's fees arising out of or resulting from the use of the building/premises, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury or destruction of property caused by the tortuous act or negligent act or omission of its employees, agents, volunteers or subcontractors.

You will be financially responsible for any and all damages to the building/contents/premises that results from your use of the facility, including property damage, structural damage, and personal injury by employees, agents, volunteers, guests or subcontractors which occur in the course of use of NNRHA property.

Our buildings are SMOKE FREE. Smoking within the building is strictly prohibited.

No alcohol is allowed.

No religious events are allowed.

The space must be cleaned and returned to its original condition upon conclusion of event. Empty food and beverage containers, paper products, decorations and other trash must be thrown away.

Hallways and entrances must be left clear of obstructions and should be accessible at all times.

Abusive, profane, threatening or indecent language, attire and behavior are prohibited.

It is Newport News Redevelopment & Housing Authority's position that you will ensure that every measure is exercised to protect children while utilizing our facilities. This includes providing proper supervision and support to protect children while they attend your event.

The undersigned has carefully read, understand and agree to these conditions, and further agrees that no oral representations, statements or inducements have been made.

NNRHA reserves the right to approve or disapprove any event.

**Furnish a Certificate of Insurance five days prior to the event with the following requirements:**

**General Liability:**

- \$1,000,000 - Each Occurrence
- \$ 100,000 - Fire Damage
- \$ 10,000 - Medical Expenses
- \$1,000,000 - Personal and Advertising Injury
- \$2,000,000 - General Aggregate
- \$2,000,000 - Products/ Completed Operations Aggregate

**Automobile Liability:**

- \$ 500,000 - Combined Single Limit

**Workers Compensation & Employers Liability Insurance:**

Statutory Limits for Workers Compensation

\$1,000,000 - each accident

\$1,000,000 - each occurrence by disease

\$1,000,000 – by disease – policy limit

**Excess Liability:**

\$1,000,000 - each occurrence

NNRHA must be named as additionally insured on the liability policies, except Worker’s Compensation in connection with the event. List event beginning and ending times to include setup and breakdown. The insurance for the additional insured shall be as broad as and at the same limits as that of the insured. Insurance shall be primary and any insurance maintained by the additionally insured shall be excess and non-contributory until all the limits of insurance have been exhausted through the payment of claims. All rights of subrogation are waived for the policies listed. The policies shall provide for 30 days advance written notice by certified mail of cancellation, termination or alteration of any policy. Proof of insurance must be submitted prior to the event. The receipt of or failure to object to any insurance certificate does not release or diminish the liability or obligations or constitute a waiver of any of the insurance requirements.

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Permission is: Granted \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Printed Name of NNRHA Representative

\_\_\_\_\_  
Signature of NNRHA Representative

\_\_\_\_\_  
Date