



Fredericksburg
Parks, Recreation & Events

**Dorothy Hart Community Center
408 Canal Street
Fredericksburg, VA 22401
540-372-1086**

Office Hours

Monday – Friday: 9:00 am – 5:00 pm
Saturday: 9:00 am – 12:00 pm
Sunday: Closed

**** Please sign up for Fredericksburg Alerts at www.Fredericksburgalert.com. This is how you will be notified of any closures or delays at Dorothy Hart Community Center.****

**Dorothy Hart Community Center
Rental Rates**
(All fees are by the hour or any portion of an hour)

	Deposit* (in addition to rental fee)	Regular Hours	After Hours Usage Fees (if staff is available) <u>Fees listed below are non-refundable.</u>
Auditorium & Kitchen 145 people maximum seated 175 people maximum standing	\$150	\$25/hour	\$50/hour (minimum 2 hours) PLUS \$75 Admin Fee
Events with alcohol in the Auditorium	\$300	\$25/hour PLUS \$100 Administrative Fee	\$50/hour (minimum 2 hours) PLUS \$200 Admin Fee
Room 1: maximum of 40 people** Room 2: maximum 30 people** Room 3: maximum 20 people** Kitchen (in addition, when used with room 1, 2 or 3 or alone)	\$50	\$15/hour per room	\$30/hour (minimum 2 hours) PLUS \$75 Admin Fee
Events with alcohol in Rooms 1, 2, 3	\$200	\$15/hour per room PLUS \$100 Admin Fee	\$40/hour (minimum 2 hours) PLUS \$200 Admin Fee

***Deposit fees are refundable within 30 days of event, barring no problems with rental.**

Admin fees are non- refundable.

**Room 1: 40 people seated

Room 1: 36 people with 6 tables **maximum** for all other set-ups

**Room 2: 30 people seated

Room 2: 30 people with 5 tables **maximum** for all other set-ups

**Room 3: 15 people seated

Room 3: 12 people with 3 tables **maximum** for all other set-ups

Auditorium: 125 people seated

Auditorium: 20 tables **maximum** for Banquet and Meeting set-ups

12 tables and 96 chairs maximum for Dance set-up

Department reserves the right to increase deposits and rental rates for users who have previously had deposits held. Groups that leave early will not receive a pro-rated refund on unused portion of rental time.

Normal Building Hours

Monday – Friday: 9:00 am - 5:00 pm

Saturday: 9:00 am – 12:00 pm

Sunday: closed

After Hours

Monday - Thursday: 5:00 pm - 11:00 pm

Friday: 5:00 pm - 12:00 am

Saturday: 12:00 pm - 12:00 am

Sunday: 9:00 am - 11:00 pm

Dorothy Hart Community Center Rental Contract

LESSEE RESPONSIBILITIES

- a) Rental deposit is due within 5 business days after approval and invoice. All other fees must be paid at least two weeks prior to rental date. **Failure to do so will result in loss of reservation and forfeiture of rental deposit.**
- b) An inspection will be performed before and after each event by staff and lessee.
- c) Rental fee includes: use of the specific areas rented during the allotted time, access and egress via the community center lobby, use of public restrooms, use of the department's tables, chairs, and audio-visual equipment (if available). Unless a separate rental fee is paid for its use, the lobby area is for access and egress only; it is not to be decorated nor used as a congregation site for attendees to the event sponsored by the lessee.
- d) Lessee of the auditorium may be required to be covered by a comprehensive liability policy in the amount of at least \$1,000,000 in effect the date(s) of facility use, a copy of which is to be submitted to the office 2 weeks prior to rental. This will not be required for business meetings or other passive activities.
- e) Insurance policies are necessary for any lessee that will be bringing in personal equipment. DJs are also required to have insurance for any event which takes place within the Dorothy Hart Community Center.
- f) Lessee is responsible for set-up of tables and chairs, which will be provided and available in the room reserved.
- g) Trash from the rented room(s) should be picked up, **bagged** and placed in trash cans outside on the gravel driveway.
- h) The floor should be void of all major spills and trash. Please see staff for appropriate mop to be used on Auditorium floor.
- i) Table tops should be clean and wiped down if appropriate. Tables should be in good working condition.
- j) Streamers and other decorations may be put up, **provided they are taped to the molding or window sills,** and are to be removed after the rental. **ABSOLUTELY NO thumbtacks or tape on the walls.** Thumbtacks are okay on the felt material in the auditorium. **NO hanging anything from the ceiling in any of the rooms.**
- k) Bathrooms should be left neat and orderly.
- l) Lessee shall be responsible for payment for damages to the property and the equipment of the City of Fredericksburg, exclusive of ordinary wear and tear.
- m) **No balloons allowed unless weighted down.**

GENERAL RENTAL POLICIES

- a) **There is NO smoking permitted in the community center, which includes fog machines.** There is **NO ALCOHOL** permitted in the building or on the grounds of the community center unless alcohol deposits, fees, permit and insurance has been paid and provided to the office.
- b) Only soft sole shoes are permitted on the auditorium floor; any damage to floor could result in forfeiture of rental deposit.
- c) Kitchen is to be used for re-heating only. **NO HEAVY COOKING OR FRYING.**
- d) There is to be **no confetti, glitter or rice** used in decorating, or thrown. Birdseed may be thrown outside only.
- e) **NO OPEN FLAMES:** no candles, tea lights, etc. The only flame allowed is sterno for keeping food warm.
- f) Children in attendance at an event sponsored by the lessee must be under the immediate and close supervision of an adult over the age of 18 at all times. Chaperones must be 1 for every 20 children under 18. Under no circumstances are children permitted to wander throughout or exit the building without an adult. **Parents of children who do not comply with this rule will be asked to leave the facility. No exceptions.**
- g) A list of chaperones (1 adult per 20 children under 18 years) must be given to the Parks and Recreation staff when the group arrives at the building. A representative of the rental party is to check in with the Parks and Recreation staff and check out with staff before leaving. The responsible party is expected to remain with the group the entire time of rental. Failure to check in and check out may result in forfeiture of deposit.
- h) Rental activities must not disrupt other activities at the community center. **All music/musical performances must end at or before 10:30pm.** Music must not be heard on the streets adjacent to the community center. Any complaints and the music must be lowered. **Three requests** to lower the music volume and will cause the event to be terminated and may result in loss of deposit and any rental fees for time unused.
- i) Ticket sales or admission fees may not be collected for events held at the Community Center, unless prior approval has been given by the Parks and Recreation Department.
- j) Any advertising for the event must be approved by the Parks and Recreation Department.
- k) Any disrespectful behavior toward Parks and Recreation staff by any member of the rental party or their guests will result in the forfeiture of the deposit and the possibility of refusal of future rentals.

Maximum occupancy rates for various community center spaces are as follow:

Auditorium: **125 seated/225 standing;**

Room 1: **40 maximum; Room 2: **30 maximum; Room 3: **15 maximum.******

(This does not include room for tables).

The community center is available on a first-come, first-served basis, around events and programs sponsored by the Parks and Recreation Department. Groups who want to use the facility on a weekly or even monthly basis may schedule rooms (if available) for a 2-month period only. The security deposit is due at the time of the initial reservation, and will be carried over if appropriate for the next date reserved. In any case, the total rental fee must be paid 2 weeks prior to the event. Fredericksburg Parks, Recreation and Events reserves the right to deny requests and to make last minute room assignments based on total program demand. After the two month rental, a continuation of the rental may be arranged on a month-to-month basis, if facility space and staff are available.

DEPOSIT

- a) Rental deposit is due within 5 days of approval and invoice. All other fees must be paid in full 2 weeks prior to rental date. Failure to do so will result in loss of reservation and forfeiture of rental deposit.
- b) Deposit will be refunded if renter leaves facility on time and facility is left clean, and complies with all rules in the rental policy.
- c) If deposit was paid by credit card, the deposit will be refunded the following week of the date of the rental. If the deposit was paid by check, the lessee will get a check back from the city, which will take 2-4 weeks to process after the date of the rental.

CANCELLATIONS/SCHEDULE CHANGES

- a) Any changes to your rental need to be completed no later than **two weeks prior** to the reservation date: i.e., rental time, attendance, number of tables, and number of chairs.
- b) If activities at the Community Center are cancelled due to inclement weather, building rentals may still occur. Please call 372-1086 ext. 0 during business hours to confirm the rental. Our business hours are Monday-Friday, 9:00 am to 5:00 pm, and Saturday from 9:00 am to 12:00 pm.
- c) If Fredericksburg Government Offices are closed because of inclement weather, then all activities and rentals are cancelled for the day or evening. If event is cancelled for this reason, then a full refund will be given.**
- d) Cancellations of facility rentals received at least **2 weeks** in advance of rental date will receive a full refund, minus a 15% cancellation fee.**
- e) Cancellations made less than **2 weeks** in advance will result in loss of rental deposit and administrative fee; the rental fee only will be refunded, minus an additional 15% cancellation fee. Special concerns regarding cancellation must be addressed at the time the initial reservation is made.
- f) Groups must arrive within the first hour of designated rental time, or reservation will be considered cancelled and no refunds will be given.

****Please sign up for Fredericksburg Alerts at www.Fredericksburgalert.com. This is how you will be notified of any closures or delays at Dorothy Hart Community Center.****

Failure to comply with any of the above rules shall result in lessee losing rental deposit and possible rental privileges.

Classroom Rental

Permit # _____

ROOM BEING RENTED Room 1 Room 2 Room 3

Date of Event _____ Day of Week _____

Event Title _____ Type of Event: _____

Time of event (including set-up and clean-up of your event): _____ - _____

ESTIMATED ATTENDANCE _____ NUMBER OF TABLES _____ CHAIRS _____

OCCUPANCY MAXIMUMS: (Seated numbers are the **maximums**, with chairs only)

Room 1: 40 people seated

Room 1: 36 people with 6 tables **maximum** for all other set ups

Room 2: 30 people seated

Room 2: 30 people with 5 tables **maximum** for all other set ups

Room 3: 15 people seated

Room 3: 12 people with 4 tables **maximum** for all other set ups

OPTIONS FOR CLASSROOMS: (Check one)

_____ Meeting (chairs only facing head table)

_____ Classroom style (tables with chairs behind them: maximum 6 tables in Rooms #1 or #2)

_____ Banquet style (tables with chairs on both sides in rows: maximum 6 tables in Rooms #1 or #2)

_____ Party Style (just chairs in a circle with side table)

_____ Island Style (tables in center with chairs around them: maximum 6 tables)

These are available to use at the center during rental for no additional charge. Renter is responsible for all damages to the equipment during use.

Equipment: Lectern/Microphone Podium Screen TV/DVD

Equipment that you will be bringing into the facility:

Chairs Tables Arches Other _____

**** Please be aware that it is the lessee's responsibility to set up tables and chairs, which will be provided in the room reserved. ****

Auditorium:

Date of Event _____ Day of Week _____

Event Title _____ Type of Event: _____

Time of event (including set-up and clean-up of your event) _____ - _____

Estimated Attendance: _____ Number of Tables: _____ Number of Chairs: _____

Is your event a: (check one) Meeting Banquet Party

Meeting	Banquet	Party
Tables and chairs facing presenter	Tables and chairs set up for dining; No open area for dancing	Tables and chairs set up for dining; Open area for dancing

Equipment: Lectern/Microphone Podium Screen TV/DVD

Equipment that you will be bringing into the facility:

Chairs Tables Arches Other _____

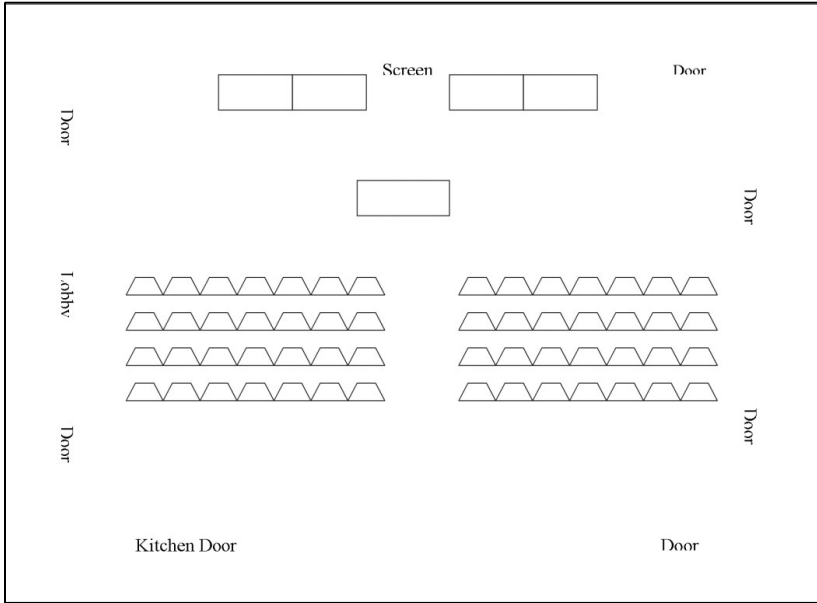
**** Please be aware that it is the lessee's responsibility to set up tables and chairs, which will be provided and left on carts in the room reserved. ****

Permit # _____

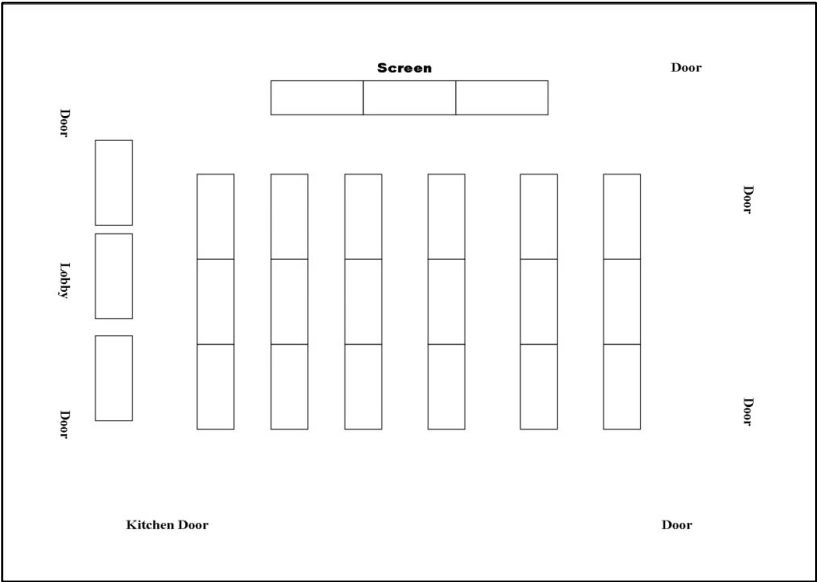
I have read and I understand the contract for renting a room in the Dorothy Hart Community Center.

Please initial the following statements:

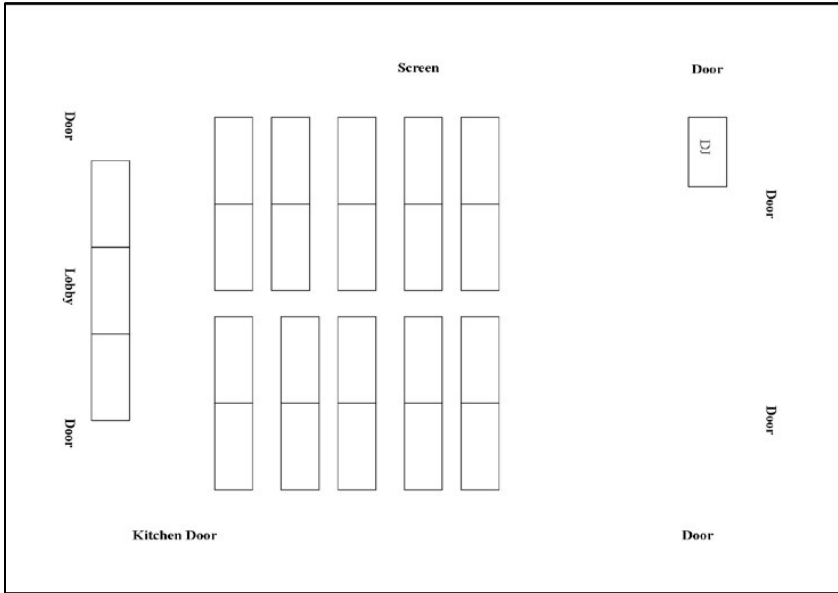
1. Full payment is due 2 weeks prior to the event date. _____ (*Initial here*)
2. Set-up of the classrooms will be given at least 2 weeks prior to the event. _____ (*Initial here*)
3. I understand that my rental time includes set-up and clean-up. _____ (*Initial here*)
4. I understand that I am responsible for cleaning the rented room. _____ (*Initial here*)
5. I understand that music has to be turned off by **10:30pm** and failure to do so may result in the loss of my deposit. _____ (*Initial here*)
6. I understand that the contact person for the rental must check in with staff at the beginning of the event. (This is done to help the staff person know who the person is that they need to address regarding the rental.) _____ (*Initial here*)
7. I understand all of the rental rules and policies and I understand that not following any of them can result in my deposit being forfeited and the possibility of my not being able to rent in the future. _____ (*Initial here*)
8. I am aware that closures and cancellations at the Dorothy Hart Community Center will be sent out via www.Fredericksburgalerts.com. _____ (*Initial here*)
9. I have no questions about the rental contract. _____ (*Initial here*)
10. I understand that any changes to the rental contract must be done in writing and turned into the Dorothy Hart Community Center 2 weeks prior to the event, either via email or in person. _____ (*Initial here*)



MEETING



BANQUET



Party