



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

Office Hours

Monday – Thursday: 9:00 am – 8:00 pm
Friday: 9:00am – 4:00pm
Saturday: Closed
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) Fees listed below are non-refundable. |
|---|--|--|--|
| Auditorium & Kitchen 145 people max seated 175 people max standing | \$ 150 | \$25/hour | \$50 /hour (min of 2 hours) PLUS \$75 Admin Fee |
| Events w/ Alcohol in Auditorium | \$ 300 | \$25/hour PLUS \$100 Admin fee | \$50/hour (min. 2 hour) PLUS \$200 Admin Fee |
| Room 1 – max 40 people *** Room 2 – max 30 people *** Room 3 – max 20 people *** Kitchen (when used with room 1,2 or 3 or alone) | \$ 50 | \$15/ hour per room | \$30/ hour (min. 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 (min. 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: 20 people seated | Room 3: 12 people with 3 tables maximum for all other set ups |
| Auditorium: 145 people seated | Auditorium: 20 tables maximum for Banquet and Meeting set ups 12 tables & 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. Rental rates are by the hour. There are no partial hour payments. Groups that leave early will not receive a pro-rated refund on unused portion of rental time.

Normal Building Hours

Monday–Thursday: 8:30am-8:30pm
Friday: 8:30 am-4:00 pm
Saturday & Sunday: Closed

After Hours

Monday- Thursday: 8:30pm- 11:00 pm
Friday: 4:30 pm- 12:00 am
Saturday: 9:00 am-12:00 am
Sunday: 9:00 am- 11:00 pm

Dorothy Hart Community Center Rental Contract

LESSEE RESPONSIBILITIES

- a) Rental deposit is due at time of reservation. 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, and 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) The number of tables and chairs requested on the rental form will be provided. The lessee is responsible for the set-up and take-down of tables and chairs. Facility will be returned to the original condition at the end of the event.
- e) 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 dates 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.
- f) 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.
- g) No janitorial services are provided. 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. If needed, staff will provide lessee with appropriate mop to be used on auditorium floor.
- i) Table tops should be clean and wiped down. Tables should be in good working condition, and put away. Chairs should be wiped down and put away. Counter tops in kitchen should be wiped down, all food from event removed and floor swept.
- 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 Walls**. Thumbtacks are ok 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. No trash on the floor, and all commodes flushed.
- 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.

GENERAL RENTAL POLICIES

- a) There is **NO SMOKING** permitted in the community center (**this 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. Only flame allowed is sterno for keeping food warm.
- f) We do not have or offer public Wi-Fi, audio/ visual equipment.
- g) 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.**
- h) A list of chaperones (1 adult per 20 children under 18 years) must be given to the Parks and Recreation staff when 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. 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.
- i) Rental activities must not disrupt other activities at the community center. **All music/musical performances must end at or before 10:30 p.m.** Music must not be heard on the streets adjacent to the community center. Any complaints and music must be lowered. **Three requests** to lower the music volume and the event will be terminated and may result in loss of deposit and any rental fees for time unused.
- j) 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.
- k) Any advertising for the event must be approved by the Parks and Recreation Department.
- l) Any disrespectful behavior toward Parks and Recreation admin by any member of 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, 145 seated/ 200 standing;

Room 1, 40 maximum; Room 2, 30 maximum; Room 3, 20 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 by month basis if facility space and admin are available.

DEPOSIT

- a) Rental deposit is due at time of reservation. 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 approximately 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, and number of tables and 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 to confirm the rental.
- 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 rental received at least 2 weeks in advance of rental date will receive a full refund.
- e) Cancellations made less than 2 **weeks** in advance will result in loss of rental deposit and admin fee, rental fee only will be refunded. Special concerns regarding cancellation must be addressed at the time 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.**

**Dorothy Hart Community Center
Rental Contract**

Date of Event: _____ Day of Week: _____

Event Title: _____ Estimated Attendance: _____

tables needed _____ # chairs needed _____

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

Group/Business: _____ Business Phone: _____

Group/Business Address: _____

City _____ State _____ Zip _____ Email _____

Contact Person: _____ Contact Phone: _____

Person Responsible for Clean-up: _____ Phone: _____

Send Refund To (if different from above) _____

_____ CITY _____ ST _____ ZIP _____

I, _____ (contact person), as representative of the Group/Business

in consideration for the use of the Dorothy Hart Community Center, 408 Canal St., Fredericksburg, VA for myself and all my legal representatives do hereby agree and undertake to save and hold harmless, release and forever discharge the City of Fredericksburg, its officers, agents, employees and any and all other persons, firms and corporations, acting on behalf of the City from any and all actions, demands or claims for damages to persons or property, that may arise out of the use of said City property specified here, without regard to a negligent act or omission of the applicant, the City of Fredericksburg, or any other person, organization, firm, or corporation acting on behalf of the City.

By my signature below, I certify that I have received a copy of, read, and fully understand my rental contract, the general rental policies for Community Center, and the prescribed responsibilities for Community Center lessees. I further understand that my failure to meet any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement by the onsite facility supervisor. I also agree that, if termination of the rental agreement is deemed necessary by the supervisor, I will ask that my guests exit the facility in a quick and orderly fashion and personally oversee the clean-up of the rental space. Finally, I understand and agree that, should early termination of my rental contract become necessary, I will receive no refund of rental fees and my deposit may be withheld.

| | | |
|------|------------|--------------------|
| | | |
| Date | Print Name | Lessee's Signature |

FOR STAFF TO COMPLETE

PERMIT # _____ ROOM (s) _____

DEPOSIT AMOUNT _____ DATE PAID _____ STAFF _____

ROOM RENTAL FEE _____ DATE PAID _____ STAFF _____

STAFFING FEE _____ DATE PAID _____ STAFF _____

DIAGRAM RECEIVED INSURANCE

RECEIPT # _____

Permit # _____

Please initial the following statements

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

1. Full payment is due 2 weeks prior to the event date. _____ (*Initial here*)
2. I understand that my rental time includes setup and clean up, and that I am responsible for setting up and taking down the tables and chairs used at my event. _____ (*Initial here*)
3. I understand that I am responsible for cleaning the rented room, including wiping down tables, chairs and counter tops. _____ (*Initial here*)
4. I understand that music has to be turned off by 10:30 p.m. and failure to do so may result in the loss of my deposit. _____ (*Initial here*)
5. I understand that the contact person for the rental must check in with admin at the beginning of the event. (This is done to help the admin know who the person is that they need to address for the rental) _____ (*Initial here*)
6. I understand all of the rental rules and policies, and I understand that not following those can result in my deposit being forfeited and the possibility of not being able to rent in the future. _____ (*Initial here*)
7. I am aware that closures and cancellations at the Dorothy Hart Community Center will be sent out via www.Fredericksburgalert.com. _____ (*Initial here*)
8. I have no questions about the rental contract. _____ (*Initial here*)
9. I understand that any changes to the rental contract must be done in writing and turned into the Dorothy Hart Community Center. _____ (*Initial here*)
10. In order for deposit refunds to be granted, a Clean-Up Verification must be signed by Renter and Site Supervisor. Any room issues must be listed at that time. _____ (Initial/Date here)

FOR STAFF TO COMPLETE WHEN APPLICATION IS COMPLETED

I have seen the following lessee _____ initial the above and they have no additional questions

DRFD staff: _____

Date: _____