



Dorothy Hart Community Center Rental Information

Location: 408 Canal St. Fredericksburg, VA 22401

Rental Hours

- Normal Building Hours: Monday-Friday 9am-5pm and Saturdays 9am-12pm
- After Hours: Monday-Friday 5pm-11pm, Saturdays 12pm-12am and Sundays 9am-11pm
- Hours are subject to change without notice.
- The Dorothy Hart Community Center (DHCC) may have blackout dates due to holidays, City events, or Parks, Recreation and Events (PRE) programs/events.

General Rules and Regulations

- Violators of the following rules and regulations will be subject to applicable penalties and the possibility of suspension from the DHCC for a designated period of time. Please respect our rules; they are provided for the protection of users as well as the natural beauty and historic values of the building.
- The City of Fredericksburg, Virginia, and/or any of its officers or employees shall not be responsible for any personal injury or property damage. Permitted users of the DHCC may be required to provide separate General Liability Insurance, at the discretion of the PRE Staff, depending on the date, time, and nature of their permitted usage.
- There is **NO smoking or vaping** permitted in the community center including **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.
- Only soft sole shoes are permitted on the auditorium floor; any damage to floor could result in forfeiture of rental deposit.
- Kitchen is to be used for re-heating only. NO HEAVY COOKING OR FRYING
- There is to be **NO confetti, glitter or rice** used in decorating, or thrown. Birdseed may be thrown outside only.
- **NO OPEN FLAMES** including candles, tea lights etc. Only flame allowed is sterno for keeping food warm.
- 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) one 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.

- A list of chaperones (1 adult per 20 children under 18 years) must be given to the PRE staff when group arrives at the building.
- Responsible party is expected to remain with the group the entire time of rental.
- **A representative of the rental party is to check in with the PRE staff and check out with staff before leaving. Representative must sign check out form prior to leaving. Failure to check in and check out will result in forfeiture of deposit. It is the representative's duty to find the PRE staff member on premise.**
- An inspection will be performed before and after each event by staff and lessee.
- 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 music must be lowered. Three (3) 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.
- Ticket sales or admission fees may not be collected for events held at the community center unless prior approval has been given by the PRE Department.
- Any advertising for the event must be approved by the PRE Department.
- Any disrespectful behavior toward PRE staff 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.
- The community center is available on a first-come, first served basis, around events and programs sponsored by the PRE Department.
- Groups who want to use the facility on a weekly or even monthly basis may schedule rooms (if available) for a two (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 two (2) weeks prior to the event.
- The PRE staff reserves the right to deny requests and to make last minute room assignments based on total program demand. After the two (2) month rental, a continuation of the rental may be arranged on a month by month basis if facility space and admin are available.

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

Room 1:	40 people seated
	36 people with 6 tables maximum for all other set ups
Room 2:	30 people seated
	30 people with 5 tables maximum for all other set ups
Room 3:	20 people seated
	12 people with 3 tables maximum for all other set ups
Auditorium:	200 standing only
	145 people seated
	20 tables maximum for banquet and meeting set ups
	12 tables and 96 chairs maximum for dance set up

General Rental Policies

- Contract must be filled out in its entirety and approved by an authorized representative of the PRE. Proper insurance verification must be presented when deemed necessary according to the event or function type.
- 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 two (2) weeks prior to rental. This will not be required for business meetings, or other passive activities.
- 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 DHCC.
- The Department is not responsible for set ups. Tables and chairs will be left on carts and must be returned to the carts. If they are not placed back in appropriate carts the renter may lose their deposit. If the Department is to set-up tables and chairs for the lessee (extra fee applies), it is the renter's responsibility to provide the Department with diagram of room set-up at least two (2) weeks prior to event. Failure to comply will result in appropriate number of tables and chairs being left in the room for lessee to set-up. The Department is not responsible for set ups that use more than the recommended tables and chairs.
- All guests must enter and exit through the front main doors (on Canal Street). Renters shall not prop open side doors or allow guests to enter and exit.
- Trash from the rented room(s) should be picked up, bagged and placed in trash cans outside on the gravel driveway.
- The floor should be void of all major spills and trash. Please see staff for appropriate mop to be used on Auditorium floor.
- Table tops should be clean and wiped down. Tables should be in good working condition.
- 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.**
- Bathrooms should be left neat and orderly.
- 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.
- Any changes to the rental contract must be done in writing and turned into or emailed to the Dorothy Hart Community Center two (2) weeks prior to the date of your rental.
- Reservation requests will be granted based on the availability of City staff to supervise the event.
- The City reserves the right to deny an applicant's rental request if the applicant does not fit the criteria provided in this Policy, or the applicant or anyone in the applicant's group has previously violated any rule in this Policy.

- All entities other than PRE are limited to a maximum of twelve (12) one-day reservations per year.
- Reservations for City-sponsored activities will take priority at all times. The City reserves the right to cancel a reservation for a non-City sponsored event for any reason. If the City cancels such a reservation, the applicant's fees will be refunded to the applicant.
- Rentals are subject to all applicable City of Fredericksburg ordinances.
- 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.
- 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.
- Cancellations of facility rental received at least two (2) weeks in advance of rental date will receive a full refund.
- Cancellations made less than two (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.
- Groups must arrive within the first hour of designated rental time, or reservation will be considered cancelled, and no refunds will be given.
- Groups must comply with rental times on the rental agreement/contract. Groups leaving late are subject to loss of deposit, additional fees added to account, and/or loss of rental privileges in the future at any City owned facility/park. Staff reserves the right to call the Police for groups refusing to adhere to rental times or exiting the building in a timely manner.
- Please sign up for Fredericksburg Alerts at www.Fredericksburgalert.com. This is how you will be notified of any closures or delays at DHCC.

Rental Rates

- 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.
- Rental deposit is due at time of approval. After hour rentals must pay all other fees 30 days prior to rental date. Rentals during normal business hours must be paid in full two (2) weeks prior to rental date. Failure to do so will result in loss of reservation and forfeiture of rental deposit.
- Deposit will be refunded if renter leaves facility on time and facility is left clean, check in and out sheet is signed, and complies with all rules in the rental policy. Whether additional cleaning, maintenance, or repair is needed shall be in the City's sole and absolute discretion.
- 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 two to four (2-4) weeks to process after the date of the rental.

- For the purposes of the Policy, a “resident” is defined as any individual living in the City of Fredericksburg, owning property, or a physical business with a 22401 zip code. Proof of residency will be based on the following in order: 1) insurance policy holder (if applicable); 2) person providing payment; 3) person/organization on the contract; and/or 4) event organizer.
- Businesses shall not use City properties for commercial purposes, such as selling or vending goods or services of any kind during a rental reservation, charging a fee or tuition, or accepting any consideration from attendees during a rental reservation, if the profits, fees, or other consideration accepted generate funds for the business.
- Reservations for City-sponsored activities will take priority at all times. The City reserves the right to cancel a reservation for a non-City sponsored event for any reason. If the City cancels such a reservation, the applicant's fees will be refunded to the applicant.
- The alcohol fees are the renter’s responsibility and in addition to the VA ABC License, deposit and rental fees for DHCC rentals. Alcohol usage fees are NOT refundable even if all other fees are refundable (i.e. cancellation).
- Fee Adjustment Request can be submitted in writing and will be reviewed by staff. Fee waivers will be considered based on the impact to the local community and provided to non-profit organizations and events only. A maximum discount of 20% off the rental fee can be approved via staff. Additional discounts must be presented and approved via City Manager and City Counsel.
- All City of Fredericksburg initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing City of Fredericksburg residents and other City Departments conducting official City business will not be charged.
- PRE Department reserves the right to increase deposits and rental rates for users who have previously had deposits held. There are no partial hour payments. Groups that leave early will not receive a pro-rated refund on unused portion of rental time.

DHCC Rental Fees				
All fees are by hour or any portion of an hour except alcohol fee and set up fee	Deposit	Group 1	Group 2	Group 3
Auditorium	Equal to rate (max \$300)	\$50	\$75	\$100
Auditorium After Hours (minimum 2 hours)	Equal to rate (max \$300)	\$100	\$150	\$200
Room 1, 2, 3	Equal to rate (max \$300)	\$30	\$45	\$60
Room 1, 2, 3 After Hours (minimum 2 hours)	Equal to rate (max \$300)	\$60	\$90	\$120
Kitchen Add On	Equal to rate	\$20	\$30	\$40
Alcohol Usage Fee (not based hourly)	-	\$200	\$300	\$400
Set Up Fee (not based hourly and no after hour set ups)	-	\$50	\$75	\$100
Overview of User Groups				
<p>Group 1: Resident Private/Non-Profit Organization. Residents requesting use for a private party. Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.</p>				
<p>Group 2: Non-Resident Private/Non-Profit Organization. Non-Residents requesting use for a private party. Non-Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.</p>				
<p>Group 3: Commercial entities or organizations or For-Profit events.</p>				



DHCC Rental Form

For faster processing we encourage you to submit an online request

RENTAL REPRESENTATIVE

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Organization (if applicable): _____

Email: _____

RENTAL INFORMATION

Room Requested (Circle One):

Auditorium

Kitchen

Room 1

Room 2

Room 3

Contact Person the Day of the Rental: _____

Contact Phone Number the Day of the Rental: _____

Date of Rental: _____ Type of Rental/Event: _____

Time Including Set up and Cleanup (i.e., 9am-1pm): _____

Number of Tables Needed: _____ Number of Chairs Needed: _____

Number of People Attending: _____

Equipment being brought/used: _____

In consideration for the use of City of Fredericksburg, VA property for myself and all my legal representatives, I 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, and the prescribed responsibilities for DHCC 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 DHCC 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.

Applicant has read and will abide by attached DHCC Rental Policy.

Print Name (First & Last): _____

Lessees Signature: _____ Date: _____

ALCOHOL POLICY AND CONTRACT

- A. **Lessee** is responsible to obtain all necessary, banquet special event or mixed beverage special event licensing from the Virginia ABC Board. Here:
(<http://www.abc.virginia.gov/licensing/obtainlicense.html>)
- B. **Lessee** of the DHCC with alcohol permit is required to be covered by additional comprehensive liability special event policy in the amount of \$1,000,000.00 in effect the dates of facility use listing the City of Fredericksburg as the named insured, which is to be submitted to the office 2 weeks prior to rental. Which can be purchased here: <http://www.specialeventinsurance.com>
- C. **Lessee** is required to pay an additional alcohol deposit to the current rental deposit fees. These deposits are refundable provided there is no damage and the area is returned clean.
- D. **Lessee** will pay an alcohol usage fee. This will cover any additional administrative time required to track permitting and scheduling, which is to be submitted to the office no later than two (2) weeks prior to rental.
- E. Alcohol **will only** be consumed in the rental area (DHCC) that is covered by the ABC permit. **No** alcohol will be permitted outside the rental area.
- F. Alcohol usages fees are **NOT** refundable even if all other fees are refundable. (i.e. cancellation)
- G. **Lessee** assumes responsibility for all guests that consume alcohol during their event.

In consideration for the use of City of Fredericksburg, VA property for myself and all my legal representatives, I 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 the alcohol policy and contract for DHCC rentals. I further understand that my failure to meet any of these responsibilities or comply with the 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 DHCC 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 alcohol fees and my deposit may be withheld.

Print Name (First & Last): _____

Lessees Signature: _____ Date: _____

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

Please initial the following statements

_____ Full payment is due 30 days prior to the event date.

_____ I understand that my rental time includes set-up and clean-up, and that I am responsible for setting up and taking down tables and chairs used at my event.

_____ I understand that my guests must enter and exit through the front main doors (located on Canal Street). I will not prop open side doors during rental.

_____ I understand that I am responsible for cleaning the rented room, including wiping down tables, chairs and counter tops along with sweeping/mopping the floors.

_____ 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.

_____ I understand that the contact person for the rental must check in and out 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.)

_____ 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.

_____ I am aware that closures and cancellations at the Dorothy Hart Community Center will be sent out via www.Fredericksburgalerts.com.

_____ I understand that any changes to the rental contract must be done in writing and turned into the Dorothy Hart Community Center two (2) weeks prior to the event, either via email or in person.

_____ In order for deposit refunds to be granted, a Clean-Up Verification must be signed by the Renter and Site Supervisor. Any room issues must be listed at that time.

_____ I have no questions about the rental contract.