



## FREDERICKSBURG PARKS, RECREATION & EVENTS

### EQUIPMENT RENTAL & USAGE POLICY

It is the policy of the Department of Parks, Recreation & Events Department to make certain items of equipment available for rental to citizens of the City of Fredericksburg, other City Departments, and City-sponsored special events, as well as residents of the surrounding jurisdictions. The following are the terms, conditions and procedures that apply to such rentals.

**DOCUMENTATION:** All persons or organizations wishing to rent equipment must make application to, and receive approval from, the Department no less than two weeks prior to the intended use. The Equipment Rental Application can be obtained at the Dorothy Hart Community Center between 8:30 am – 8:00 pm Monday – Thursday and on Friday between 9:00am – 4:00pm.

**CITY LIMITS:** All rented equipment is rented for use within the city limits. Equipment may, however, be taken beyond the city limits by city residents, businesses, organizations, etc. When this is done, the renter, whether a city resident or not, will be charged the non-city rental fees. Non-City residents, businesses, organizations, etc. may not take rented equipment beyond the City limits.

**FEES:** See the attached Schedule of Fees and Deposits. All fees are quoted on a PER DAY basis. "Day" is defined as that 24-hour period between 00:01 am and midnight, i.e. equipment picked up on Friday at 4 pm and returned on Monday at 9 am will be calculated on the basis of a four day rental; equipment picked up on Monday at noon and returned on Tuesday at noon will be calculated on a two day basis.

**EARLY USAGE:** Equipment may be picked up on the day or evening prior to the rental period at no additional cost, provided the equipment is not scheduled for use within that time period.

**DEPOSIT:** Renters who do not return equipment on the designated date and at the specified time, or return it in disrepair, will forfeit all of their security deposit and can be denied future rentals or required to pay greatly increased deposits for future rentals.

**PICK UP AND RETURN OF EQUIPMENT:** All equipment is to be picked up and returned by the renter, to the Dorothy Hart Community Center, 408 Canal Street, between 8:30 am and 8:00 pm Monday thru Friday and is scheduled around activities at the Community Center. These pre-arranged times will be clearly stated on the approved Equipment Rental Application. Those persons who fail to comply with these times may find the equipment unavailable for pick up, or lose their deposit if equipment is not returned as scheduled. Delivery for an additional fee is available. See fee schedule. (NOTE: Some items require delivery and setup and those delivery fees may not be waived.)

**ON SITE USE:** The following equipment is available for use with rental of the Community Center at no additional charge (but may require an additional deposit): CD player; lectern; portable public address systems; TV/VCR unit; piano; and wipe off boards. All are on a first come, first served basis. Renters are responsible for maintaining the current equipment condition. None of these items may be removed from the Community Center. If equipment is found to be inoperative after being used by the renter, that person shall be held responsible for all repair or replacement costs. No exceptions.

**EQUIPMENT THAT CAN BE RENTED:** See attached Schedule of Fees and Deposits.

## FREDERICKSBURG PARKS, RECREATION & EVENTS

### EQUIPMENT RENTAL POLICIES, FEES AND DEPOSITS

#### EQUIPMENT

Chairs (Folding)

Tables

Aluminum Stage (20 pieces total)

Wooden Stage

Pedestrian Barricades (Bike rack)

Heavy Duty Vehicular Barricade Set  
(Includes 2 barricades, signage  
& 12 cones)

Traffic Cones

No Parking Signs

#### RENTAL FEE

\$ 1.00 each: city  
\$ 1.50 each: non-city

\$ 4 each: city  
\$ 6 each: non-city

\$30 /each 8'x4' section: city  
\$40 /each 8'x4' section: non-city

\$20 /each 8'x4' section: city  
\$30 /each 8'x4' section: non-city

\$5 /each 8' section: city  
\$5 /each 8' section: non-city

\$75 w/ delivery  
\$25 w/o delivery

\$15 each

\$1 each

#### DEPOSIT

equal to rental amount (\$40 Min.)  
\* delivery fee additional

equal to rental amount (\$40 Min.)  
\* delivery fee additional

\$100 deposit fee per section  
\*delivery and setup fee required, see below

\$100 deposit fee per section  
\* renter may pick up or delivery  
fee will be additional

equal to rental amount  
\* delivery fee additional

\$200.00

\$2 each

\$2 each

#### **\*DELIVERY & SETUP FEES**

##### **Delivery Fee**

##### **Setup Fee**

Chairs (Folding)

\$1/Chair (Min. \$50)  
Customer Pickup Available to avoid Delivery Charge

No Setup Available

Tables

\$1/Table (Min. \$50)  
Customer Pickup Available to avoid Delivery Charge

No Setup Available

Aluminum Stage

\$20/8'x4' section (Min. \$80)

Delivery & Setup Required \$50

Wooden Stage

\$20/8'x4' section (Min. \$80)  
Customer Pickup Available to avoid Delivery Charge & Setup Fee

Setup Available \$50

Pedestrian Barricades (bike racks)

\$50 per trip

No Setup Available

**NOTES:** "PER DAY: " All of the above fees are **PER DAY** fees. Day is defined as a 24-hour period between 00:01am and midnight.



## FREDERICKSBURG PARKS, RECREATION & EVENTS EQUIPMENT RENTAL APPLICATION AND USE CONTRACT

Name of user: \_\_\_\_\_

**Name of user's organization/event:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (C): \_\_\_\_\_

Email: \_\_\_\_\_

Equipment to be rented: \_\_\_\_\_

Quantity of equipment to be rented: \_\_\_\_\_

Location where equipment will be used: \_\_\_\_\_

**Delivery date & time:** \_\_\_\_\_

Return date & time: \_\_\_\_\_

Number of day's used: \_\_\_\_\_

**ANY PERSON OR ORGANIZATION WHO USES ANY EQUIPMENT OUTSIDE THE FREDERICKSBURG CITY LIMITS WILL PAY THE FULL NON-CITY RENTAL RATE.**

The Applicant hereby agrees and undertakes to save and hold harmless, the City of Fredericksburg from any and all claims for damages to person or property, that may arise out of the use of the equipment specified above, without regard to weather the damage, personal or otherwise, is brought about or caused by the negligence of the applicant, the City of Fredericksburg, or any other person, organization, firm or corporation.

The applicant will be responsible for, and agree to pay for, damages done to the property and equipment of the City of Fredericksburg, exclusive of ordinary wear and tear.

The use of Parks, Recreation & Events equipment requires a rental fee and security deposit. The deposit will be returned within 30 days if equipment is returned on time and in good condition at the date and time specified.

By signing below, applicant indicates that he/she has read and will abide by the above rules and regulations:

Applicant Name: \_\_\_\_\_

Print

Signature

Date

Rental Fee: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Delivery fee: \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Equipment Rented: \_\_\_\_\_

Date Out: \_\_\_\_\_ Staff: \_\_\_\_\_ Date In: \_\_\_\_\_ Staff: \_\_\_\_\_

Remarks: \_\_\_\_\_

Return these forms to: Fredericksburg Parks, Recreation & Events, Dorothy Hart Community Center, 408 Canal Street, Fredericksburg, VA 22401 Phone: 540-372-1086 Email: [fredprpf@fredericksburgva.gov](mailto:fredprpf@fredericksburgva.gov)



## FREDERICKSBURG PARKS, RECREATION & EVENTS

### Requirements for Posting Temporary “No Parking” Signs in The City of Fredericksburg

1. A permit must be obtained from the Parks, Recreation & Events Department prior to the posting of any signs. Permits will be issued only for the date(s), times and number of parking spaces determined by the Director of Parks, Recreation & Events or her designee to be necessary to the purpose of the restriction.
2. Only signs provided by the Parks, Recreation & Events Department may be used. A \$3.00 per sign cash deposit is charged. Provided the sign is returned on the first business day after the expiration of the temporary restriction, there will be a \$2.00 per sign refund.
3. The date(s) and times of the temporary parking restriction must be clearly written on each sign in large, black, block lettering.
4. Signs are to be posted not less than thirty six (36) hours nor more than forty eight (48) hours prior to the beginning of the restriction. Saturdays, Sundays and holidays are to be included when calculating when the signs may be posted.
- 5. Signs may be posted on street trees, existing sign poles or utility poles with string or masking tape.   
\*\*No staples, nails, tacks, duct tape or other material that may damage the surface may be used.\*\***
6. Signs posted on existing sign poles must not cover any portion of any existing sign(s) on the pole.
7. Signs are to be posted so that the face of the sign is clearly visible to oncoming traffic. The face of the sign should be perpendicular to the curb line, rather than parallel. (Exception: On streets with “diagonal” parking, the sign should face the parking space, so that drivers may see the sign as they pull into the parking space.)
8. Signs are to be removed immediately upon the expiration of the temporary parking restriction. All material used to post the sign (string, masking tape) is to be removed as well.
9. Signs posted in violation of these requirements are subject to removal without notice.

**FREDERICKSBURG PARKS, RECREATION & EVENTS**  
**“NO PARKING” SPACE REQUEST**

Location of spaces requested: \_\_\_\_\_

**DATE** and **TIME** parking to be restricted: \_\_\_\_\_

Reason for request (wedding, special event, etc): \_\_\_\_\_

Number of spaces requested: \_\_\_\_\_

Name of person requesting spaces: \_\_\_\_\_

Phone number: \_\_\_\_\_ or \_\_\_\_\_

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Deposit paid: Yes \_\_\_\_\_ No: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Approved: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Date: \_\_\_\_\_

No. of spaces approved: \_\_\_\_\_

To be installed by: City Crew \_\_\_\_\_ Person requesting spaces \_\_\_\_\_

Approved by: \_\_\_\_\_

Please return form to the Dept of Parks, Recreation & Events with payment. Signs will be made while you wait.

Fredericksburg Parks, Recreation & Events  
Dorothy Hart Community Center, 408 Canal Street, Fredericksburg, VA 22401  
Phone: 540-372-1086 Email: [fredprpf@fredericksburgva.gov](mailto:fredprpf@fredericksburgva.gov)