



TOWN OF
VIENNA
since 1890

Community Center Facility Rental Handbook



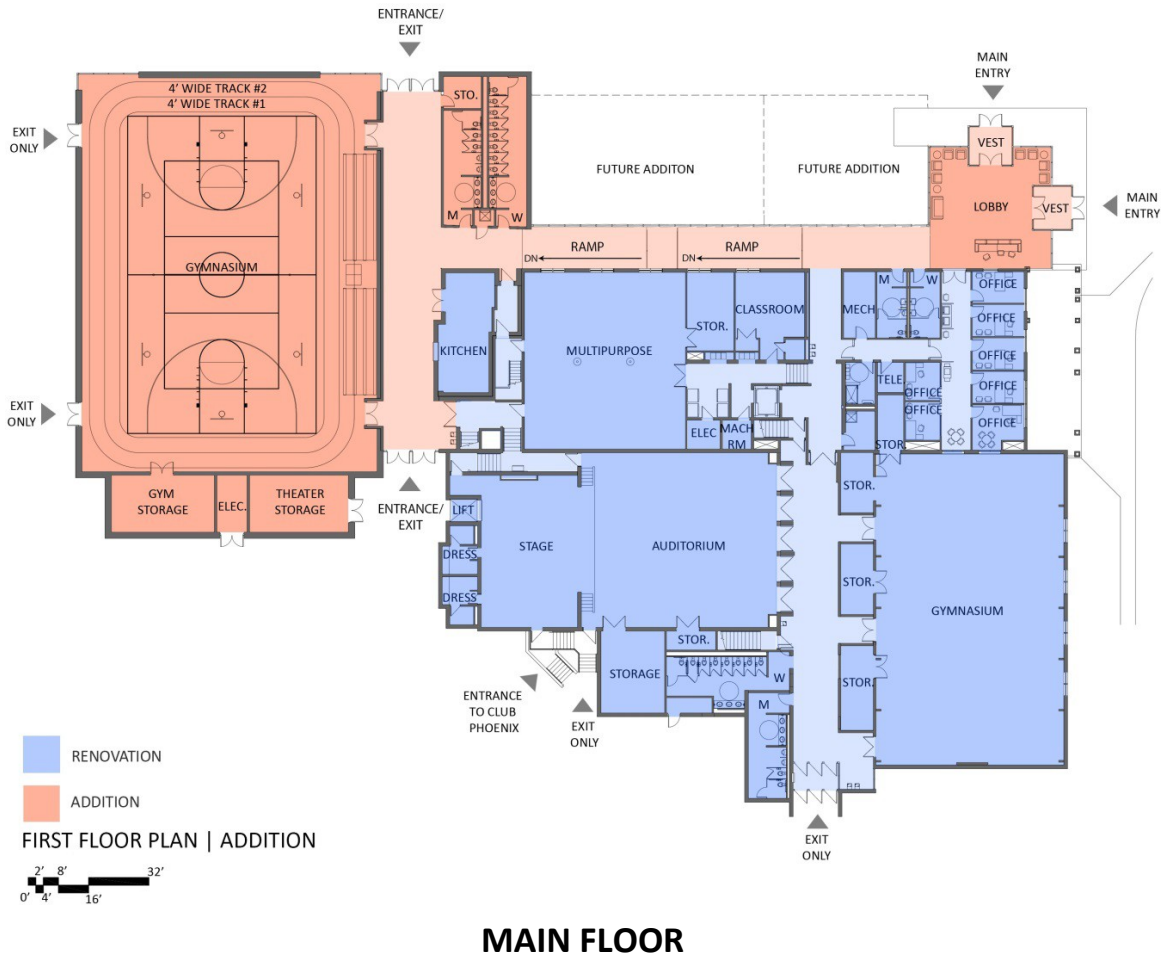
Table of Contents

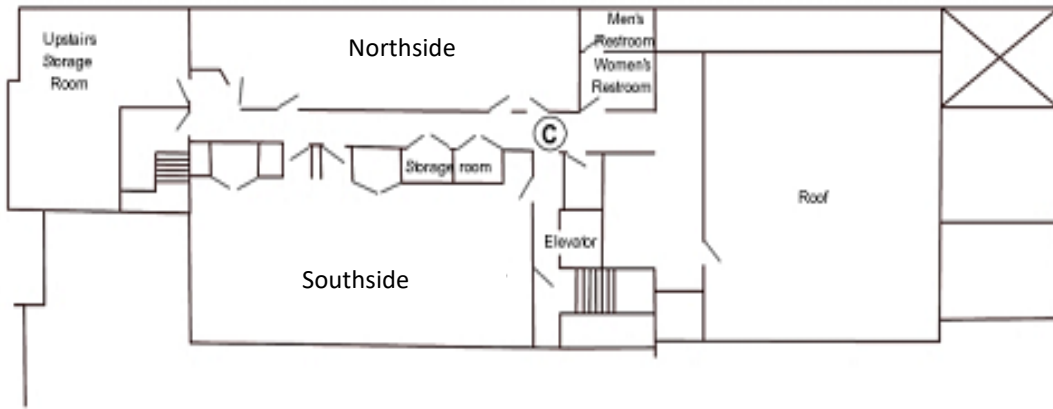
- Community Center Facilities and Amenities 2**
 - Facility Diagram..... 2
 - Auditorium (2,392 Sq. feet): 4
 - Auditorium + Stage (2,392 + 1,000 Sq. Feet): 4
 - Auditorium Hallway (876 Sq. Feet): 4
 - Auxiliary Gym (4,182 Sq. Feet): 5
 - Main Gym (6,748 Sq. Feet)..... 5
 - Multi-Purpose Room (1,890 Sq. Feet): 6
 - Meeting Rooms (Interior 1,852 Sq. Feet) (Exterior 1,005 Sq. Feet): 7
 - Board Room (351 sq. Feet): 9
 - Kitchen (364 sq. Feet): 9
 - Teen Center (1,700 Sq. Feet): 10
- Facility Rentals and Schedule of Fees 10**
 - Facility Reservation Schedule..... 10
 - Rental Requests 10
 - User Type 11
 - Definitions 11
 - Fee Schedule 12
 - Security Deposit 13
 - Rental Payment..... 13
 - Contract and Fees 14
 - Change or Cancellation Policy 14
- Procedures and Policies 15**
 - Reservation Policies 15
 - Renter and Guest Policies and Procedures 15
 - General Policies..... 17

Community Center Facilities and Amenities

The Town of Vienna makes available the Vienna Community Center for use by the public when not in use for recreation programs, classes, and activities.

Facility Diagram





SECOND FLOOR



C = Existing Camera Location

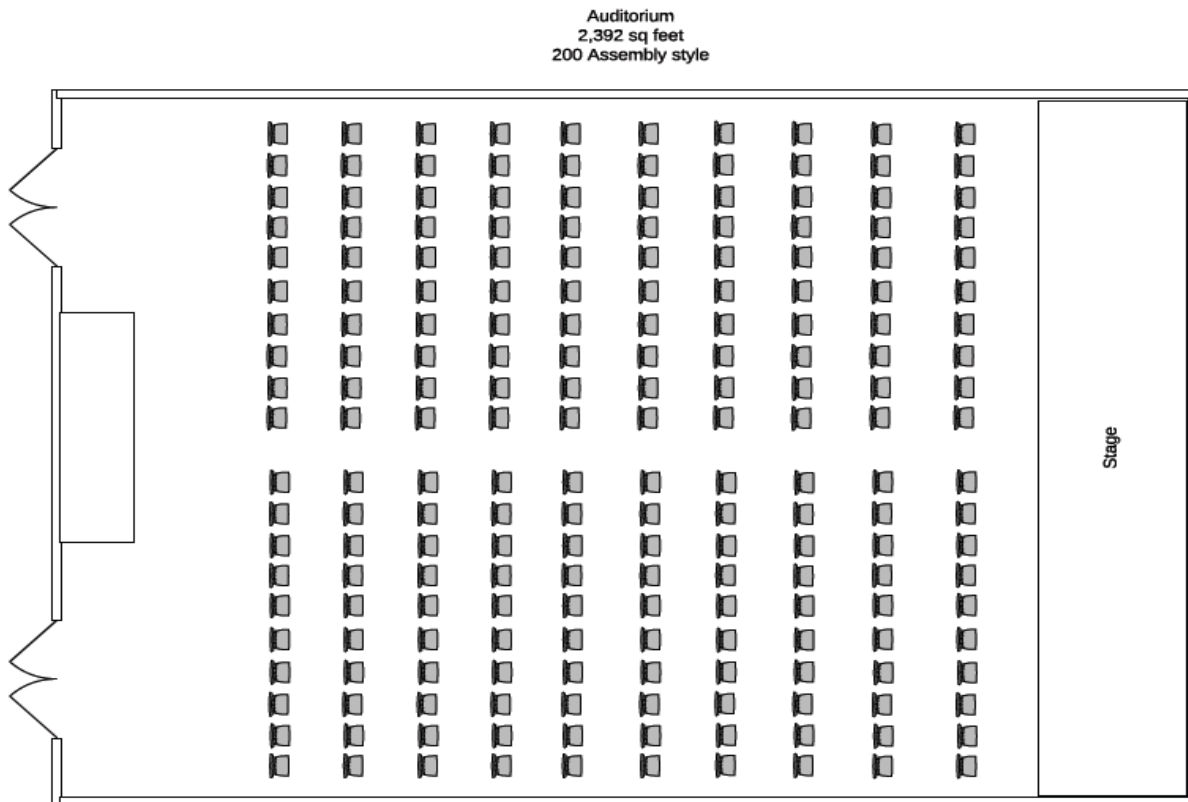
BASEMENT

Auditorium (2,392 Sq. feet):

Vienna Community Center Auditorium is carpeted and suitable for receptions, meetings, or special events for 300 standing, 200 theater seating and 150 banquet style. Located near the W&OD Trail and Rt. 123, its location is ideal for groups, organizations, or area residents that need access to main thru ways. The rental includes the use of tables and chairs,

Auditorium + Stage (2,392 + 1,000 Sq. Feet):

The Auditorium has a stage that can be used for performances, special events and musical events. The theater stage has dressing rooms, stage lighting, access to PA system and a projection screen. Vienna Community Center does not provide technical assistance for events where the stage is being used.



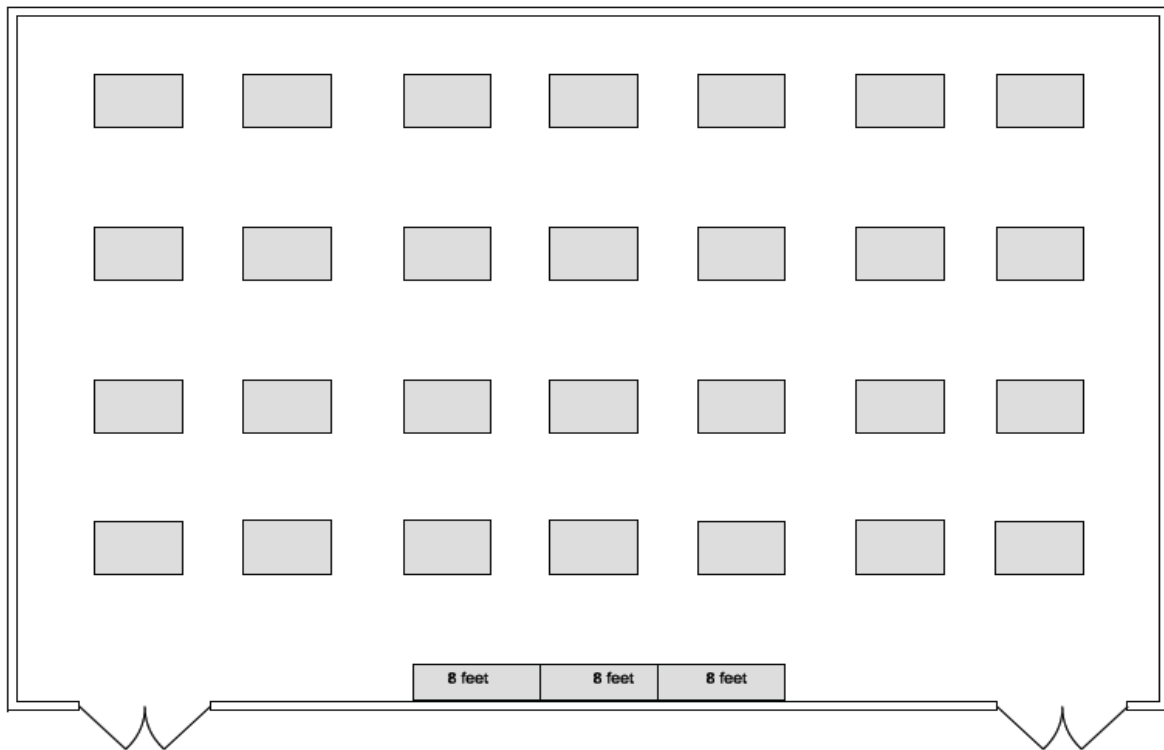
Auditorium Hallway (876 Sq. Feet):

Auditorium hallway is a carpet reception area that can be used as a check-in location; it can also be used as an area to locate vendors for large shows.

Auxiliary Gym (4,182 Sq. Feet):

The Auxiliary Gym has windows located along one wall, which allows for wonderful natural light. It can be used for parties, special events, business meetings, and other activities. The gym holds about 400 standing, 250 with assembly style seating and seats 200 banquet style

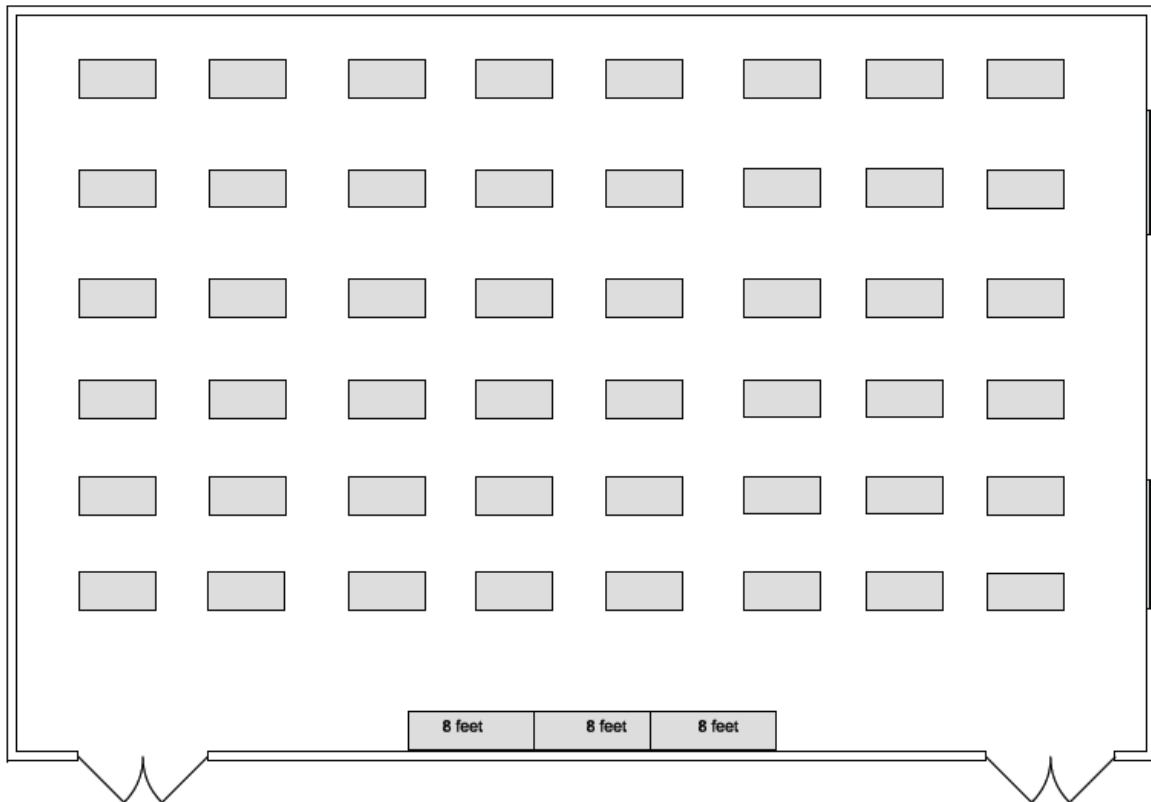
Auxiliary Gym
4,182 Sq Feet
180 Banquet style
225 Assembly style



Field House (6,748 Sq. Feet)

The Field House has windows located along one wall, which allows for natural light. It has bleachers on one side of the wall that can be used or retracted. The gym has 6 basketball goals that can be folded up to the ceiling. It also has a divider that can separate the gym into two rooms for a smaller, more intimate event or other purposes. The Field House can be used for parties, special events, business meetings, and other activities. The gym holds about 550 standing, 400 with assembly style seating and seats 300 banquet style.

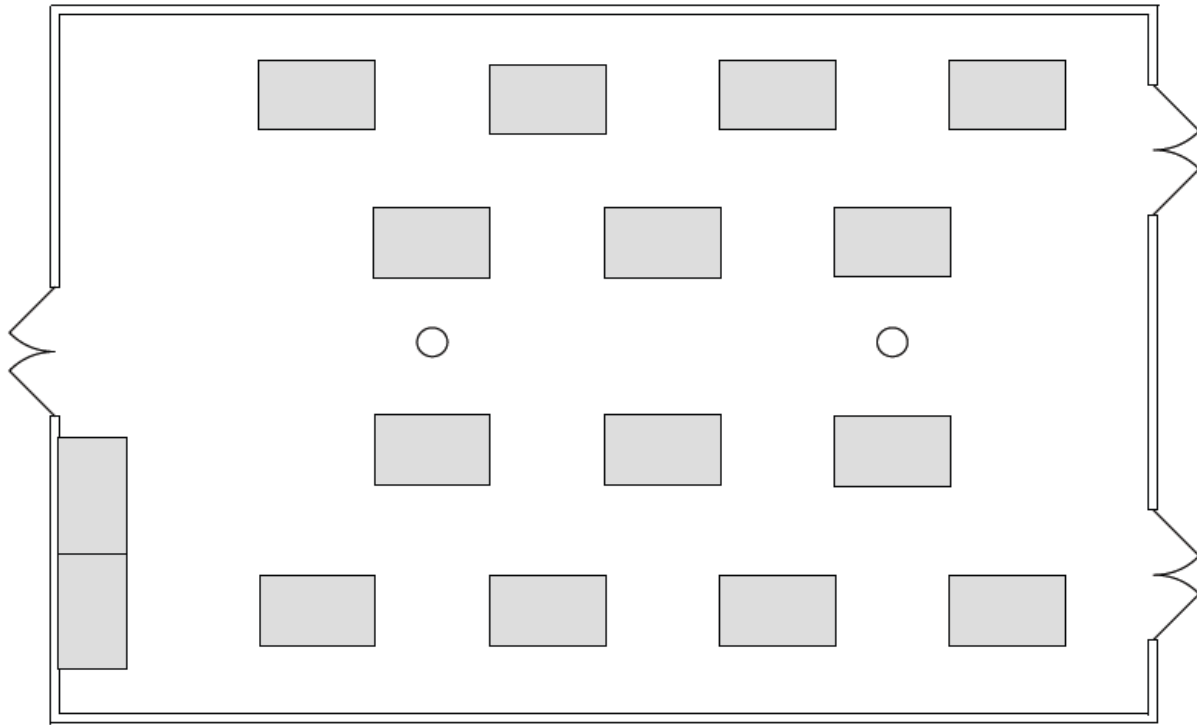
Field House
6,748 Sq Feet
300 Banquet style
400 Assembly style



Multi-Purpose Room (1,890 Sq. Feet):

Multi-purpose room has many functional uses. Its tiled flooring offers versatility, which allows it to be used for a multitude of rental purposes. The room holds 125 standing, 120 assembly style seating and 80 banquet style seating. Because of its location within the community center the room is ideal for music rehearsals, and events that might be a sound issue normally.

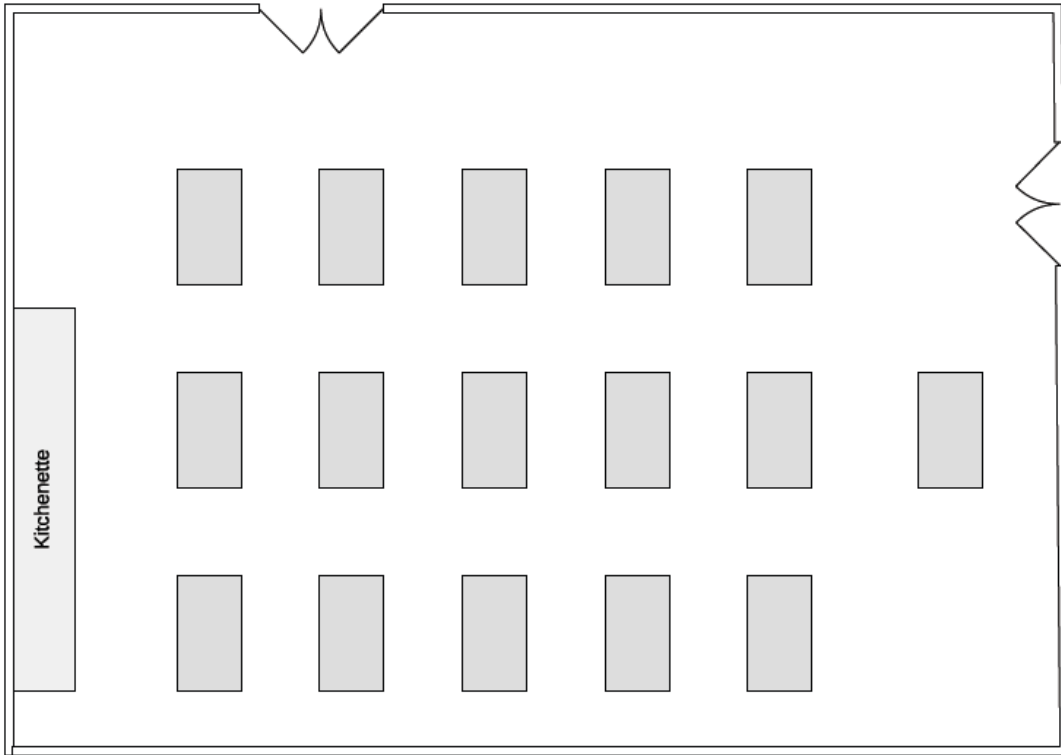
Community Room
1,890 Sq feet
120 assembly style
80 banquet style



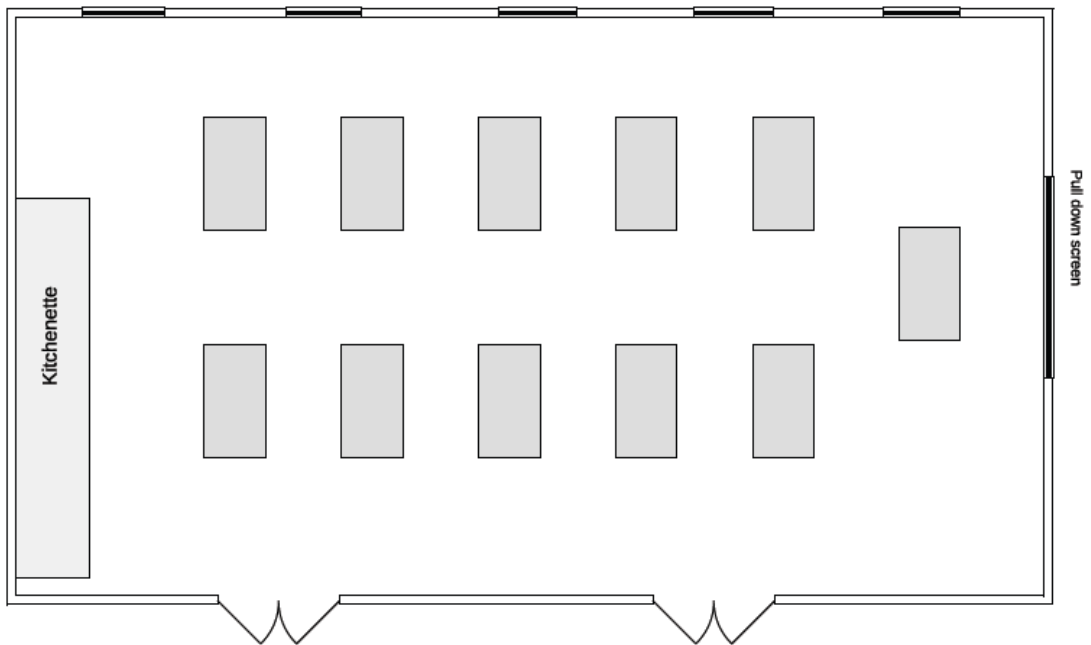
Meeting Rooms (Southside 1,852 Sq. Feet) (Northside 1,005 Sq. Feet):

Meeting rooms can accommodate 55-65 people assembly style, the room can also handle 30-40 people classroom and 25 people boardroom style. The exterior room, Northside, has a pull-down screen.

Southside Room
1,852 Sq Feet
40 Classroom style
65 Assembly style



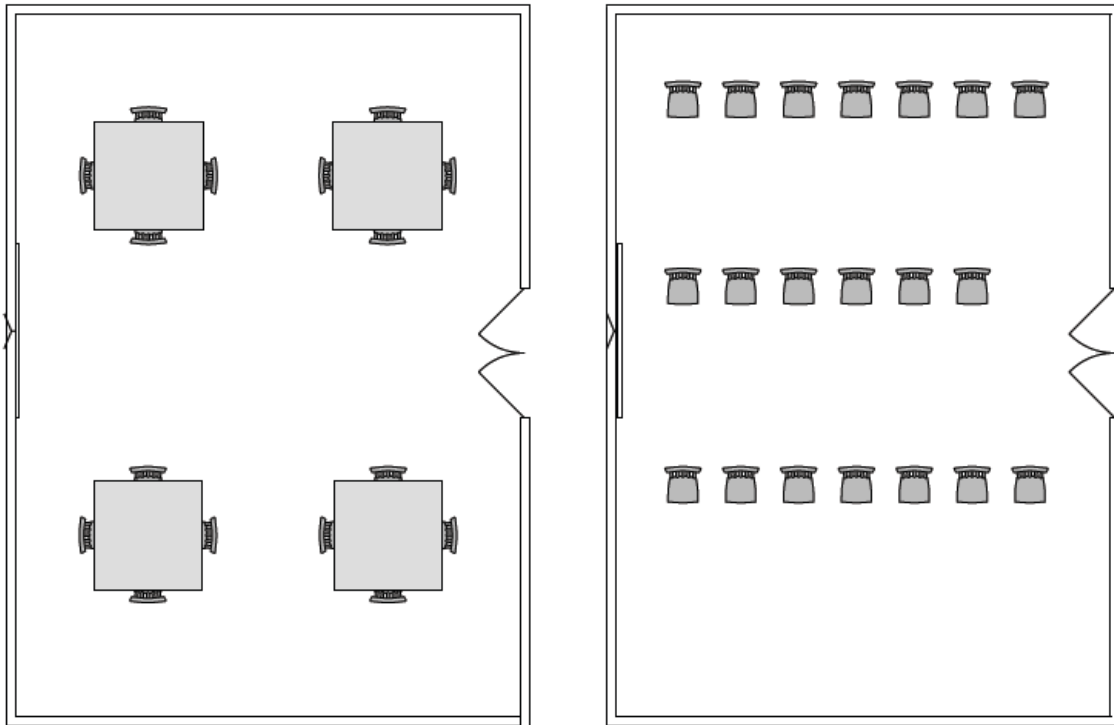
Northside Room
1,005 Sq Feet
30 Classroom style
55 Assembly style



Board Room (351 sq. Feet):

If you have a scheduled business or board meeting that does not need more than seating for 20 people, this is the perfect room for your rental needs. This room is typically used by senior card groups; it is a carpet room with natural lighting coming from window located on the trail side of the facility.

Board Room
351 Sq Feet
Max 20 people
20 Assembly style
16 Card Table style



Kitchen (364 sq. Feet):

Vienna Community Center Kitchen can be considered a caterer's kitchen. Kitchen

Features:

- Stove and Oven
- Refrigerator and Freezer
- Ice Machine
- Mobile food Prep Space
- Sink
- Service Window

Teen Center (1,700 Sq. Feet):

Club Phoenix Teen Center opened its doors to local teens in the fall of 1999. The Center is available for rent by Club Phoenix member's grades 6 through 10. The Club boasts a dance floor, pool tables, ping pong, video games and more. Rentals include use of the facilities for four hours and are available on Saturday and Sunday. There are no adult rentals permitted. Please see the Teen Center Rentals webpage for further information.

Facility Rentals and Schedule of Fees

Facility Reservation Schedule

Individuals or groups wanting to rent at Vienna Community Center must fill out a Rental Request Form in order to reserve use in the community center, even where fees for such use are not charged.

Spring applications for the period of March 1st – May 31st are accepted starting January 15th of that year.

Summer applications for the period of June 1st – August 31st are accepted starting April 15th of that year.

Fall applications for the period of September 1st – November 30th are accepted starting July 15th of that year.

Winter applications for the period of December 1st – February 28th are accepted starting October 15th.

Rental Requests

- | | |
|----------------|--|
| Walk in | Facility Rental Form can be submitted at the Vienna Community Center front desk during normal business hours. Forms should be completely filled out. |
| Fax | Completed Facility Rental Form can be faxed to the Vienna Community Center at 703-255-6399 |
| Mail | Completed Facility Rental Form can be mailed in to: Vienna Community Center, Attn: Building Supervisor, 120 Cherry Street SE, Vienna, Virginia 22180 |

User Type

** Residency is based on individuals, businesses, or organizations that are within the Town of Vienna limits, have property within the town limits, AND pay town taxes. **

Non-Profit

Civic Groups Government agencies, church groups, 501c3 groups, any individual/organization not receiving income from facility use with meeting.

Youth/Senior Groups Vienna youth and senior organizations and citizen groups (i.e. VYI, scouts, AARP, NARFE...etc.). Sports team meetings,

Fundraisers

Any event and or function open to the public; admission fees charged and/or ticket sales; sale of goods and/or services that donates at least 80 percent of the funds raised for a non-profit 501 3c charitable organization or cause.

Private Events

Wedding receptions, Birthday party, Anniversary, Organization holiday parties. Private groups or individuals whose events and/or memberships are not open to the public are consider Private Events.

Children's Party

For small groups (20-25) ages 12 and under. Birthday parties are weekend only, they are based on availability in the community center; the Auxiliary Gym can be scheduled based on time slots: 11am-1pm, 2pm-4pm and 5pm-7pm Saturday and Sunday.

Definitions

Profit: All for profit businesses, groups, and individuals

Non-Profit: 501(c)(3) proof of status is required

Fee Schedule

<i>TYPE OF USE</i>	AUDITORIUM	AUX. GYM	MAIN GYM	MULTI-PURPOSE ROOM	MEETING ROOMS	KITCHEN
<i>IN TOWN NON-PROFIT CIVIC</i>	\$35/HOUR	\$45/HOUR	\$60/HOUR	\$20/HOUR	\$15/HOUR	\$25/HOUR
<i>IN TOWN NON-PROFIT YOUTH/SENIOR</i>	\$26/HOUR	\$34/HOUR	\$45/HOUR	\$15/HOUR	\$11/HOUR	\$25/HOUR
<i>IN TOWN FUNDRAISER</i>	\$45/HOUR	\$55/HOUR	\$70/HOUR	\$25/HOUR	\$20/HOUR	\$25/HOUR
<i>IN TOWN FOR PROFIT</i>	\$80/HOUR	\$100/HOUR	\$125/HOUR	\$30/HOUR	\$30/HOUR	\$50/HOUR
<i>OUT OF TOWN NON-PROFIT CIVIC</i>	\$70/HOUR	\$90/HOUR	\$120/HOUR	\$40/HOUR	\$30/HOUR	\$38/HOUR
<i>OUT OF TOWN NON-PROFIT YOUTH/SENIOR</i>	\$70/HOUR	\$90/HOUR	\$120/HOUR	\$40/HOUR	\$30/HOUR	\$38/HOUR
<i>OUT OF TOWN FUNDRAISER</i>	\$90/HOUR	\$110/HOUR	\$140/HOUR	\$50/HOUR	\$40/HOUR	\$38/HOUR
<i>OUT OF TOWN FOR PROFIT</i>	\$160/HOUR	\$200/HOUR	\$250/HOUR	\$60/HOUR	\$50/HOUR	\$75/HOUR
<i>PRIVATE PARTY RESIDENT</i>	\$125/HOUR	\$175/HOUR	\$225/HOUR	\$125/HOUR	\$125/HOUR	\$38/HOUR
<i>PRIVATE PARTY NON-RESIDENT</i>	\$250/HOUR	\$350/HOUR	\$450/HOUR	\$250/HOUR	\$250/HOUR	\$38/HOUR
<i>BIRTHDAY PARTY RESIDENT</i>	Special Permission required from Community Center Manager	\$75 FOR 2 HOURS	N/A	\$75 FOR 2 HOURS	\$75 FOR 2 HOURS	\$25/HOUR
<i>BIRTHDAY PARTY NON-RESIDENT</i>	Special Permission required from Community Center Manager	\$100 FOR 2 HOURS	N/A	\$100 FOR 2 HOURS	\$100 FOR 2 HOURS	\$25/HOUR

<i>TYPE OF USE</i>	REHEARSAL	GRAND REHEARSAL	PERFORMANCE
<i>IN TOWN NON-PROFIT CIVIC</i>	\$50/HOUR	\$75/HOUR	\$300 (4 hours) \$50 each addt'l hr
<i>IN TOWN NON-PROFIT YOUTH/SENIOR</i>	\$38/HOUR	\$56/HOUR	\$225 (4 hours) \$50 each addt'l hr
<i>IN TOWN FUNDRAISER</i>	\$50/HOUR	\$75/HOUR	\$375 (4 hours) \$50 each addt'l hr
<i>IN TOWN FOR PROFIT</i>	\$50/HOUR	\$75/HOUR	\$400 (4 hours) \$50 each addt'l hr
<i>OUT OF TOWN NON-PROFIT CIVIC</i>	\$100/HOUR	\$150/HOUR	\$600 (4 hours) \$50 each addt'l hr
<i>OUT OF TOWN NON-PROFIT YOUTH/SENIOR</i>	\$100/HOUR	\$150/HOUR	\$600 (4 hours) \$50 each addt'l hr
<i>OUT OF TOWN FUNDRAISER</i>	\$100/HOUR	\$150/HOUR	\$750 (4 hours) \$50 each addt'l hr
<i>OUT OF TOWN FOR PROFIT</i>	\$100/HOUR	\$150/HOUR	\$800 (4 hours) \$50 each addt'l hr
<i>PRIVATE PARTY RESIDENT</i>	\$300 (4 hours) \$50 each addt'l hr	\$400 (4 hours) \$50 each addt'l hr	\$600 (4 hours) \$50 each addt'l hr
<i>PRIVATE PARTY NON-RESIDENT</i>	\$600 (4 hours) \$50 each addt'l hr	\$800 (4 hours) \$50 each addt'l hr	\$1,200 (4 hours) \$50 each addt'l hr

Security Deposit

A security deposit \$200 - \$550 per day will be required based on type and/or size of function. Deposit will be forfeited for all cancellations with less than two-week notice. If all requirements are met, security deposits will either be directly mailed to the patron within 10 – 15 business days following the rental or credited to the renter’s credit card account. If any damages are charged and exceed the amount of the security deposit, the patron will be billed accordingly and must pay the remaining balance within 72 hours.

Rental Payment

Once the renter has been notified that their request has been approved, full payment is due within 72 hours. For larger events that require a significant payment, scheduled payments can be arranged with the Community Center Manager.

Contract and Fees

- All facility users must fill out a Rental Request Form to reserve use in the community center, even where fees for such use are not charged
- Town of Vienna Youth Organizations and Senior Citizen Groups will be free of charge for organizational meetings and registration ONLY
- Liability Insurance Coverage of \$1 million is required for any large functions. The policy must name the event organizer and the Town of Vienna as having first interest therein.

Change or Cancellation Policy

Changes

Any changes to the Facility Use Form or Rental Contract must be submitted in writing. If the change is approved, it must be signed and dated by both the renter and the Community Center Manager. If approved, any change will be charged an administrative processing fee. Vienna Community Center reserves the right to deny any change to the original rental request.

Cancellation

Any cancellation to the Facility Use Form or Rental Contract must be made a minimum of two week prior to the event to receive a full refund. Cancellations made less than two weeks in advance will forfeit the security deposit. More than two week notice may be required for the cancellation of larger events.

Procedures and Policies

Reservation Policies

Anyone wishing to reserve space at the Community Center must fill out a facility rental application. The completed and signed application is given to the Building Supervisor or one of the full-time staff for review. The applicant will be notified by the Building Supervisor if his/her room reservation is accepted. The Vienna Community Center goal is to provide maximum effective use to serve the greatest number of people possible with consideration of staff's work schedule and the Community Center budget. Facility Use forms and Handbooks can be picked up at the Front Desk or download for the Town Website/Parks and Recreation page, www.viennava.gov . Specific policies include:

1. Parks and Recreation Department activities and program coordinators will have first priority in scheduling and use of the Community Center and equipment.
2. All requests for use of the center should be directed to the office of the Building Manager for approval and scheduling. Normal reservations will not be approved more than three months in advance.
3. Community Center patrons are expected to comply with all rules and regulations and refrain from abusive or improper conduct.
4. All permits are subject to cancellations by the Building Manager if determined to be in conflict with departmental policy or activities.
5. Under no circumstance are chairs, tables, or other Parks and Recreation equipment to be removed from the building.
6. Permits for groups composed of minors will be issued only to adults who accept responsibility for supervision throughout the period covered by the permit.
7. Any activity that anticipates a large public attendance requires the completion of a long form contract and use permit. The contract requires certification of insurance liability coverage from the organization renting the facility.

Renter and Guest Policies and Procedures

Renters and guests must follow the established Vienna Parks and Recreation rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Renter must be present during the entire event.

2. Renter must provide a specific floor plan and/or special requests on the Facility Use Form.
3. Guest of rental parties may be admitted into the building no sooner than 15 minutes prior to the rental.
4. It is the renter's responsibility to supervise all guests to authorized areas only. The renter is held liable for their group's actions including any damages or losses caused during rental at the Vienna Community Center.
5. Certain groups may require entry/exit from a designated set of doors other than those at the main entrance. In these cases, the renter would be responsible for instructing group members to the appropriate doors. He/she would also monitor access through these doors to ensure there are no illegal entries.
6. Use will be restricted to the terms of the *Facility Use Contract* including area reserved, time of entry and departure, intended activity, etc.
7. Rentals shall not infringe on or restrict the uses of other facilities in the Vienna Community Center
8. No alcohol is permitted on Community Center grounds without prior approval of Parks and Recreation Director. If approved, renter must obtain a One Day Banquet License from the Virginia Alcoholic Beverage Control Authority (ABC). A copy must be provided to Building Manager prior to the event. The original license must be posted in the room on the day of event. All alcohol must remain inside the room.
9. Smoking and use of other tobacco products is prohibited.
10. No electrical appliances are allowed without prior approval.
11. Charging admission or selling merchandise/food requires prior approval.
12. All furniture, equipment, decorations, and other needs shall be detailed in the request and approved in advance.
13. No confetti or rice shall be used in or around the Community Center property.
14. Renters are asked to keep the noise at a reasonable level.
15. Only music suitable for a public facility will be permitted (judgment made by the Supervisor on Duty). The volume is subject to control by the Supervisor on Duty.
16. Any material (pamphlets, etc.) containing advertising must first be approved before distribution

General Policies

The rental fee schedule is established relative to the operating expenses of the center with consideration as to the nature of the request, type of activity, and its benefit to the community.

- The Parks and Recreation Department reserves the right to require a 25% deposit or prepayment of any or all fees for any event scheduled in the Community Center.
- Notification of cancellation or postponement of any reservation should be submitted in writing to the Parks and Recreation office. Failure to provide sufficient written notice could result in forfeiture of prepaid fees or assessment of a penalty charge.
- Fees will include a building supervisor, use of specified equipment, utilities, and a reasonable amount of room preparation and clean-up.
- Rental fees are based on requests for specific rooms and facilities. Use of space or equipment other than that specified in the user's contract is in violation of the centers policy and subject to additional charges.
- Fee and charges for any activity or event in which the Parks and Recreation Department acts as a sponsor or co-sponsor will be mutually determined by the department and the other agencies, organizations, etc. involved. All such arrangements will be set forth in a contract for that specific event or program.
- Out-of-town groups and individuals, i.e., those outside the corporate Town of Vienna limits will be subject to higher rates than in-town groups and residents.
- Open registration season for any organization, group or individual wanting to hold a large event at the community center for the next calendar year. Town Residents (March 1st – 31st) Non-Resident (April 1st-31st), open season for each group will last 30 days. Any rental request after the open season period will be handled as a normal rental request during the year