

Club Phoenix Rental Policies and Procedures

Please read and sign below to acknowledge you accept the terms of use.

- The adult renting the center must have a child that is a member of Club Phoenix, between the grades of 6 – 10. The rentals are for private parties only. The maximum number of people is 75. All attendees to the event must be either an adult chaperone or a teen, grades 6-10.
- The rentals must be made at least two weeks in advance and no longer than 4 months in advance. Renters must fill out an application (at the front desk or on the web) and speak with the Teen Program Coordinator. Rentals will not be booked via the phone or e-mail.
- Rentals are first come, first served and as space allows.
- Cancellations should be in writing, and at least 3 days prior to the rental. If the cancellation is not made three days prior, the renter will forfeit their rental cost. The renter will have their security deposit returned to them.
- The parent to teen ratio for all parties and events must be 20:1
- Rentals are for a four-hour block. Rental times will on Saturday 3:00 pm – 10:00 pm and Sunday 12 noon – 6:00 pm. Renters must utilize the 4 hour block for set up and tear down of the event. The cost will be \$125.00 for residents and \$150.00 for non-residents and \$75/\$100 for each additional hour over 4 hours. A refundable security deposit of \$250.00 is due after the application is submitted and approved.
- Renters will be allowed to use all electronic equipment, DVD player, pool tables, ping pong tables and games. Renters will NOT be allowed to purchase food or drinks, use the refrigerator, arts and crafts supplies or the computer. Renters must bring their own party supplies, decoration and food. Only painters' tape is allowed to hang decorations. No confetti is allowed. No bubble machines or fog machines allowed. Renters can provide their own DJ or band for the rental. All outside vendors must be attached to the rental agreement at least two weeks prior to the rental. Renters are responsible for completing contracts and payment for all vendors. DJ's or bands are not allowed to use bubble machines or fog machines.
- A staff member will be assigned to open the center and monitor its usage during the rentals. They will not be factored into the parent to teen ratio. They are there to ensure the security of the center and all the supplies.
- Renter must ensure that caterers, rental companies etc. comply with the time limits, center rules and all other Club Phoenix/Vienna Community Center regulations. It will be the renter's responsibility to keep all guests in designated areas. Should the renter fail to comply, they may be subject to cancellation of the contract and termination of the event/loss of deposit. Any vendors, caterers, or DJ etc. that violates rental/center policies, they will be banned from further Club Phoenix rentals or activities.
- A Town of Vienna resident may not rent the center on the behalf of another person or organization to receive the lower rental rate. The person(s) who signed the contract must be present during the entire rental or they risk the loss of their security deposit. Any changes in the initial contract must be in writing and made an attachment/addendum to the original contract. Upon arrival, the individual that signed the contract will check in at the community center front desk with the Teen Center staff. The Teen Center staff will then escort the renter to Club Phoenix.
- The renter is responsible for all damages or injuries to persons or property resulting from poor supervision or carelessness of the renter. The teen center/all equipment/entrance area will be inspected prior to and after the event. Any damages will be deducted from the security deposit (\$250.00). If the security deposit is insufficient to cover the costs, the renter will be billed for the remainder.
- Club Phoenix does not provide any utensils, lines, table ware, plates or service items. After the use of the center sink, the area must be thoroughly cleaned. There will be no usage allowed of the refrigerator in the teen center. A refrigerator/ freezer and ice are available in the Community Center kitchen. Any other room in the Community Center is not available for rent in conjunction with a Club Phoenix rental. If the policy is violated, the rental is subject to cancellation or loss of security deposit.
- Delivery and pick up of any item must be coordinated with the time periods of the rental. The TOV Parks and Rec Dept. is not responsible for any item delivered prior to or not picked up after the rental. If any equipment is delivered or failed to be picked up, the renter will be penalized a holding fee.

- The renter is responsible for removing all trash, food, decorations, etc. by the end of the rental period. Any items that are not claimed will be placed in the lost and found. Any extra cleaning required by the teen center staff will result in a charge to the renters to be determined by the Teen Program Coordinator.
- DJ's are allowed at the center; however, bass and volume must be kept within reasonable levels. Teen Center staff will monitor levels and will intervene as necessary. All equipment must be loaded through the back entrance of the Community Center. The DJ will be provided a 6 ft table as part of the rental. All other equipment must be provided by the DJ or renter. The Teen Center does not have a sound system.
- All renters must park in the Community Center parking lots. After all vendors have unloaded their equipment, they must move their cars to the parking lot. They may move their cars back to the rear entrance to reload their equipment.
- If the renter fails to vacate the premises at or before the scheduled time, they will be billed for each 15 minutes they fail to leave. The fee will be \$25.00 for each 15 minutes up to 45 minutes. After 45 minutes, they fee will go to \$100.00 per ½ hour.
- The Teen Center follows all Fairfax County Public School/Fairfax County closings. All efforts will be made to reschedule the rental. If no agreement can be found, then the renter will receive a full refund.
- Teen Center staff reserves the right to eject all disruptive persons from the center.
- The rentals are for teen parties and events. Rentals will not be permitted for sport team meetings/practices/ scout troop meetings/etc. There will be no adult rentals permitted. Teen Center rentals will not be in conjunction with a Community Center rental.
- Fees will not be collected by renter for any event.
- Renters must abide by all Teen Center rules and regulations. There is a ZERO tolerance policy for drugs, alcohol, tobacco, fighting, or other misconduct. The renter will forfeit their security deposit if any of the above behavior is observed.
- All renters assume liability for the participants during the rental period.

Renter Signature

_____/_____/_____
Date

Teen Program Coordinator Signature

_____/_____/_____
Date

Office use only

Rental Status: D Approved D Not Approved Date: ____/____/____ Canceled: ____/____/____

Deposit Returned: D Yes D No Reason Not Returned: _____

Form of Payment: D Cash D Check # _____ Visa/MC/Amex: _____ Exp: _____

