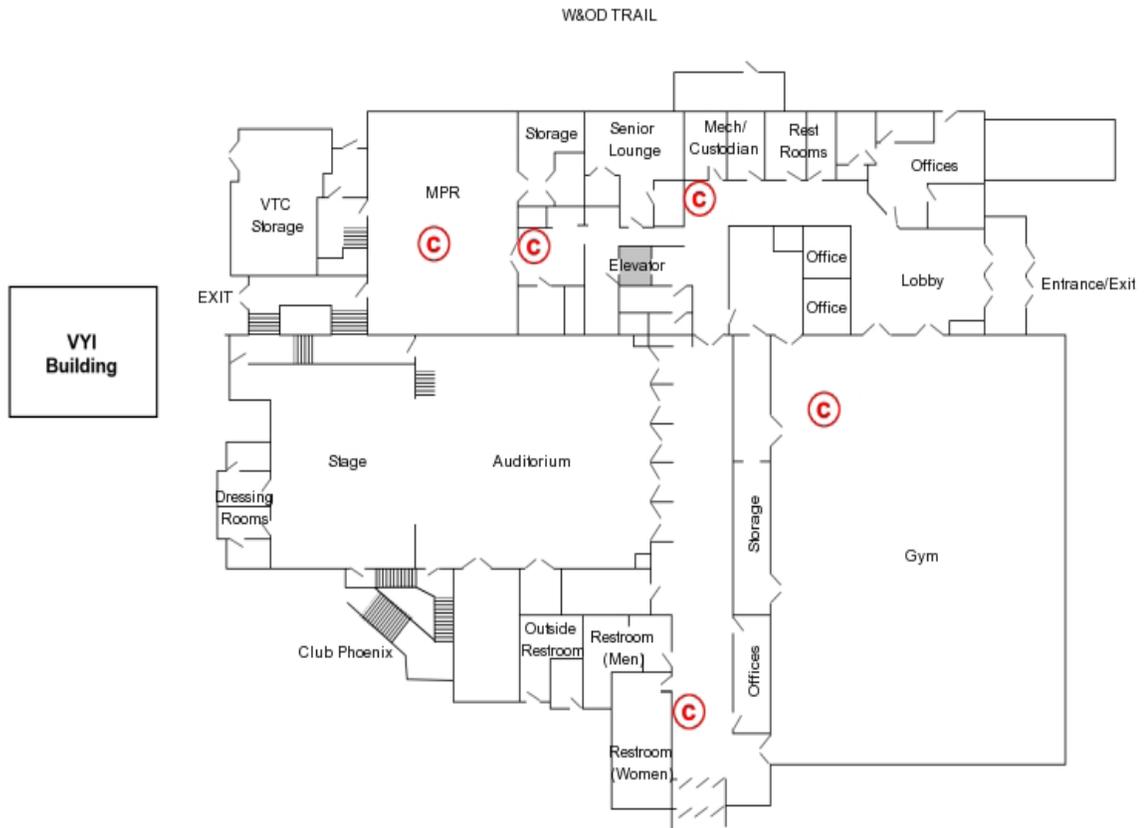
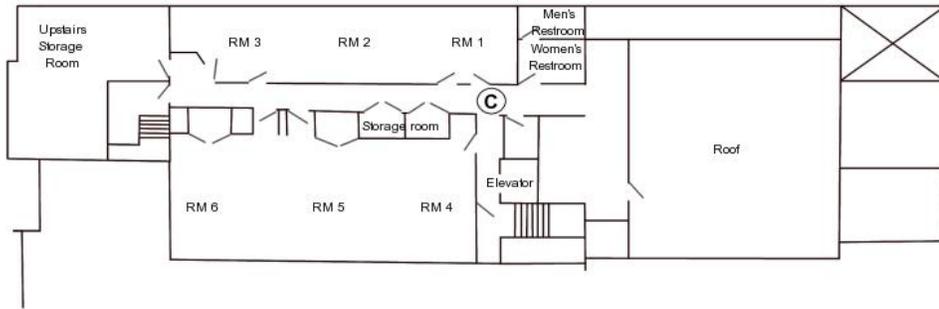


# FACILITY DIAGRAM

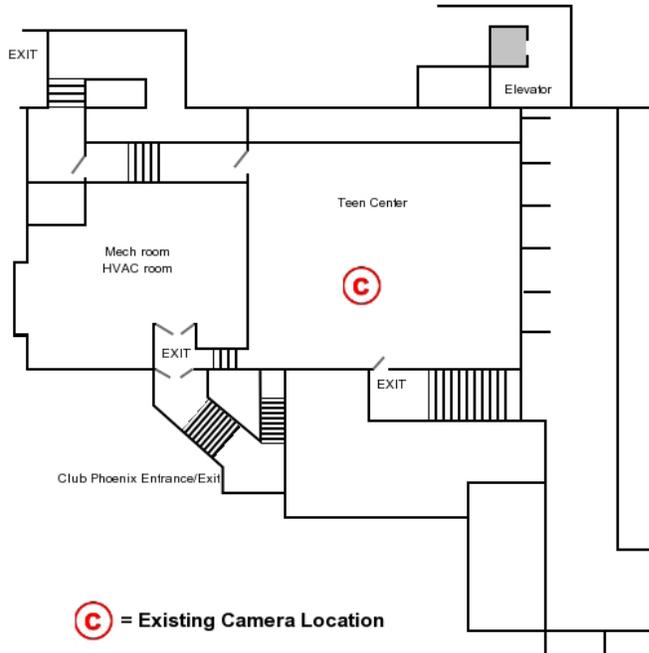


**First Floor Security Plan**



### Second Floor Security Plan

**C** Existing Camera



**C** = Existing Camera Location

### Basement Floor Security Plan

## **FACILITY RENTALS**

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### ***RENTAL AREA FEATURES***

Many areas of the Vienna Community Center are available for rent during operating and non-operating hours. Rental areas can be used for parties, special events, business meetings, and other activities. Specific areas and feature include:

#### **Community Rooms**

- L456 – seating capacity of 40, Youth Development & Dance Rm.
- R123 – seating capacity of 40, Window side
- SL – seating capacity of 15
- Rooms can be partition for smaller space

#### **Auditorium**

- Entire auditorium – seating capacity of 200

#### **Gymnasium**

- Entire gymnasium – seating capacity of 250
- 4,182 square feet, 1 court for basketball, volleyball, pickle ball, and other activities
- Wooden flooring
- The commercial kitchen area can be requested for basic food preparation

#### **Multi-Purpose Room**

- Entire multi-purpose room – seating capacity of 125

#### **Teen Center (exclusive use of this area may only be accommodated in after hour rentals)**

- Entire teen center – seating capacity of 108

#### **Kitchen**

- Stove, Refrigerator/Freezer, Sink, Ice Machine

## *RENTALS AREA REQUEST FORMS AND RENTAL CONTRACTS*

### **Facility Use Form and Rental Handbook**

Anyone wishing to reserve space at the Community Center must fill out a facility use application. The completed and signed application is given to the Building Manager or one of the full-time staff for review. The applicant will be notified by the Building Manager if his/her room reservation is accepted. The Vienna Community Center goal is to provide maximum effective use in order 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](http://www.viennava.gov). Specific policies include:

1. Parks and Recreation Department activities and programs 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. No alcoholic beverages are permitted in the center unless under special permit for a private function and then only champagne or champagne punch or light wine is allowed.
6. Under no circumstance are chairs, tables, or other Parks and Recreation equipment to be removed from the building.
7. Permits for groups composed of minors will be issued only to adults who accept responsibility for supervision throughout the period covered by the permit.
8. 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.

### **Request forms can be submitted utilizing one of the following methods:**

- **Walk-in:** Facility Use Form can be submitted at the Vienna Community Center front desk during normal business hours. Forms should be completely filled out.
- **Fax-in:** Completed Facility Use Form can be faxed to the Vienna Community Center at 703 255-6399.
- **Mail-in:** Completed Facility Use Form can be mailed in to: Vienna Community Center, Manager, 120 Cherry Street SE, Vienna, Virginia 22180.
- **Email:** Go to town web site, Parks and Recreation page; fill out facility use form and email it to [ccmgr@ci.vienna.va.us](mailto:ccmgr@ci.vienna.va.us)

## *SECURITY DEPOSIT AND PAYMENT*

### **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 2 weeks 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.

## *CHANGE OR CANCELLATION*

### **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.

### **Cancellations**

Any cancellation to the Facility Use Form or Rental Contract must be made a minimum of one week prior to the event in order to receive a full refund. Cancellations made less than one week in advance will forfeit the security deposit. All rental cancellation will be charged a \$10 administrative processing fee. More than one week notice may be required for the cancellation of larger events.

## ***RENTAL FEES***

### **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 con-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 particular 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.

### **SENIOR CITIZENS**

- No charges will be made for senior citizen meetings, activities, or events **unless determined by the Parks and Recreation Department to be of a commercial and/or fundraising nature.**

The Parks and Recreation Department retains the right to recover the cost of equipment, personnel, etc. for any senior citizen event that produces revenue at the Community Center through admission fees, sale of goods or services, donations, etc. When such revenue is in unreasonable excess of expenses incurred by the group.

### **YOUTH GROUPS/ORANIZATIONS**

- Vienna youth groups and those organizations that sponsor youth activities deemed by the Parks and Recreation to be an integral part of the overall Vienna recreation/cultural program shall be permitted to reserve one of the upstairs meeting rooms for regular business meetings (planning/administration) under the following terms:
  - a. **FREE** on a space available basis. Meetings must be held in a meeting room and limited to approximately three hours during a time the center is already scheduled to be open for other activities. Free meetings may be scheduled one to three months in advance.

- b. **Any such meetings resulting in extended custodial service, excessive room preparation, or other unusual demands will be assessed fees to cover costs to the Parks and Recreation Department.**
- Specific dates and times may be allocated free of charge to Vienna youth organizations for the purpose of participant registration prior to the beginning of each season.
- **Fund raising events, special activities (banquets, awards, programs, etc.), and other meetings not covered in items 1 or 2 above, shall be subject to the same building use fees as other group.**
- Because of the large number of individual athletic teams, scout troops, etc. and the limited time and space available, the Community Center cannot accommodate individual team/troop meeting, practices, etc on a free bases.
- Youth activities/groups must have adult supervision at a ratio of at least one adult per 15 children.
- **Youth groups and organizations from outside the Vienna town limit which cannot provide evidence of significant Vienna youth membership/participation will be subject to the regular fees and charges schedule.**

#### **ADULT/CLUBS ORGANIZATIONS**

- Adult non-profit clubs and organizations within the Town of Vienna, having as a major portion of their membership residents of Vienna, and whose primary purpose is to serve this community through charitable, cultural, or recreational activities shall be permitted to reserve rooms for regular business meetings at the usual non-profit rate.
- - a. Term Contract will be issued in August for the following calendar year. Meeting will be held during normal operating hours and limited to three hours each.
  - b. Any such meetings resulting in extended custodial service, excessive room preparation, or other unusual demands will be assessed fees to cover costs to the Parks and Recreation Department.
- Fund Raising events, special activities, and meetings not covered in item 1 above, shall be charged according to the fees and charges schedule.
- Out-of-town adult clubs/organizations will be charged according to the fees and charges schedule and will not be permitted an extended contract. All meetings and events by such groups will be contracted on a per event basis. Special consideration may be given to those organizations which provide a benefited recreational activity which contributes to the program goals of the Parks and Recreation Department.

#### **FUND RAISING AND COMMERCIAL EVENTS**

- All fund raising and events will be charged higher rates than those activities which do not generate any revenue through admission, fees entry fee, product sales, charges for services, etc.

- Such events may also be assessed a 10% revenue surcharge in addition to the building use fees and charges. This surcharge will generally be assessed for those events that generate large sums of revenue which:
  - a. Are out of proportion to the rental fees paid.
  - b. Will not be immediately donated/committed to a worthwhile community purpose.
  - c. Support a primarily commercial venture.
- Commercial events will be authorized only if they provide a positive public service and/or meet a legitimate need. **It is not the purpose of the Community Center to provide space for the conduct of business for profit of individual or commercial enterprises.**

### **PRIVATE FUNCTIONS**

- By their very nature, private functions (wedding, receptions, reunions, parties, dances, etc.) whether scheduled by an individual or group, exclude the general public and hence are subject to higher fees and charges than activities open to the public.
- **All private parties must be sponsored by an “in-town” resident**

### ***FACILITY RESERVATION SCHEDULE***

Parks and Recreation Department activities and program coordinators will have first priority in scheduling and use of the Community Center and equipment. 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, using the following schedule:

**Spring** applications will be accepted on **January 1<sup>st</sup>** for reservations **February 1<sup>st</sup> thru April 30<sup>th</sup>**

**Summer** application will be accepted on **April 1<sup>st</sup>** for reservations **May 1<sup>st</sup> thru July 31<sup>st</sup>**

**Fall** application will be accepted on **July 1<sup>st</sup>** for reservations **August 1<sup>st</sup> thru October 31<sup>st</sup>**

**Winter** application will be accepted on **October 1<sup>st</sup>** for reservations **November 1<sup>st</sup> thru January 31<sup>st</sup>**

Community Center patrons are expected to comply with all rules and regulations and refrain from abusive or improper conduct.

All building reservations/rentals must have a confirming application/contract completed by an authorized member or representative of said club or organization prior to the date of the scheduled activity.

**Hourly Rental Fees**

Rentals are granted in 1 hour increments with a minimum of a 1 hour rental unless otherwise specified. Rental fees are based on user types:

<b>TYPE OF USE</b>	<b>AUDITORIUM</b>	<b>GYM</b>	<b>Multi-Purpose Room</b>	<b>Meeting Rooms</b>	<b>Kitchen</b>
In Town Non-Commercial	\$35 1 <sup>st</sup> hr. \$25 ea additional <b>\$285 Day</b>	\$25 1 <sup>st</sup> hr. \$15 ea. Additional <b>\$175 Day</b>	\$20 1 <sup>st</sup> hr. \$15 ea additional <b>\$170 Day</b>	\$15 ph.	
In Town Non-Commercial Fund Raiser	\$45 1 <sup>st</sup> hr. \$30 ea additional <b>\$345 Day</b>	\$40 1 <sup>st</sup> hr. \$25 ea additional <b>\$290 Day</b>	\$25 1 <sup>st</sup> hr. \$20 ea additional <b>\$225 Day</b>	\$20 ph. <b>* \$400 Day</b>	<b>\$100 Day</b>
In Town Commercial	\$80 1 <sup>st</sup> hr. \$50 ea additional <b>\$580 Day</b>	\$45 1 <sup>st</sup> hr. \$30 ea additional <b>\$345 Day</b>	\$30 1 <sup>st</sup> hr. \$25 ea additional <b>\$280 Day</b>	\$30 ph. <b>* \$400 Day</b>	<b>\$100 Day</b>
Out of Town Non-Commercial	\$70 1 <sup>st</sup> hr. \$50 ea additional <b>\$570 Day</b>	\$50 1 <sup>st</sup> hr. \$30 ea additional <b>\$350 Day</b>	\$40 1 <sup>st</sup> hr. \$30 ea additional <b>\$340 Day</b>	\$30 ph.	<b>\$100 Day</b>
Out of Town Non-Commercial Fund Raiser	\$90 1 <sup>st</sup> hr. \$60 ea additional <b>\$690 Day</b>	\$80 1 <sup>st</sup> hr. \$50 ea additional <b>\$580 Day</b>	\$50 1 <sup>st</sup> hr. \$40 ea additional <b>\$450 Day</b>	\$40 ph. <b>* \$800 Day</b>	<b>\$100 Day</b>
Out of Town Commercial	\$160 1 <sup>st</sup> hr. \$100 ea additional <b>\$1,160 Day</b>	\$90 1 <sup>st</sup> hr. \$60 ea additional <b>\$690 Day</b>	\$60 1 <sup>st</sup> hr. \$50 ea additional <b>\$560 Day</b>	\$50 ph. <b>* \$1000 Day</b>	<b>\$100 Day</b>
Private Party (Residents)	\$500 1 <sup>st</sup> 3 hr.s. \$50 ea additional	\$500 1 <sup>st</sup> 3 hr.s. \$50 ea additional	\$500 1 <sup>st</sup> 3 hr.s. \$50 ea additional	<b>Daily Prices Are Per Side (2<sup>nd</sup> Floor)</b>	<b>\$100 Day</b>
Children Birthday Party (3-12yr)		\$75 Resident \$100 Non R (2 hr. Limit)	\$75 Resident \$100 Non R (2 hr. Limit)	\$75 Resident \$100 Non R (2 hr. Limit)	

<b>TYPE OF USE</b>	<b>THEATER</b>	<b>HALF AUDITORIUM</b>	<b>THIRD AUDITORIUM</b>	<b>FOURTH AUDITORIUM</b>
In Town Non-Commercial	<b><u>PERFORMANCE</u></b> \$150 (4 HOURS) <b><u>REHEARSAL</u></b> \$75 (4 HOURS)	\$20 1 <sup>st</sup> hr. \$15 ea. Additional	\$15 1 <sup>st</sup> hr. \$10 ea additional	\$10 ph.
In Town Non-Commercial Fund Raiser	<b><u>PERFORMANCE</u></b> \$200 (4 HOURS) <b><u>REHEARSAL</u></b> \$100 (4 HOURS)	\$30 1 <sup>st</sup> hr. \$20 ea additional	\$20 1 <sup>st</sup> hr. \$15 ea additional	\$15 ph.
In Town Commercial	<b><u>PERFORMANCE</u></b> \$300 (4 HOURS) <b><u>REHEARSAL</u></b> \$150 (4 HOURS)	\$60 1 <sup>st</sup> hr. \$30 ea additional	\$25 1 <sup>st</sup> hr. \$20 ea additional	\$20 ph.
Out of Town Non-Commercial	<b><u>PERFORMANCE</u></b> \$300 (4 HOURS) <b><u>REHEARSAL</u></b> \$150 (4 HOURS)	\$40 1 <sup>st</sup> hr. \$30 ea additional	\$30 1 <sup>st</sup> hr. \$20 ea additional	\$20 ph.
Out of Town Non-Commercial Fund Raiser	<b><u>PERFORMANCE</u></b> \$400 (4 HOURS) <b><u>REHEARSAL</u></b> \$200 (4 HOURS)	\$60 1 <sup>st</sup> hr. \$40 ea additional	\$40 1 <sup>st</sup> hr. \$30 ea additional	\$30 ph.
Out of Town Commercial	<b><u>PERFORMANCE</u></b> \$600 (4 HOURS) <b><u>REHEARSAL</u></b> \$300 (4 HOURS)	\$120 1 <sup>st</sup> hr. \$60 ea additional	\$50 1 <sup>st</sup> hr. \$40 ea additional	\$40 ph.

**The Director of Parks and Recreation shall have authority to waive any portion of the standard fee and to set any fee to be charged for any unusual activity. All requests for waivers must be submitted in writing, with specific justifications, to the Director for consideration at the time of application.**

## ***RENTAL FEES (continued)***

### **Additional Rental Fees and Special Requests**

- Rentals requiring additional Vienna Parks and Recreation staff members will be assessed fees to cover the hourly rate and benefits of each staff member.

### **Security Requirements**

Depending of the activity and the size of the group, the Vienna Parks and Recreation will determine and may request additional security staff at the cost to the rental customer. Security presence on site shall be from at least ½ hour prior to expected participant arrival until the time all group members have exited the facility following the activity.

## ***POLICES AND PROCEDURES***

### **Renter and Guest Policies and Procedures**

Renters and guest 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 loses 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.
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 Manager on Duty). The volume is subject to control by the Manager on Duty.
16. Any material (pamphlets, etc.) containing advertising must first be approved before distribution
17. No booking will be accepted from an individual or organization with an outstanding debt to the Vienna Community Center, nor will any standing bookings be honored until the debt has been paid.
18. Absent mutually agreeable arrangements made in advance in writing, an individual or organization representative who signs the request form for the rental activity and signs rental contract must be present on site for the duration of the rental event, and is responsible and liable for any damages incurred by the group.
19. Individuals who reside in the Town of Vienna may not rent the facility on behalf of a non-resident individual or organization in order to qualify for a lower rental rate. The exception to this rule will be immediate family members (mother, father, daughter or son) for weddings, birthdays or anniversaries. Special exceptions will be brought to the attention of the Director of Parks and Recreation.
20. Use of the Community Center by user organizations is automatically cancelled when the community center must close due to inclement weather or other emergencies. Every effort will be made to re-schedule, however in the event we can't accommodate the renter, we will refund all fees.

#### **Clean-up**

1. Clean-up shall be performed during the approved rental time period. Please include set-up and Clean-up time in your rental request.
2. Cleaning supplies such as towels, cleaning solution, vacuum, broom, and garbage bags will be provided by Vienna Parks and Recreation.
3. Clean-up shall include but not be limited to:
  - Removing all food, beverage, decorations, displays, equipment or other materials
  - Wiping tables, chairs, countertops, and appliances
  - Depositing trash in proper receptacles
  - Any other clean-up as necessary
4. The Community Center Manager (or designated Vienna Parks and Recreation staff) will complete a *Facility Inspection Form* at the end of the rental. The rental patron is financially responsible for damage fees and any facility overage fees that are accessed on the Facility Inspection Form.

#### **Food and Catering Policy**

1. There will be no outside food/drinks admitted into the facility without prior approval.
2. Food is restricted to certain areas in the facility. Spill-proof, unbreakable squeeze bottles containing water only with a lid or controlled spout is the only exception.
3. Accidental spills and stains should be reported immediately to the staff to arrange for clean-up.

4. Groups choosing to bring their own food are welcome to utilize the kitchen area if requested on the *Facility Use Form*. Requests for the kitchen are granted on a first come first serve basis.
5. The kitchen shall only be available for use during the time period approved on the *Facility Use Form*. The renter shall completely clean all surfaces. Appliances and equipment in the kitchen area.

#### **General Set-up and Tear Down**

The Vienna Community Center can provide a crew for set-up and tear down for most rentals requests, the patron will be responsible for the cost. If the job requires more man power than what the VCC can supply, the patron will be responsible for providing the extra help needed. The patron is required to be on site to assist the crew with set-up guidance and instruction.

**If additional equipment is needed for rental (chairs, tables, etc.), the patron is responsible for making arrangements for rental of these items once they have been approved by Vienna Community Center.**