

The Town of Vienna Parks and Recreation Department is committed to creating community through people, parks and programs.

Facility Rentals

The Town currently provides community rentals

RENTAL SCHEDULE

User Type

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.
Non-Profit:	
Civic Groups:	Government agencies, church groups, 501 3c 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.

USER GROUP DEFINITIONS:

Community:	Town residents, Service groups, Community groups, Churches, Schools, Sports associations, and Home owner associations.
Profit:	All for profit businesses, groups and individual
Non-Profit:	501 (c) (3) proof of status is required

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.



TYPE OF USE	AUDITORIUM	AUX. GYM	NEW GYM	MUTI-PURPOSE ROOM	MEETING ROOMS	KITCHEN
IN TOWN NON-PROFIT CIVIC	\$35 PER HOUR	\$45 PER HOUR	\$60 PER HOUR	\$20 PER HOUR	\$15 PER HOUR	\$25 PER HOUR
IN TOWN NON-PROFIT YOUTH/SENIOR	\$26 PER HOUR	\$34 PER HOUR	\$45 PER HOUR	\$15 PER HOUR	\$11 PER HOUR	\$25 PER HOUR
IN TOWN FUND RAISER	\$45 PER HOUR	\$55 PER HOUR	\$70 PER HOUR	\$25 PER HOUR	\$20 PER HOUR	\$25 PER HOUR
IN TOWN FOR-PROFIT	\$80 PER HOUR	\$100 PER HOUR	\$125 PER HOUR	\$30 PER HOUR	\$30 PER HOUR	\$50 PER HOUR
OUT OF TOWN NON-PROFIT CIVIC	\$70 PER HOUR	\$90 PER HOUR	\$120 PER HOUR	\$40 PER HOUR	\$30 PER HOUR	\$38 PER HOUR
OUT OF TOWN NON-PROFIT YOUTH/SENIOR	\$70 PER HOUR	\$90 PER HOUR	\$120 PER HOUR	\$40 PER HOUR	\$30 PER HOUR	\$38 PER HOUR
OUT OF TOWN FUND RAISER	\$90 PER HOUR	\$110 PER HOUR	\$140 PER HOUR	\$50 PER HOUR	\$40 PER HOUR	\$38 PER HOUR
OUT OF TOWN FOR-PROFIT	\$160 PER HOUR	\$200 PER HOUR	\$250 PER HOUR	\$60 PER HOUR	\$50 PER HOUR	\$75 PER HOUR
PRIVATE PARTY (RESIDENT)	\$125 PER HOUR	\$175 PER HOUR	\$225 PER HOUR	\$125 PER HOUR	\$125 PER HOUR	\$38 PER HOUR
PRIVATE PARTY (NON-RESIDENTS)	\$250 PER HOUR	\$350 PER HOUR	\$450 PER HOUR	\$250 PER HOUR	\$250 PER HOUR	\$38 PER HOUR
CHILDREN BIRTHDAY PARTY (3-12YR) RESIDENT	Special Permission required from Community Center Manager	\$75 FOR 2 HOURS	NA	\$75 FOR 2 HOURS	\$75 FOR 2 HOURS	\$25 PER HOUR
CHILDREN BIRTHDAY PARTY (3-12YR) NON-RESIDENT	Special Permission required from Community Center Manager	\$100 FOR 2 HOURS	NA	\$100 FOR 2 HOURS	\$100 FOR 2 HOURS	\$38 PER HOUR

TYPE OF USE	REHEARSAL	GRAND REHEARSAL	PERFORMANCE
IN TOWN NON-PROFIT CIVIC	\$50 an hour	\$75 hourly	\$300 (4 HOURS) \$50 each add hr.
IN TOWN NON-PROFIT YOUTH/SENIOR	\$38 an hour	\$56 hourly	\$225 (4 HOURS) \$50 each add hr.
IN TOWN FUNDRAISER	\$50 an hour	\$75 hourly	\$375 (4 HOURS) \$50 each add hr.
IN TOWN FOR-PROFIT	\$50 an hour	\$75 hourly	\$400 (4 HOURS) \$50 each add hr.
OUT OF TOWN NON-PROFIT CIVIC	\$100 an hour	\$150 hourly	\$600 (4 HOURS) \$50 each add hr.
OUT OF TOWN NON-PROFIT YOUTH/SENIOR	\$100 an hour	\$150 hourly	\$600 (4 HOURS) \$50 each add hr.
OUT OF TOWN FUNDRAISER	\$100 an hour	\$150 hourly	\$750 (4 HOURS) \$50 each add hr.
OUT OF TOWN FOR-PROFIT	\$100 an hour	\$150 hourly	\$800 (4 HOURS) \$50 each add hr.
PRIVATE EVENT RESIDENT	\$300 (4 hours) \$50 each add hr.	\$400 (4 hours) \$50 each add Hr.	\$600 (4 HOURS) \$50 each add hr.
PRIVATE EVENT NON-RESIDENT	\$600 (4 HOURS) \$50 each add hr.	\$800 (4 hours) \$50 each add hr.	\$1,200 (4 HOURS) \$50 each add hr.

COMMUNITY CENTER FACILITIES & AMENITIES NARRATIVES

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.

Auditorium (2,392 Sq. feet):

Vienna Community Center Auditorium 2,392-square-foot space 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 and or area residents that need access to main thru-ways. The rental includes the use of tables and chairs, groups may have access to (15) 6ft. tables and (6) 8ft. tables and 200 chairs (there is a cost associated with VCC setting up, breaking down and cleaning), groups may choose to handle their own set-up, break-down and clean-up. We only ask that you leave it the way you found it.

Area resident can reserve this room up to 3 months in advance. A completed rental request form is required to start the rental process, without the form, rental request will not be considered.

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

For general Auditorium description please see Auditorium page. 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 Vienna Community Center Gym has windows located along one wall, which allows for wonderful natural light. Vienna Community Center Gym 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.

Main Gym (5,600 Sq. Feet)

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

Multi-purpose room has many functional uses, with its tiled flooring the room can be used in several different rental functions. The room holds 125 standing, 100 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.

Meeting Rooms (Interior 1,185 Sq. Feet) (Exterior 1,091 Sq. Feet):

Meeting rooms can accommodate up to 45 people assembly style, the room can also handle 25 people classroom and 25 people boardroom style. Each room has 2 collapsible walls that can be closed, dividing the space into either 2 or 3 separate rooms, one larger than the other and each with its own entrance, or into thirds. The room has a white board as well as a chalk board. Interior meeting room has a mirror wall suitable for dance practices.

Senior Lounge:

If you have a scheduled business or board meeting that doesn't need more than seating for 15 people, this is the perfect room for your rental needs. This room is typically used by senior card groups; it's a carpet room with natural lighting coming from window located on the trail side of the facility.

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 teen 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 ([hyperlink this to the teen center rental page](#)) for further information.

RENTAL 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 rental 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. 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. 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.

Rental 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

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 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.

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 cancellations will be charged a \$10 administrative processing fee.** More than one week notice may be required for the cancellation of larger events.

POLICES AND PROCEDURES

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 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

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.