

VIENNA COMMUNITY CENTER SCHEDULE OF FEES

USER TYPE

NON-PROFIT, CIVIC:

GROUPS THAT HAVE A 501-3C NON-PROFIT STATUS, SUCH AS LOCAL CHURCHES AND LOCAL NON-PROFIT ORGANIZATIONS AND AGENCIES. NON-PROFIT STATUS AS APPLIES TO LOCAL GOVERNMENT AGENCIES AND ANY INDIVIDUAL NOT RECEIVING INCOME FROM FACILITY USE.

FOR-PROFIT:

BUSINESSES; COMMERCIAL ORGANIZATIONS; INDIVIDUALS FOR WHOM PROCEEDS FROM EVENT CONSTITUTES INCOME.

CIVIC FUNDRAISER EVENT:

OPEN TO THE PUBLIC; ADMISSION FEES CHARGED AND/OR TICKET SALES; SALES OF GOODS AND/OR SERVICES.

PRIVATE PARTY:

WEDDING RECEPTIONS, BIRTHDAY PARTY, ANNIVERSARY, ORGANIZATIONS HOLIDAY PARTIES, ETC... GROUPS OR INDIVIDUALS WHOSE EVENTS AND/OR MEMBERSHIP IS NOT OPEN TO THE PUBLIC

TOWN OF VIENNA YOUTH ORGANIZATIONS AND SENIOR CITIZEN GROUP USE WILL BE FREE OF CHARGE FOR ORGANIZATIONAL MEETINGS AND REGISTRATION ONLY.

RESERVATION FEE INCLUDES FIRST HOUR RENT, EXCEPT FOR PRIVATE PARTIES.

SECURITY DEPOSIT:

\$250 or up to 25% of the rental Fee, BASED ON TYPE AND/OR SIZE OF FUNCTION.

CHILDERENS PARTY:

For small groups (20-25) age 12 and under. Parties will be scheduled on space available bases **EXCEPT FOR THE GYM, which can be scheduled on Saturday and Sunday 11:00am - 1:00pm, 2:00pm – 4:00pm and 5pm-7pm.**

CONTRACTS AND FEES:

- All facilities users 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.
- Any organization that is not a Community Group may be charged a Commercial Rate for the use of the site.
- Liability Insurance Coverage of \$1,000,000 is required, which names the event organizer, the Town of Vienna as having first interest therein, for any large functions.

The Community Center Building Manager has authority to determine reasonable charges for any unusual circumstances or extraordinary demands placed on staff or facilities by the user. All such charges are subject to approval by the Director of Parks and Recreation.

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-Residents (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.

FACILITY RESERVATION SCHEDULE

SPRING: Application are accepted **JANURARY 15th** for reservations beginning

March 1 thru May 31.

SUMMER: Application are accepted **APRIL 15th** for reservations beginning

June 1 thru August 31.

FALL: Application are accepted **JULY 15th** for reservations beginning

September 1 thru November 30.

WINTER: Application are accepted **OCTOBER 15th** for reservations beginning

December 1 thru Februray 28.

Vienna Community Center Fee Schedule

TYPE OF USE	AUDITORIUM	GYM	Multi-Purpose ROOM	MEETING ROOMS	KITCHEN
IN TOWN NON-COMMERCIAL	\$35 1 st hr. \$25 ea. additional \$285 DAY	\$35 1 st hr. \$25 ea. additional \$285 DAY	\$20 1 st hr. \$15 ea. additional \$170 DAY	\$15 ph.	
IN TOWN NON-COMMERCIAL FUND RAISER	\$45 1 st hr. \$30 ea. additional \$345 DAY	\$45 1 st hr. \$30 ea. additional \$345 DAY	\$25 1 st hr. \$20 ea. additional \$225 DAY	\$20 ph. * \$400 Day	\$100 DAY
IN TOWN COMMERCIAL	\$80 1 st hr. \$50 ea. additional \$580 DAY	\$80 1 st hr. \$50 ea. additional \$580 DAY	\$30 1 st hr. \$25 ea. additional \$280 DAY	\$30 ph. * \$400 day	\$100 DAY
OUT OF TOWN NON-COMMERCIAL	\$70 1 st hr. \$50 ea. additional \$570 DAY	\$70 1 st hr. \$50 ea. additional \$570 DAY	\$40 1 st hr. \$30 ea. additional \$340 DAY	\$30 ph.	
OUT OF TOWN NON-COMMERCIAL FUND RAISER	\$90 1 st hr. \$60 ea. additional \$690 DAY	\$90 1 st hr. \$60 ea. additional \$690 DAY	\$50 1 st hr. \$40 ea. additional \$450 DAY	\$40 ph. * \$800 Day	\$200 Day
OUT OF TOWN COMMERCIAL	\$160 1 st hr. \$100 ea. additional \$1160 DAY	\$160 1 st hr. \$100 ea. additional \$1160 DAY	\$60 1 st hr. \$50 ea. additional \$560 DAY	\$50 ph. * \$1000 Day	\$200 DAY
PRIVATE PARTY (RESIDENT)	\$300 1 st 3 hrs. \$50 ea. additional	\$300 1 st 3 hrs. \$50 ea. additional	\$300 1 st 3 hrs. \$50 ea. additional	DAILY PRICES ARE PER SIDE (2nd Floor)	\$100 DAY
PRIVATE PARTY (NON-RESIDENTS)	\$600 1 st 3 hrs. \$50 ea. additional	\$600 1 st 3 hrs. \$50 ea. additional	\$600 1 st 3 hrs. \$50 ea. additional	DAILY PRICES ARE PER SIDE (2nd Floor)	\$100 DAY
CHILDREN BIRTHDAY PARTY (3-12YR)	Special Permission required from Community Center Manager	\$75 Resident \$100 Non-R. (2 hr LIMIT)	\$75 Resident \$100 Non-R. (2 hr LIMIT)	\$75 Resident \$100 Non-R. (2 hr LIMIT)	
SPECIAL EVENTS: Set-up, Break-down and clean-up	Large Events \$150 Small Events \$100	Large Events \$150 Small Events \$100	Large Events \$150 Small Events \$100	Large Events \$150 Small Events \$100	

**Vienna Community Center
Fee Schedule**

TYPE OF USE	THEATER	HALF AUDITORIUM	THIRD AUDITORIUM	FOURTH AUDITORIUM
IN TOWN NON COMMERCIAL	<u>PERFORMANCE</u> \$150 (4 HOURS) <u>REHEARSAL:</u> \$75 (4 HOURS)	\$20 1 st hr. \$15 ea. additional	\$15 1 st hr. \$10 ea. additional	\$10 P.H.
IN TOWN NON- COMMERCIAL FUND RAISER	<u>PERFORMANCE</u> \$200 (4 HOURS) <u>REHEARSAL:</u> \$100 (4 HOURS)	\$30 1 st hr. \$20 ea. additional	\$20 1 st hr. \$15 ea. additional	\$15 P.H.
IN TOWN COMMERCIAL	<u>PERFORMANCE</u> \$300 (4 HOURS) <u>REHEARSAL:</u> \$150 (4 HOURS)	\$60 1 st hr. \$30 ea. additional	\$25 1 st hr. \$20 ea. additional	\$20 P.H.
OUT OF TOWN NON- COMMERCIAL	<u>PERFORMANCE</u> \$300 (4 HOURS) <u>REHEARSAL:</u> \$150 (4 HOURS)	\$40 1 st hr. \$30 ea. additional	\$30 1 st hr. \$20 ea. additional	\$20 P.H.
OUT OF TOWN NON- COMMERCIAL FUND RAISER	<u>PERFORMANCE</u> \$400 (4 HOURS) <u>REHEARSAL:</u> \$200 (4 HOURS)	\$60 1 st hr. \$40 ea. additional	\$40 1 st hr. \$30 ea. additional	\$30 P.H.
OUT OF TOWN COMMERCIAL	<u>PERFORMANCE</u> \$600 (4 HOURS) <u>REHEARSAL:</u> \$300 (4 HOURS)	\$120 1 st hr. \$60 ea. additional	\$50 1 st hr. \$40 ea. additional	\$40 P.H.