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# *Community Center Facility Rental Handbook*

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## Facility Rental Process, User Types, & Fees Schedule

### Rental Request Schedule (Booking Dates)

Individuals or groups seeking to rent rooms, gymnasium space, or the auditorium at the Vienna Community Center should fill out a [Facility Use Application](#). Applications are accepted on a first-come, first-served basis and are approved if space and resources are available. Please use the following guidelines to apply at the appropriate time. Applications submitted outside of the required timeframe may not be accepted.

#### Booking Dates:

- **January 15** – Begin accepting applications for March 1 to May 31.
- **April 15** – Begin accepting applications for June 1 – August 31.
- **July 15** – Begin accepting applications for September 1 – November 30.
- **October 15** – Begin accepting applications for December 1 – February 28 (29 in Lead Years).

### Submitting a Facility Use Application

The Facility Use Application may be completed and submitted in the formats listed below. All applications are reviewed on a first-come, first-served basis. **Incomplete applications will be placed behind completed applications in the processing queue until all required information is provided.**

<b>Online</b>	Complete and submit the Facility Use Application <a href="#">online</a> .
<b>Walk-in</b>	A Facility Use Application may be submitted at the Vienna Community Center front desk during normal business hours.
<b>Fax</b>	A completed Facility Use Application can be faxed to the Vienna Community Center at 703-255-6399
<b>Mail</b>	A completed Facility Use Application can be mailed to: Vienna Community Center, Attn: Building Supervisor, 120 Cherry Street SE, Vienna, Virginia 22180

## User Type

<b>Resident</b>	Individuals, businesses, or organizations within the Town of Vienna limits, have property within the town limits and pay Town taxes.
<b>Non-Resident</b>	Individuals, businesses, or organizations that do not reside or have property within the Town Limits.
<b>Non-Profit Groups:</b> <i>501(c)(3) proof of status is required</i>	
Civic	Government agencies, church groups, 501c3 groups, any individual/organization not receiving income from facility use with meeting.
Youth/Senior	Vienna youth or senior organizations, citizen groups, or sports leagues.
<b>Fundraisers</b>	Any event and or function open to the public; admission fees charged and/or ticket sales; sale of goods and/or services that donate at least 80 percent of the funds raised for a non-profit 501c3 charitable organization or cause.
<b>Private Events</b>	Private groups or individuals whose events and/or memberships are not open to the public are considered Private Events. Examples include, but are not limited to, wedding receptions, birthday parties, anniversary celebrations, and holiday parties.
<b>Children's Party</b>	For small groups (20-25) ages 12 and under accompanied by adults. Birthday parties are offered only on weekends based on availability; the Auxiliary Gym may be scheduled based on the following Saturday and Sunday time slots: <ul style="list-style-type: none"><li>• 11 am-1 pm</li><li>• 2 pm-4 pm</li><li>• 5 pm-7 pm (Saturdays only)</li></ul>
<b>For-Profit</b>	For-profit events include those that charge an admission fee.

## Fees: Vienna Community Center Rentals

Pricing displayed in the table reflects current hourly rates for room rentals. New rates beginning July 1, 2025, are highlighted in green.

Community Center Rental Rates (Hourly)														
	Auditorium		Auxiliary Gym		Field House Gym		Community Room		North & South Meeting Rooms		Board Room		Kitchen	
RESIDENT PRICING														
	Current	7/1/25	Current	7/1/25	Current	7/1/25	Current	7/1/25	Current	7/1/25	Current	7/1/25	Current	7/1/25
Non-Profit	\$70	\$77	\$45	\$50	\$60	\$65	\$20	\$25	\$15	\$20	\$15	\$10	\$25	\$30
Non-Profit, Youth or Senior Group	\$50	\$55	\$34	\$40	\$45	\$50	\$15	\$20	\$11	\$15	\$11	\$10	\$25	\$30
Fundraiser	\$60	\$65	\$55	\$65	\$70	\$80	\$25	\$30	\$20	\$25	\$20	\$15	\$25	\$30
Profit	\$80	\$90	\$100	\$110	\$125	\$140	\$50	\$55	\$30	\$35	\$30	\$20	\$50	\$55
Private	\$125	\$140	\$150	\$165	\$225	\$250	\$100	\$110	\$75	\$85	\$75	\$85	\$35	\$40
Birthday (2 Hrs)	\$75	\$125	\$75	\$125			\$75	\$100	\$75	\$85	\$30	\$30	\$25	\$30
NON-RESIDENT PRICING														
Non-Profit	\$140	\$155	\$90	\$100	\$120	\$135	\$40	\$45	\$30	\$35	\$30	\$20	\$40	\$45
Non-Profit Youth or Senior Group	\$140	\$155	\$90	\$100	\$120	\$135	\$40	\$45	\$30	\$35	\$30	\$20	\$40	\$45
Fundraiser	\$150	\$165	\$110	\$125	\$140	\$155	\$50	\$55	\$40	\$45	\$40	\$30	\$40	\$45
Profit	\$160	\$175	\$200	\$220	\$250	\$275	\$60	\$70	\$60	\$70	\$60	\$40	\$75	\$85
Private	\$225	\$250	\$275	\$303	\$450	\$495	\$200	\$220	\$150	\$165	\$150	\$165	\$40	\$45
Birthday (2 Hrs)	\$100	\$250	\$100	\$250			\$100	\$200	\$100	\$170	\$60	\$60	\$38	\$40

## Refundable Security Deposit

A refundable security deposit of \$200 - \$550 per day is required based on the type and/or size of the function. The Deposit is forfeited when a cancellation is submitted by the renter less than two weeks before the reservation. 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, scheduled payments may be arranged with approval by the Superintendent of Operations & Historic Preservation.

## Contract and Fees

- All facility users must fill out a Facility Use Application to reserve use in the community center, even if 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.

## Changes or Cancellation Policy

### Changes

Any changes to a reservation shall be submitted in writing by email ([rentals@viennava.gov](mailto:rentals@viennava.gov)) or in person at the Vienna Community Center (*120 Cherry Street SE, Vienna VA 22180*) for consideration by the Superintendent of Operations & Historic Preservation. Changes may be escalated to a Department Head. Approval of the changes is subject to the availability of resources to support the rental. The approval changes may be subject to additional fees. The Department of Parks & Recreation reserves the right to deny any change to the original rental request.

### Cancellation

Cancellations shall be made a minimum of two weeks before the event to receive a full refund. More than a two-week notice may be required for the cancellation of larger events. Cancellations made less than two weeks in advance forfeit the security deposit.

## Procedures and Policies

### Reservation Policies

Individuals or groups wishing to reserve space at the Community Center should complete the [Facility Use Application](#). The application may be submitted online or delivered to the Vienna Community Center for review. Staff shall notify the applicant if their room reservation is accepted. The Department of Park & Recreation's goal is to provide maximum effective use to serve the greatest number of people possible with consideration of staff's work schedule and available resources, such as supplies and budget. The most current Facility Use Application and Facility Rental Handbook are available [online](#) or at the Front Desk of the Community Center. Use of space at the center is prioritized based on the following:

1. Department and Town-sponsored activities and programs are provided first priority in scheduling and use of the Community Center and equipment.
2. All requests for the use of the center should be directed to the Superintendent of Operations & Historic Preservation for approval and scheduling by completing a Facility Use Application. Reservations shall follow the posted [Booking Dates](#).
3. Community Center patrons shall comply with all rules and regulations and refrain from abusive, disruptive, or improper conduct.
4. All permits are subject to cancellations by the Department if determined to be in conflict with departmental policy or activities.
5. Chairs, tables, or other Parks and Recreation equipment may not 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 shall follow established rules and regulations. Violations or misrepresentation of use may be cause for immediate cancellation of the reservation without a refund. In addition, these guidelines shall be followed:

1. The renter shall be present during the entire event.
2. The renter shall provide a specific floor plan and/or special requests on the Facility Use Application.
3. Guests 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 and ensure they remain in authorized areas only. The renter is held liable for their group's actions including any damage or loss caused during rental.
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 and 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 areas in the Vienna Community Center
8. No alcohol is permitted on Community Center grounds without prior approval by the Director of Parks & Recreation, or a designee. If approved, the renter will obtain a One Day Banquet License from the Virginia Alcoholic Beverage Control Authority (ABC). A copy shall be provided to the Superintendent of Operations & Historic Preservation, or a designee, prior to the event. The renter shall post the original license 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 on Town-owned property, including the Vienna Community Center, requires prior approval.
12. All furniture, equipment, decorations, and other needs shall be detailed in the request and approved in advance. Only non-permanent, non-damaging methods of mounting decorations or equipment are permitted. Damage to the building may result in additional charges and/or loss of the security deposit.
13. No confetti, glitter, 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 require prior approval by the Superintendent of Operations & Historic Preservation or a Department Head 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 Department of Parks & Recreation 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 by emailing [rentals@viennava.gov](mailto:rentals@viennava.gov) or in person at the Community Center. Failure to provide sufficient written notice may result in forfeiture of prepaid fees or assessment of a penalty charge. *See Section on “Changes & Cancellations” for more information.*
- Fees 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 policy and subject to additional charges.
- Fees and charges for any activity or event in which the Department acts as a sponsor or co-sponsor shall 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 residing outside the corporate Town of Vienna limits are subject to higher rates than in-town groups and residents.
- The following dates outline 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 1<sup>st</sup> – 31<sup>st</sup>)
  - Non-Resident (April 1<sup>st</sup>-31<sup>st</sup>)

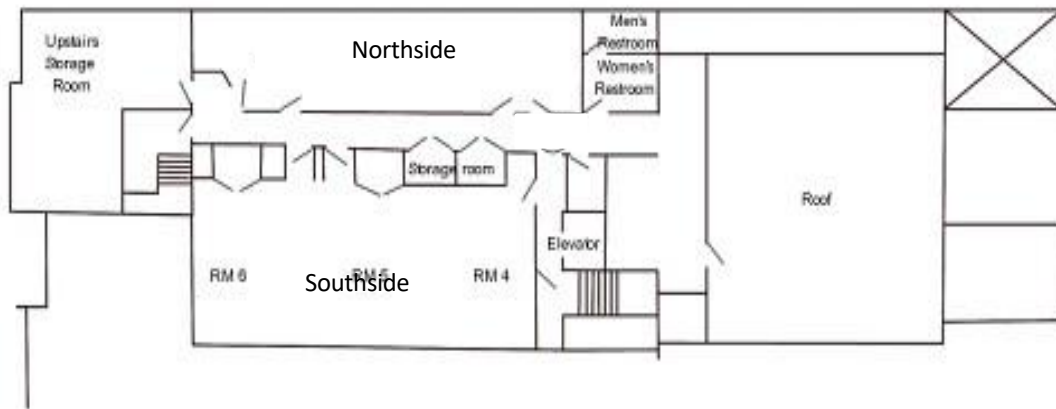
Open registration for each group will last 30 days. Rental requests received after the open registration period shall be handled as a normal rental request during the year.

## Neutrality & Non-Discrimination

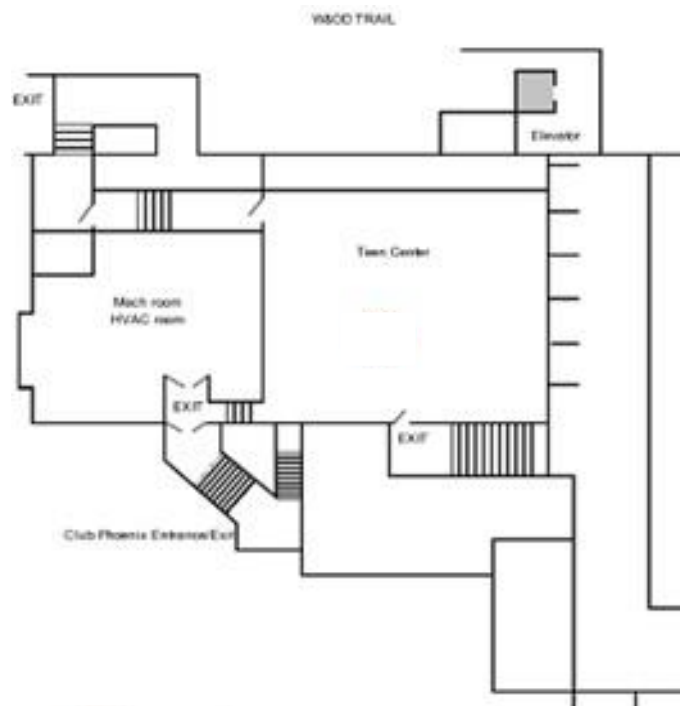
The Town of Vienna is committed to providing fair and equitable access to its facilities for private rentals. The Town does not discriminate against any individual, group, or organization on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, military status, disability, political affiliation, or beliefs.

Rentals are approved based on neutral criteria including space availability, the renter's adherence to facility guidelines, and compliance with applicable laws. The approval of a private rental does not imply the Town's endorsement or opposition to the views, beliefs, or activities associated with the event. As a public entity, the Town maintains a stance of neutrality with respect to the content of private rentals and will not deny access to facilities based on the renter's background, viewpoints, or cause, as long as all legal and procedural requirements are met.





## SECOND FLOOR

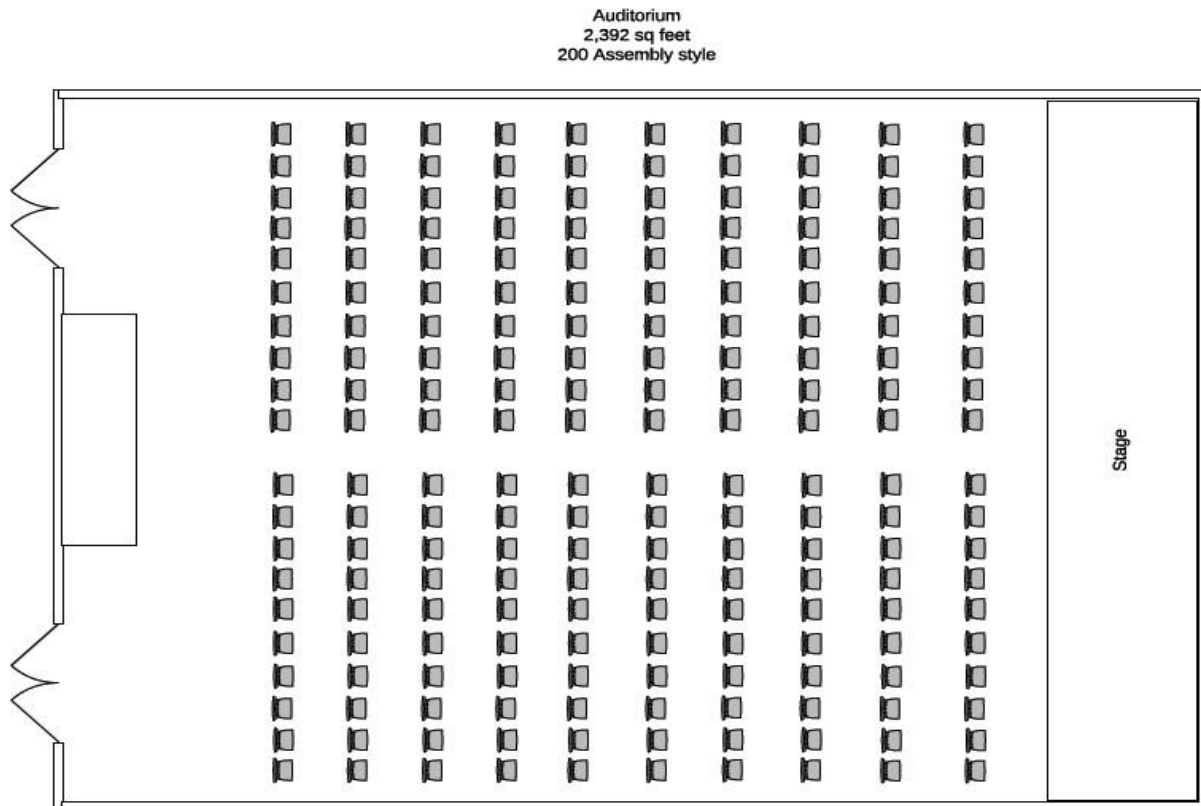


### Auditorium (2,392 Sq. feet):

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.

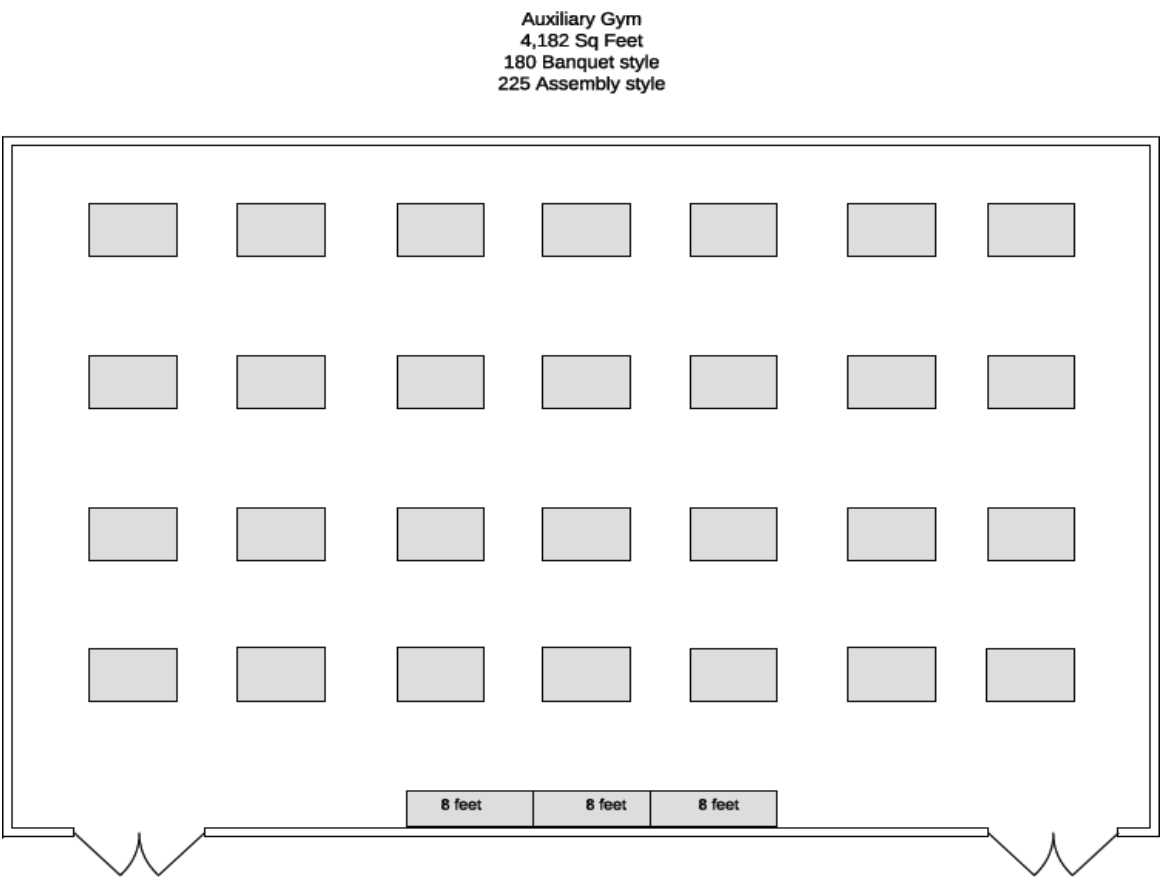


### Auditorium Hallway (876 Sq. Feet):

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):

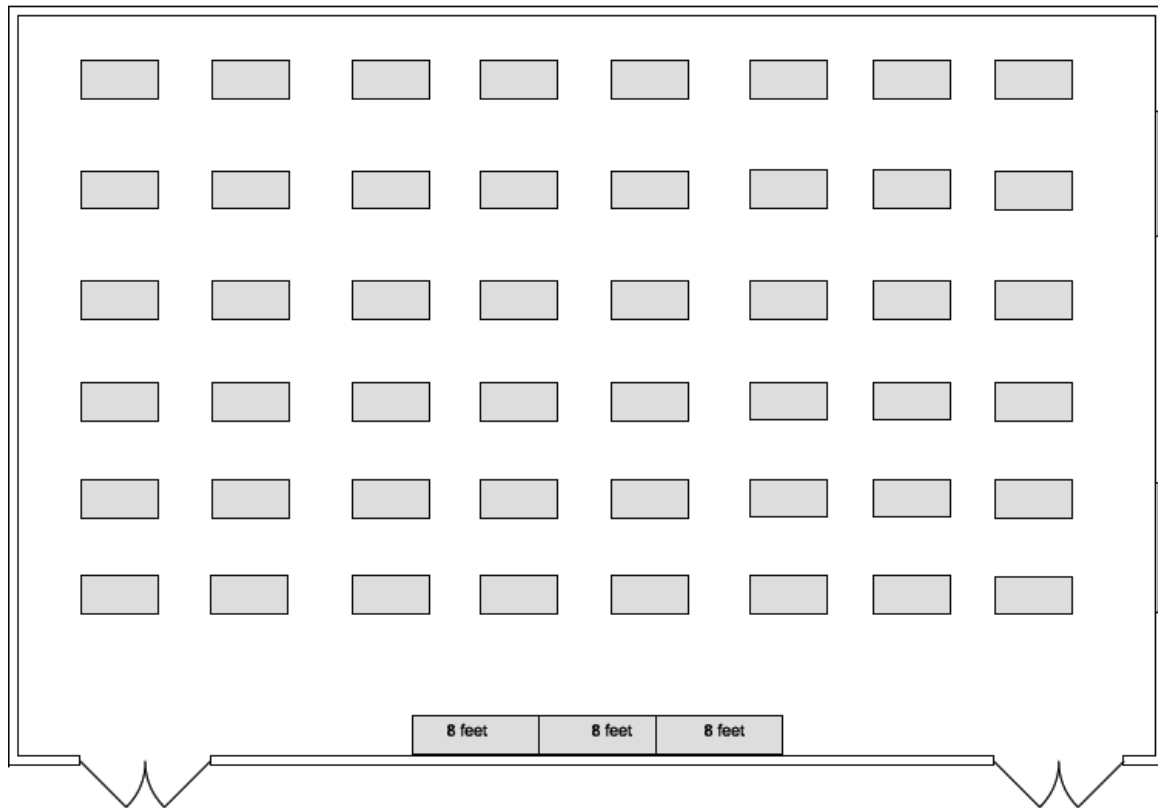
The Auxiliary Gym has windows located along one wall, which allows for wonderful natural light. It can be used for parties, special events, business meetings, and other activities. The gym holds about 400 standing, 250 with assembly style seating and seats 200 banquet style



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

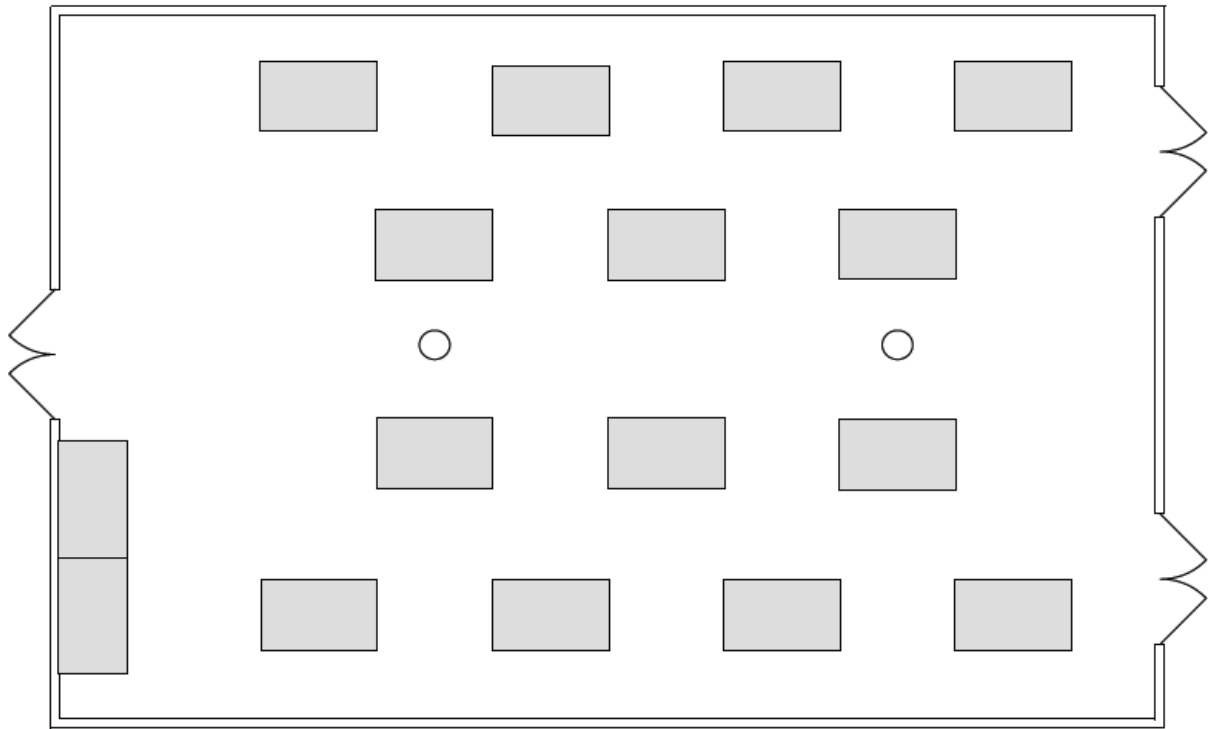


#### Multi-Purpose Room (1,890 Sq. Feet):

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.



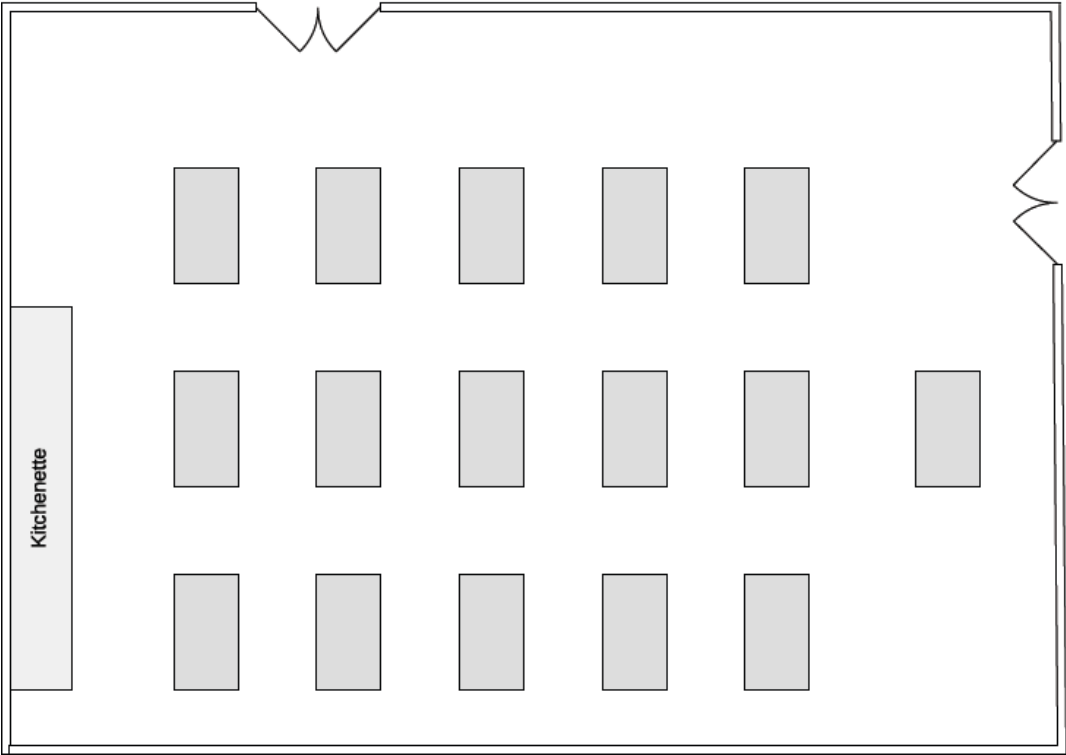
Community Room  
1,890 Sq feet  
120 assembly style  
80 banquet style



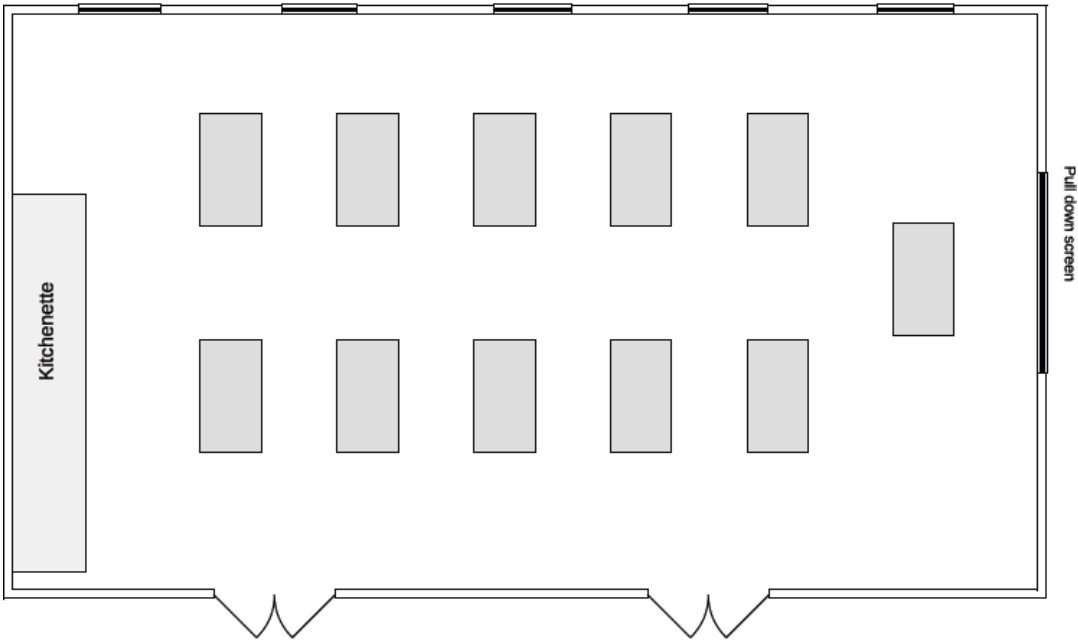
Meeting Rooms (Southside 1,852 Sq. Feet) (Northside 1,005 Sq. Feet):

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

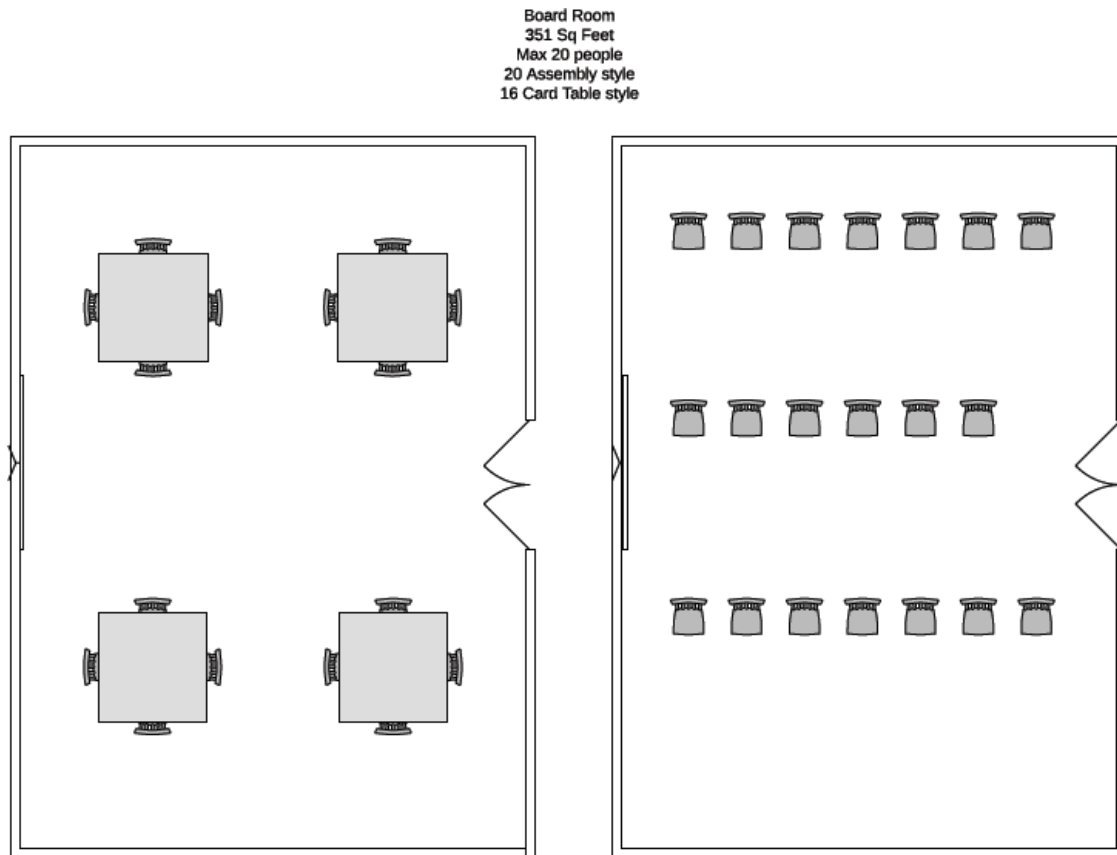


Northside Room  
1,005 Sq Feet  
30 Classroom style  
55 Assembly style



### 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.



### 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.