

**Rental Regulations for Facility and Grounds Use  
Loudoun County Parks, Recreation and Community Services  
April 2011**

Thank you for considering a Loudoun County Parks, Recreation and Community Services (PRCS) facility for your special event, function or meeting. PRCS has a broad selection of space in multiple locations across the county to suite your rental needs. Our staff is available to help you plan your rental to ensure an enjoyable, safe and economical event.

This document includes general information, rental rules and fee information. Specific information about the facility you are interested in renting as well as the rental contract is included in the rental packet.

**I. GENERAL INFORMATION**

1. Facility Use Applications will be considered on a first come, first served basis. Reservations are officially confirmed upon receipt of payment. All rentals are approved at the discretion of the Center Manager.
2. *Special Event Permit.* If you are planning a community wide event attracting over 150 people, a County of Loudoun Special Event Permit is required. Contact the Loudoun County Special Events Coordinator at 703-737-8919 at the Department of Fire & Rescue at least 6 months prior to your proposed event. Go to: [www.loudoun.gov/events](http://www.loudoun.gov/events)
3. *Health permits.* Food preparation prepared on site by caterers, renters selling prepared food items, or events open to the public require a separate food permit from the Loudoun County Health Department. Call 703-777-0234 at least thirty days in advance.
4. *Insurance.* All renters charging admission to their function or a participant fee must provide a certificate of insurance naming the County of Loudoun as additionally insured for one million (\$1,000,000.00) at least one week prior to the rental date.
5. *Moon bounces and other amusements.* Household style amusements like inflatable moon bounces are not allowed due to liability issues. Renters are encouraged to work with local amusement businesses that are familiar with Loudoun County's permit and mandatory inspection laws for amusement equipment. It may require a 60 day advance notice.
6. *Damages, Accidents and Emergencies.* The Facility Supervisor on duty is certified in Red Cross First Aid. S/he will document all accidents and damages on a PRCS Incident report.

7. *Occupancy Loads.* Each rental space (room) is rated for maximum occupancy by the Loudoun County Department of Building and Development. See rental facility staff for a list of available rooms and their maximum occupancy loads. Schedule "A" attached.
8. *Kitchen rentals* vary by facility. See rental facility staff for a list of specific written guidelines. See Schedule B. Renters will supply their own cooking, serving and eating utensils. All items left at the center will be discarded after 7 calendar days.

## II. RULES

1. *Rental times* must include your set-up and clean-up as well as the function hours. A minimum of 30 minutes before and after the scheduled use time is recommended for set up and clean up. Only the room(s) listed on the rental contract will be available for use.
2. *Supervision:* Children must be supervised by an adult, minimum 21 years of age, at all times and must remain in rented areas only. For teen events involving over 50 attendees under the age of 22, a Loudoun County Sheriff Deputy must be on duty during the event times. Contact Sheriff's Office (a minimum 45 days in advance) 703-737-8157 for current rates.
3. *Set Up.* Upon arrival the person whose name appears on the Facility and Grounds Use Application must identify him/herself to the Facility Supervisor and be present and in the building during the rental period. A minimum of 30 minutes before and after the scheduled use time is recommended for set up and clean up.
4. *Facility Inspection.* The rental space must be inspected prior to and after use with the Facility Supervisor on duty. Renters must sign a "Facility Inspection Report" upon the conclusion of the rental. The form indicates three conditions: Original Condition; Additional cleaning required; or Damages noted. Failure or refusal to sign this form may result in cancellation of future rentals. The renter is responsible for damages and will be billed for repairs.
5. *Decorations* are allowed but restricted to walls and furnishings. The Facility Supervisor will provide a roll of blue painters tape to post decorations.
  - Use of the following items is strictly prohibited: scotch tape, masking tape, push pins, nails, thumb tacks, fog machines, confetti, rice, glitter or bird seed
  - Balloons must have strings equal to the height of the ceiling, example: classrooms 8 ft, gyms 25 ft.
  - Candles (lit) on birthday cakes/desserts only. Streamers/ribbons may be hung from the walls. Nothing is to be hung from the ceiling, light fixtures, sprinkler heads, exit or security lights.

- Exit and security lights cannot be disconnected or covered in any way.
6. *Recorded or live music* is permissible. The Facility Supervisor will set up, take down and demonstrate operating procedures for all facility sound systems, if rented. Only the contact person for the rental group may operate the sound system and is responsible for damages or loss of sound equipment. Music must be turned off by 11:00 PM to comply with the Loudoun County Sound Ordinance, which will be enforced by the Loudoun County Sheriff's office.
  7. *Extending rental times*. It is important to end your function on time to allow for proper clean up and avoid forfeiting your deposit. In the event that you wish to extend your rental period, you must obtain permission from the Facility Supervisor before the end of your scheduled time and pay any additional fees. Approval of extended time will be based on other pre-scheduled activities and staff availability. You will be billed in hourly increments.
  8. *Clean-up*; the renter is responsible for restoring the rental space to its original condition. Trash bags will be provided by the Facility Supervisor. Decorations must be taken down and placed in trash bags or immediately removed from the building. All other trash must be picked up and placed in trash bags and left next to the room entry way. Immediately alert the Facility Supervisor of spills and accidents.
  9. *Alcohol and drugs*. No illegal drugs or alcoholic beverages are allowed in the building or on the grounds. This includes, but is not limited to: beer, wine, champagne, liquor, etc.
  10. *Tobacco products*. There is no smoking or other tobacco products allowed under penalty of law in the building but may be allowed in designated areas outside the facility.
  11. *Restricted areas*. No food or beverages are to be in the lobby or common areas of the facility unless otherwise approved prior to the event.
  12. *Service Animals and show pets*. May be allowed indoors as a pre-approved part of the planned activity.
  13. The use of PRCS office equipment and supplies is strictly prohibited.

### **III. RENTAL FEES**

1. *Payments* are accepted in cash, by check made out to the County of Loudoun or credit card (VISA, MC, or Discover) when payment is made 14 days prior to the date of the rental. Personal checks are not accepted for payments less than two weeks prior to the rental date.

2. *Full payment* is required when the Facility and Grounds Use Application is signed and confirmed, guaranteeing your rental.
3. *Non-profit community groups* (501c-3 IRS tax status) based in Loudoun County, which serve the community at large, may request facility use during regular business hours for monthly organizational meetings without a rental fee, only if the function is not a fund raiser. Fees for a Facility Supervisor will apply outside regular operating hours.
4. *Renters who reside outside Loudoun County* must pay an additional 50% on room rental fees.
5. *Non-Commercial Rates* apply to community groups, churches and individuals not charging a fee. See Schedule A, attached.
6. *Commercial Rates* apply to businesses and companies as well as individuals/organizations that charge a fee for their event. For-profit organizations will be charged a facility use fee for all rentals. Fees are charged according to the Department of Parks, Recreation and Community Services fee schedule approved by the Loudoun County Board of Supervisors. See Schedule A, attached.
7. *Rental Equipment* - Some rooms have pre-set numbers of tables and chairs. Refer to Schedule A or check with the Center Staff for specific details. Additional equipment is available for rent (at some facilities):

Tables 6ft. = \$5 ea.	Chairs, folding = \$1 ea.
Sound System = \$50 4hr min.	Movie Screen 6ft x 6ft = \$5
8. Rental equipment from commercial vendors must be removed from the facility and grounds at the end of the rental contract. Check with Facility Manager for other special arrangements for removal on the next business day. An additional fee will be charged for equipment left past the agreed upon pick up time.
9. *After hour rentals* will be charged a staffing fee of \$20.00 per hour based on the number of people in attendance.
10. A *two hour minimum rental* is required for all indoor rentals scheduled after regular operating hours.
11. *Long term rentals* must pay monthly in advance of rental. Cancellations and schedule changes must be submitted in writing at least 30 days prior to the last scheduled use date. PRCS welcomes long term rentals and requires the rental agreement to be renewed every six months.

12. In the event of cancellation by the user, fees are generally not refunded, unless PRCS facility is experiencing unforeseen circumstances. Repetitious cancellation by the user may result in the nullification of the contract.

**The individual signing the contract will be responsible for all fees and damages.**

**PLEASE READ:**

I acknowledge that I have read and understand the General Rules and agree to follow them. I will comply with these rules and accept responsibility for the actions of each person in my group.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

**Contact: Cell phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**Please turn in this document with your Facility and Grounds Use Application.**

*Thank you for your cooperation.*

*Parks, Recreation and Community Services Staff  
County of Loudoun*

**SCHEDULE A**

**EACH FACILITY WILL DUPLICATE A FLOOR PLAN OF THE RENTAL SPACE/BUILDING**

**THE RENTAL ROOMS WILL BE IDENTIFIED BY NAME OR NUMBER.**

**EACH ROOM WILL HAVE THE RENTAL FEE LISTED:**

**EXAMPLE**

**CLASSROOM: COMMERCIAL \$34 p/hr      NON-COMMERCIAL \$17 p/hr**

**THE USUAL NUMBER OF TABLES AND CHAIRS STORED IN EACH ROOM WILL BE LISTED ON THE FLOOR PLAN**

**EACH ROOM WILL HAVE THE MAXIMUM OCCUPANCY RATING LISTED:**

**EXAMPLE: MAXIMUM OCCUPANCY RATING LISTED IS: 30**

**ATTACH THIS SCHEDULE IS TO THE GENERAL RENTAL RULES DOCUMENT**

**SCHEDULE B**

**FOR THOSE FACILITIES THAT HAVE A KITCHEN, SPECIFIC “KITCHEN RULES” ARE TO BE ATTACHED TO THIS DOCUMENT.**

County of Loudoun  
 Department of Parks, Recreation and Community Services  
**FACILITY AND GROUNDS USE APPLICATION**

Applicant's Name \_\_\_\_\_ House Hold #: \_\_\_\_\_  
 Organization/Title \_\_\_\_\_ Email: \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 PRCS Facility : \_\_\_\_\_

For the dates and times listed below. Note: Long term rentals must renew this application every six months.

RENTAL SPACE	DAY OF WEEK	DATE(S)	TIMES: Set up / Event Start/Stop / Clean up

What type of event are you planning? Meeting \_\_\_; Birthday Party \_\_\_; Family Reunion \_\_\_; Fund Raiser \_\_\_; Community wide event \_\_\_  
 Other; Explain: \_\_\_\_\_  
 For what age group is this event? All ages \_\_\_; Preschool \_\_\_; Elem; \_\_\_; MS; \_\_\_; HS \_\_\_; Adult \_\_\_;  
 Will this event be: Private \_\_\_; Open to the public \_\_\_.  
 Estimated Attendance: 1-10 \_\_\_; 11-24 \_\_\_; 25-49 \_\_\_; 50-100 \_\_\_; 101-150 \_\_\_; Estimated number over 150 \_\_\_\_\_  
 Will food served be brought in \_\_\_; Prepared on site \_\_\_; Catered : \_\_\_. Health Department Food Permit #: \_\_\_\_\_  
 Do you plan to have any amusement rides, inflatable games, moon bounces, etc. at this event? \_\_\_ No, \_\_\_ Yes, Permit # \_\_\_\_\_  
 Will the participants be charged a fee to attend? No \_\_\_; Yes \_\_\_; Advanced ticket sales \_\_\_; Admission fee \_\_\_; Donations Accepted \_\_\_  
 Items sold \_\_\_; Other, Explain: \_\_\_\_\_  
 Rental Equipment/ No of: Tables \_\_\_; Chairs \_\_\_; Sound System \_\_\_; Tent \_\_\_; Movie Screen \_\_\_; Pavilion \_\_\_; Grill \_\_\_; Other \_\_\_\_\_

**PLEASE READ:** The undersigned certifies that s/he is of the legal age of 21 years and is familiar with the rules and regulations of Loudoun County Parks, Recreation and Community Services and local use of public buildings and grounds, and s/he will abide by the Rules, Regulations and Ordinances. The undersigned accepts full responsibility for all damages to County property caused by said use and for the prompt and proper settlement of claims for such damage. All fees must be paid in advance. No alcoholic beverages or tobacco products allowed in the building or on its grounds unless otherwise permitted. I have received a copy of the PRCS General Rules for Renters and will abide by them.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \*\*\*\*\*

**FOR OFFICE STAFF ONLY:** DATE OF RENEWAL: \_\_\_\_\_  
 HOUSEHOLD ACCOUNT # \_\_\_\_\_ METHOD OF PAYMENT: CHECK # \_\_\_\_\_ CASH \$ \_\_\_\_\_  
 VISA \_\_\_; MC; \_\_\_ DISC \_\_\_\_\_

**FEE:** Rental Fee Room Rental Rate \$ \_\_\_\_\_ x \_\_\_\_\_ # hours x \_\_\_\_\_ 50% Out of County Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Staff Fee \$ \_\_\_\_\_ x \_\_\_\_\_ hours x \_\_\_\_\_ # of Fac Sups = \_\_\_\_\_ \$ \_\_\_\_\_  
 Equipment : Table \$ \_\_\_\_\_ + Chairs \$ \_\_\_\_\_ + Screen \$ \_\_\_\_\_ + Stage \$ \_\_\_\_\_ + Sound \$ \_\_\_\_\_ + Other \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Kitchen Fee:.....\$ \_\_\_\_\_ x \_\_\_\_\_ hours..... \$ \_\_\_\_\_  
 Cleaning Fee \$ \_\_\_\_\_  
 Total Fee \$ \_\_\_\_\_

**PAYMENT RECEIVED:** Upon Application \$ \_\_\_\_\_; Monthly \$ \_\_\_\_\_; Other \$ \_\_\_\_\_

**SPECIAL APPROVALS OR CONDITIONS:** \_\_\_\_\_ **explain on back.**

Staff Signature \_\_\_\_\_ Date Payment Received \_\_\_\_\_  
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The above application has been reviewed and is: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
 Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_  
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**STAFF ASSIGNMENTS:** Staff #1. \_\_\_\_\_ Staff #2. \_\_\_\_\_  
 Staff #3. \_\_\_\_\_ Staff #4. \_\_\_\_\_  
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TRANSACTION \_\_\_\_\_