

**Claude Moore Recreation and Community Center**  
**Short-Term Rental/Programming Space Agreement and Guidelines**

- 1.) All facility rules are expected to be complied with by Recreation Center users.
- 2.) All users are liable for any damage incurred to the facility, its equipment, and grounds during their use. Facility users are responsible for the proper supervision of their activity and/or participants. Minors must be directly supervised at all times. The user will be charged for costs associated with repair of any damages, other than normal wear and tear, to the premises and equipment by the negligence and/ or abuse of its participants, supervisors, spectators, and attendees during the assigned times. Damages will be determined by the amount of labor and materials required to repair the premises and equipment.
- 3.) Participants are responsible for returning the facility and rental space to the state in which it was found prior to the rental event; it must be left clean and orderly or be subject to a \$30 cleaning surcharge.
- 4.) Only space designated in the rental agreement is to be used. Use beyond designated agreement is prohibited; if participants desire to use other spaces, then daily admission passes should also be purchased.
- 5.) Renters must abide by capacity restrictions in place for the designated space being used. See attachment for capacity/pricing.
- 6.) Alcoholic beverages or tobacco products are NOT permitted within the facility.
- 7.) We are not licensed to cook in the facility, please prepare all food at home, there is NO COOKING allowed in the facility.
- 8.) If any food preparation, warming, electrical appliances or refrigeration is needed, the kitchen must be rented in addition. Sternos or burners are not permitted.
- 9.) Other items not permitted: fog or bubble machines, confetti, glitter, or pinatas containing confetti or glitter.
- 10.) Hired entertainers and arts/crafts projects are subject to approval by management.
- 11.) Decorations may only be hung up on the walls with painter's tape that you provide. Nothing may be hung from the ceilings.
- 12.) All rental payments are required in advance of usage to secure the day, time and space requested. Payments can be made by cash, credit cards, or checks made payable to "County of Loudoun".
- 13.) Suspension of rental and program space privileges for future use may be imposed for lack of payment of fees and surcharges initially incurred, or deviation from the aforementioned guidelines.
- 14.) Claude Moore Recreation and Community Center is not responsible for lost or stolen articles. Please secure your valuables.

**Loudoun County Refund Policy:**

- If you need to cancel a class/program/facility registration, and you make the request 15 or more days before the start date, a full refund will be offered.
- If you cancel a class/program/facility registration 14 or fewer days before the start date, a refund of 50% will be offered. Cancellation requests must be submitted in writing. The request should be dated and sent by email, or fax directly to the facility manager or program manager offering the class/program.
- The department reserves the right to cancel or change a class or activity due to insufficient enrollment or other reasonable cause. A full refund including any applicable registration fee will be offered.

**Applicant Information:**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number(s): \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Space Requested: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Number of Hours Requested: \_\_\_\_\_ Time Requested from: \_\_\_\_\_ to \_\_\_\_\_ (please include setup/cleanup)

Purpose of Use: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Will guests be using other parts of the facility? (admission is required)    Yes    No

The undersigned certifies that they agree with the above guidelines and are familiar with the rules and regulations of Loudoun County Parks, Recreation and Community Services and local use of public buildings and grounds, and that such Rules, Regulations and Ordinances will be enforced. The undersigned accepts for the user full responsibility for all damage to County property caused by said use and for the prompt and proper settlement of claims for such damage that does not include normal wear and tear. All fees must be paid in advance. If the County is not notified of a cancellation by the organization, the undersigned will be responsible for payment of all fees even though the building or grounds were not used.

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

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

Date Submitted: \_\_\_\_\_ Time Submitted: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ / MOD: \_\_\_\_\_

**For Recreation Center Staff Use Only:**

Hourly rental rate of requested space? \_\_\_\_\_ Commercial Rate? Yes No

Need for additional Facility Supervision (FS)? Yes No *If yes, how many FS man hours*

*required (# of hours x # of FS's)?* \_\_\_\_\_ *x \$20/man hour = \$* \_\_\_\_\_ *FS costs*

Rental cost; apply all applicable factors: ((hourly rate x number of hours) x out-of-county factor

(1.5)) + FS costs: \_\_\_\_\_

**Approving Authority (circle one), per SOP:** Recreation Center Manager/Designee/Aquatics Coordinator

Approved Date and Time: \_\_\_\_\_

Approving Authority Signature: \_\_\_\_\_

**Please Use Diagram for Your Setup**

The standard setup for a Half-Multipurpose Room Rental comes with:

- 3 round tables with seating for 18
- 2 rectangle tables with seating for 15
- 2 rectangle tables (for food, etc.)

If you have a special request for your setup, please draw it in the space below.

MULTI B

MULTI A



KITCHEN

## ***CUSTOMER COPY***

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**Claude Moore Recreation and Community Center  
Facility Rentals  
2 Hour Minimum on All Rentals**

<b>Rooms</b>	<b>Dimensions</b>	<b>Hourly Commercial</b>	<b>Hourly Non-Commercial</b>
<b>Conference Room</b> (Maximum Capacity 10)	<b>13' X 20'</b>	<b>\$53</b>	<b>\$35</b>
<b>Full Multi-Purpose Room</b> (Maximum Capacity 80)	<b>32' X 48</b>	<b>\$105</b>	<b>\$70</b>
<b>Half Multi-Purpose Room</b> (Maximum Capacity 40)	<b>32' X 23'</b>	<b>\$68</b>	<b>\$45</b>
<b>Silo Room</b> (Maximum Capacity 21)	<b>20' X 21'</b>	<b>\$53</b>	<b>\$35</b>
<b>Mind &amp; Body Studio</b> (Maximum Capacity 30)	<b>26' X 23'</b>	<b>\$53</b>	<b>\$35</b>
<b>Dance Studio</b> (Maximum Capacity 45) (No Food)	<b>32' X 31'</b>	<b>\$113</b>	<b>\$75</b>
<b>Auxiliary Gym</b> (Maximum Capacity 80) (No Food)	<b>30' X 46'</b>	<b>\$113</b>	<b>\$75</b>
<b>Full Gymnasium</b> (Maximum Capacity 1000) (No Food)	<b>81' X 96'</b>	<b>\$173</b>	<b>\$115</b>
<b>Half Gymnasium</b> (Maximum Capacity 500) (No Food)	<b>81' X 50'</b>	<b>\$120</b>	<b>\$80</b>
<b>Kitchen</b> (Charge First 2 Hours Only)	<b>18' X 15'</b>	<b>\$68</b>	<b>\$45</b>