**Schedule A**

*Loudeon County Senior Center at Cascades – 571-258-3280*

[www.loudoun.gov/seniors-cascades](http://www.loudoun.gov/seniors-cascades)

<table>
<thead>
<tr>
<th>Room (Floor Plan Reference)</th>
<th>Dimensions &amp; Maximum Capacity</th>
<th>Cost Non-Commercial</th>
<th>Cost Commercial</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Hall (Multipurpose Room I - 5)</td>
<td>40 x 80 feet (approx) Up to 200 people at tables</td>
<td>$57 per hour</td>
<td>$94 per hour</td>
<td>Large hall with tile floors, countertop space. A/V* equipment available</td>
</tr>
<tr>
<td>Large Hall (Multipurpose Room I - 5)</td>
<td>40 x 40 feet (approx) Up to 100 people at tables</td>
<td>$38 per hour</td>
<td>$57 per hour</td>
<td>Approximately half of the large hall.</td>
</tr>
<tr>
<td>Large Hall (Multipurpose Room I - 5)</td>
<td>20 x 20 feet (approx) Up to 50 people at tables</td>
<td>$20 per hour</td>
<td>$38 per hour</td>
<td>Approximately one quarter of the large hall.</td>
</tr>
<tr>
<td>Meeting/Party Room (Multipurpose Room II - 11)</td>
<td>Up to 80 people at tables</td>
<td>$38 per hour</td>
<td>$57 per hour</td>
<td>Medium room with carpeting, countertop space and sink. A/V equipment available (see Large Hall for description)</td>
</tr>
<tr>
<td>Meeting/Party Room (Multipurpose Room II - 11)</td>
<td>Up to 40 people at tables</td>
<td>$20 per hour</td>
<td>$38 per hour</td>
<td>Medium room is broken down into two smaller rooms.</td>
</tr>
<tr>
<td>Aerobics Room (Exercise – 15)</td>
<td>25-30 people</td>
<td>$20 per hour</td>
<td>$38 per hour</td>
<td>No tables, food or drinks permitted in this room. Soft soled shoes only.</td>
</tr>
<tr>
<td>Classroom (Classroom 1 – 18)</td>
<td>Up to 24 people at tables</td>
<td>$20 per hour</td>
<td>$38 per hour</td>
<td>Six small round tables seat 4 people each, for a total of 24. TV/VCR/DVD.</td>
</tr>
<tr>
<td>Arts &amp; Crafts Room (Arts &amp; Crafts – 16)</td>
<td>Up to 15 people</td>
<td>$20 per hour</td>
<td>$38 per hour</td>
<td>Use with or without conference-style table configuration &amp; chairs. TV/VCR/DVD.</td>
</tr>
<tr>
<td>Club Room (Club Room – 9)</td>
<td>Couches and café tables and chairs for 12 people</td>
<td>$20 per hour</td>
<td>$38 per hour</td>
<td>Coffee pot and hot water pot for tea.</td>
</tr>
<tr>
<td>Kitchen (Kitchen – 7)</td>
<td>Full use of professional kitchen (2 hour minimum)</td>
<td>$51 per hour</td>
<td>$80 per hour</td>
<td>Includes use of freezer, refrigerator, ice maker, warmer, oven, stove, coffee maker and microwave.</td>
</tr>
<tr>
<td><em>A/V Equipment</em></td>
<td>Speaker system, DVD/CD/VCR players, projector and screen, receptor for laptop LCD</td>
<td>$25 flat fee</td>
<td>$42 flat fee</td>
<td>Available for use in Large Hall and Meeting/Party Room</td>
</tr>
<tr>
<td>Stage</td>
<td>Four 4x8 sections</td>
<td>$75 flat fee</td>
<td>$125 flat fee</td>
<td>Available for use in Large Hall or Meeting/Party Room. Must be assembled by renter</td>
</tr>
<tr>
<td>Piano</td>
<td>Yamaha digital piano</td>
<td>$75 flat fee</td>
<td>$125 flat fee</td>
<td>Available for use during rentals for recitals, etc.</td>
</tr>
<tr>
<td>Facility Supervisor Staffing fee</td>
<td></td>
<td>$20 per hour</td>
<td>$20 per hour</td>
<td>Added for all after-hour rentals</td>
</tr>
</tbody>
</table>
SCHEDULE B

KITCHEN USE

The kitchen at the Senior Center at Cascades is a professional-level kitchen and may be rented for $51 per hour (see Schedule A for pricing information).

IMPORTANT KITCHEN USE INFORMATION:

- Health permits may be required - contact the Health Dept for more details, 703-618-1805
- In accordance with Loudoun County Fire Code, tables MAY NOT be set up in hallways
- The brown cambro container next to the stove may be used for keeping food warm
- The cambro container must be cleaned and returned to the kitchen next to the stove (doors should be left open)
- Please do not use water in the steam table – only heat
- The steam table MAY NOT be moved to any other location
- Food should be served from the kitchen service window or in the rental room

Kitchen rental includes use of:

- Ice machine
- Two half-refrigerators
- One half-freezer
- Double-oven
- Stove top with 6 burners & griddle
- Warming table (for 4 chafing pans)
- Microwave & Toaster
- Two coffee makers
- Deep sink
- Food preparation work areas

The Senior Center does not provide utensils and cooking or serving equipment

Clean up of the kitchen:

- Remove and/or dispose of all food and beverages (do not dispose of food in drains)
- All garbage and trash must be disposed of in trash bags and placed in the dumpster
- Wipe and clean all surfaces used during rental including counter tops, cooking surfaces and appliances (including any food inside ovens)
- Sweep and, if necessary, mop the floor
- Cleaning materials provided upon request

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Facility Rental Information Sheet

- Renters are responsible for setting up and cleaning up the space (*Tables and chairs are on easy-to-move rolling racks*)
- Round tables are 60” in diameter (*limited availability*)
- Rectangular tables are 72” x 30”
- Contracts must include set up and clean up time (*normally 1 hr before & 1 hr after actual party/event time*)
- Payment must be made in full at the time the rental contract is written (*cash, checks, Visa/MC/Discover*)
- Rental contracts are written during regular hours, ½ hour before the center closes (*M,W,Th,F – 9a-4:30p and on Tues 9a-7:30p by appointment*)
- A staffing fee of $20/hr is charged for small events and $40/hr for large events
- The person who signs the contract must be present at the event
- A 50% fee will be added to rentals for non-county residents
- Commercial Rate applies to businesses and companies as well as individuals/organizations that charge a fee
- Non-Commercial Rate applies to community groups, churches and individuals not charging a fee
- This facility observes and enforces the Loudoun County Noise Ordinance (*all music must be turned off by 11:00pm*)

Room rental hours (*subject to availability*):

- Mondays, Wednesdays and Thursdays from 5:00pm-11:00pm
- Tuesdays from 8:00pm-11:00pm
- Fridays from 5:00pm-12:00am (*midnight*)
- Saturdays from 9:00am-12:00am (*midnight*)
- Sundays from 9:00am-10:00pm