



Dulles South Recreation and Community Center County of Loudoun Facility Rental Price List

All rental times must include set-up and take-down time.

Classroom/Conference:	\$35/Hr
Kid's Gym:	\$45/Hr
Facility Supervisor:	\$20/Hr
(per supervisor after hours)	

*A Facility Rental Application must be completed before the rental can be approved.
Payment must be made in full once approved.*

<u>Hours of Operation:</u>	Monday – Friday	5:00 am - 9:30 pm
	Saturday- Sunday	8:00 am - 8:00pm

Dulles South Recreation and Community Center
24950 Riding Center Drive
South Riding, VA 20152
(571)258-3456

**Rental Regulations for Facility and Grounds Use
Loudoun County Parks, Recreation and Community Services
Dulles South Recreation and Community Center**

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 suit 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/ RULES

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 assigned 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
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. Contact 703-618-1805, 30 days prior to event.
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 amusement.** 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.
4. **Damages, Accidentals and Emergencies.** The Facility Supervisor on duty is certified in Red Cross CPR/First Aid. S/he will document all accidents and damages on a PRCS Incident report.
6. **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.
7. **Kitchen Rentals.** Kitchen rentals vary by facility. See rental facility staff for a list of specific written guidelines. Renters will supply their own cooking, serving and eating utensils. All items left at the center will be discarded after 7 calendar days.
 - A kitchen rental includes use of the sinks, oven, and counter space. **Use of the refrigerator is not included in any kitchen rental.** The wooden table and counter space can be used if they are covered, or a chopping board is used and all surfaces wiped clean.
 - Please do not prop open the outside kitchen door.
 - Wipe down all surfaces including counters, microwave and warming oven.
 - The Kitchen does not provide any cooking or serving equipment, or utensils. The renter shall be responsible for providing their **OWN** supplies.

- The renter will be responsible for cleaning of the kitchen.
 - The center will supply plastic trash bags, a mop and vacuum as needed.
 - Kitchen must be left clean, all trash placed in trash bags, and taken to the dumpster.
8. **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.
 9. **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. Confirmation is needed from Sheriff's Office.
 10. **Set Up.** Upon arrival the person whose name appears on the Facility and Grounds Use Application must identify him/herself to the Facility Staff and be present and in the building during the rental period. A minimum of 30 minutes is required for clean-up.
 11. **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.
 12. **Decorations** are allowed but restricted to walls and furnishings. The Facility Supervisor will provide a roll of blue painters tape to post decorations.
 - o Use of the following items is strictly prohibited: scotch tape, masking tape, push pins, nails, thumb tacks, fog machines, bubble machines, confetti, rice, glitter or bird seed
 - o Balloons must have strings equal to the height of the ceiling, example: classrooms 8ft, gyms 25ft.
 - o Candles (lit) on birthday cakes/desserts only.
 - o Streamers/ribbons may be hung from the walls. Nothing is to be hung from the ceiling, light fixtures, sprinkler heads, exit or security lights.
 - o Exit and security lights cannot be disconnected or covered in any way.
 13. **Recorded or live music.** Recorded or live music is permissible. The Facility Manager 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.
 14. **Extended Rental Times.** It is important to end your function on time to allow for proper clean up and avoid additional charges. 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.
 15. **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 Staff of spills and accidents.

16. **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.
17. **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.
18. **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.
19. **Service Animals and Show Pets.** Service Animals are allowed indoors. Show Pets must be requested 30 days prior to your event. This will be up to Manager's discretion.

II. RENTAL FEES

1. **Payments.** Payments are accepted in the form of cash, check or credit card (VISA, MC, or Discover) and must be made within 24hrs of rental receipt.
2. **Long Term Rentals.** 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. Renters with a total of \$500 or less are required to pay the rental in full.
3. **Full payment.** Payment is required when the Facility and Grounds Use Application is signed and confirmed, guaranteeing your rental.
4. **Boy Scout and Girl Scout.** Scouts 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 Facility Staff and room rental will apply outside regular operating hours and/or fund raising events.
5. **Rental Equipment.** 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 addition fee will be charged for equipment left past the agreed upon pick up time.
6. **After Hours.** After hour rentals will be charged a staffing fee of \$20.00 per hour per supervisor and is based on the number of people in attendance.
7. **Cancellation.** Refund requests must be submitted in writing and include an explanation of why the customer is canceling their reservation. This should be dated and sent to Building Service Coordinator. Only written requests will be accepted. The request must be made 15 or more days before the start of your rental for a full refund- minus a 15% administrative fee (to a maximum of \$15). If less than 14 or fewer days before your rental reservation, a 50% refund will be offered.
8. **Weather Cancellation.** Our goal is to ensure a safe rental space for our customers. If the County of Loudoun closes our facility we will do our best to reschedule your event at our facility. If we are unable to accommodate your rescheduled rental, a full refund will be issued.

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 _____

The above application has been reviewed and is: Approved _____ Not Approved _____
 Manager's Signature _____ Date _____

STAFF ASSIGNMENTS: Staff #1. _____ Staff #2. _____
 Staff #3. _____ Staff #4. _____

 TRANSACTION _____

