

Rental Regulations for Facility and Grounds Use Loudoun County Parks, Recreation and Community Services The Ashburn Senior Center

UPDATED JULY 2023

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

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. **Rental Space is available** after business hours: Monday to Friday 5pm-11pm, Saturday 1pm-11pm, Sunday 9am-10pm, and no extensions after the rental closing time. A minimum of two (2) hours is required for any rental. The last hour of rental is for clean-up.
3. **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 six (6) months prior to your proposed event. Go to <http://www.loudoun.gov/events>
4. **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 (30) days in advance.
5. **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) at least one week prior to the rental date.

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 in a PRCS Incident report. Damages/Loss or Theft of items shall incur a fee. Additional fees are subject to damage to the building or failure to comply with all policies.
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 seven (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. After-hour rentals require a 2-hour minimum.
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 at all times, during the teen event. Contact the 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 in the building during the rental period. A minimum of 30 minutes before and after the scheduled Event Start Time is recommended for set up and clean up respectively.

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 denial of future rentals. The renter is responsible for damages and will be billed for repairs. A cleaning fee will be assessed for rooms not returned to the original condition and if extra cleaning is needed.

5. **Decorations** are allowed but restricted to wallpaper covered walls (**NOTHING HUNG ON PAINTED SECTIONS OF WALLS**) and furnishings. The Facility Supervisor will provide a roll of blue painter’s tape to post decorations.
 - ❖ Use of the following items is strictly prohibited: scotch tape, masking tape, push pins, nails, thumb tacks, staples, fog machines, confetti (including inside balloons) or confetti cannon poppers, rice, and glitter or bird seed, glow sticks, sticky putty/gak/slime, candy, gum, or anything that will stain/stick to the floor or permanently damage property.
 - ❖ Balloons must have strings equal to the height of the ceiling, for example: conference or tech room 8 feet.
 - ❖ Candles (lit) on birthday cakes/desserts only. STERNO cans ONLY ON METAL TABLES with no tablecloths or designated buffet tables. Fireworks, including sparkler “candles” are strictly prohibited on property of the County of Loudoun.
 - ❖ 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 damage or loss of sound equipment. Music must be turned off by 10:00 p.m. 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. If you wish to extend your rental period, you must obtain permission from the Facility Supervisor before the end of your scheduled time, pay any additional fees, and there is no extensions beyond rental hours. 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. The renter is responsible for disposing of trash in their rented rooms and bathrooms to the dumpster outside the Ashburn Senior Center. Decorations must be taken down and placed in trash bags or immediately removed from the building. 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.*** No smoking, vaping, or other recreational products are allowed in the building in accordance with Loudoun County Regulations but may be allowed in designated areas outside the facility.
11. ***No Firearms or Ammunition*** are allowed in the building pursuant to Codified Ordinances by Loudoun County.
12. ***Restricted areas.*** No food or beverages are to be in the lobby, hallways, or common areas of the facility.
13. ***Service Animals and show pets.*** May be allowed indoors as a pre-approved part of the planned activity.
14. ***The Use of PRCS office equipment and supplies is strictly prohibited.***
15. ***The Lobby Area is not available for use by renters or any event participant.***

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** (501 c-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. *See addendum for documentation requirements.
4. **Non-Commercial Rates** apply to community groups, churches and individuals not charging a fee. See Schedule A, attached.
5. **Renters who reside outside Loudoun County** must pay an additional 50% on room rental fees.
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 fees 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. Check with the Center Staff for specific details. Additional equipment may be available for rent: **AV System=\$25.**
8. **Rental equipment from commercial vendors** must be removed from the facility and grounds starting from the Event End Time to the Room Cleaned By Time of the rental contract. Check with the Center 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-hours rentals** will be charged a staffing fee of \$20 per hour per Facility Supervisor staff member based on the number of people in attendance and space rented.
10. **A two (2) 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 thirty (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. **Pre-Checklist and Post-Inspection reports by Facility Supervisors.** All Renters must agree to the Ashburn Senior Center Pre-Rental Checklist at the beginning of the rental and the Facility Inspection Report at the end of the rental.
13. **Cancellation Policy.** If you wish to cancel a Facility Reservation, a request must be submitted in writing and include an explanation as to the reason for cancellation. This cancelation request must be dated and sent via email to the attention of: Aristotle Porras, the renting facility staff.

Email: aristotle.porras@loudoun.gov

Subject line: *Rental Cancelation Request.*

Only written requests will be accepted.

- a. A full refund will be issued if the request is received 15 days or more prior to the reservation.
- b. A 50% refund will be issued if the request is received 1-14 days prior to the reservation. If PRCS cancels the reservation, a full refund will be issued.
- c. If a customer requests to cancel a rental reservation up to the day of the rental due to inclement weather or unforeseen circumstances, the Renter may reschedule an equivalent reservation without an additional fee.

If you have further questions, please contact Aristotle Porras at

Tel: (571) 367-8340 or Cell: (571) 479-8916

or email at aristotle.porras@loudoun.gov

Schedule A: Rental Fees

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ROOMS	NON-COMMERCIAL RESIDENT	COMMERCIAL RESIDENT	DETAIL DESCRIPTION
MULTIPURPOSE 1 OR 2 ONLY	\$38/Hour	\$57/Hour	1000 square feet & up to 70 people max occupancy without tables. Combination of up to 6 round (5.25 feet in diameter) or rectangular (6x3 feet) tables with up to 40 chairs.
MULTIPURPOSE 1 & 2 COMBINED	\$57/Hour	\$86/Hour	2000 square feet & up to 140 people max occupancy without tables. Combination of up to 12 round (5.25 feet in diameter) or rectangular (3x6 feet) tables with up to 80 chairs.
MULTIPURPOSE 3 ONLY	\$57/Hour	\$86/Hour	2000 square feet & up to 140 people max occupancy without tables. Combination of up to 12 round (5.25 feet in diameter) or rectangular (6x3 feet) tables with up to 80 chairs.
MULTIPURPOSE 2 AND 3 COMBINED	\$95/Hour	\$142/Hour	3000 square feet & up to 220 people max occupancy without tables. Combination of up to 18 round (5.25 feet in diameter) or rectangular (6x3 feet) tables with up to 120 chairs.
MULTIPURPOSE 1, 2, & 3 COMBINED	\$114/Hour	\$171/Hour	4000 square feet & up to 290 people max occupancy without tables. Combination of up to 24 round (5.25 feet in diameter) or rectangular (6x3 feet) tables with up to 160 chairs.
KITCHEN	\$51/Hour	\$80/Hour	600 square feet & up to 7 people max occupancy. See Schedule B for details.
GROUP EXERCISE ROOM	\$38/Hour	\$57/Hour	1000 square feet & up to 20 people max occupancy. Wooden dance floor, 2 mirrored walls, coat racks, and storage spaces. Available A/V equipment.
CONFERENCE ROOM	\$20/Hour	\$30/Hour	240 square feet & up to 11 people max occupancy. Conference table with 10 chairs, a 65' flatscreen smart TV, telephone, and big dry erase wall.
CLUB ROOM & ANNEX	\$20/Hour	\$30/Hour	800 square feet & up to 30 people max occupancy. 8 small tables with 28 chairs, fireplace, small coffee counter with washing station, small refrigerator, and a 65' flatscreen smart TV.
TECH ROOM	\$20/Hour	\$30/Hour	320 square feet & up to 17 people. 6 rectangular tables with 12 seats, 6 computers, laser printer, big dry erase wall, and lectern.
ART & CRAFT ROOMS	\$20/Hour	\$30/Hour	380 square feet & up to 20 people max occupancy, 8 rectangular tables with 16 chairs, long counters with washing stations, dry erase wall, and kiln for firing ceramics.
PATIO	\$20/Hour	\$30/Hour	1000 square feet & up to 70 people max occupancy. Fenced outside patio with a great view of the pond
A/V EQUIPMENT	\$25 flat fee	\$42 flat fee	Available for use. Includes: TVs, Bluetooth, HDMI port, CD/DVD/Blu-ray, and Microphone.
FACILITY SUPERVISOR/S	\$20/Hour/Staff	\$20/Hour/Staff	Staffing Fee (Two or Three additional for larger events).

Schedule B: Kitchen Use

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

IMPORTANT KITCHEN USE INFORMATION:

- ❖ **Health permits may be required**-contact the Health Dept. for more details, call 703-777-0234 at least thirty (30) days in advance.
- ❖ **In accordance with Loudoun County Fire Code, tables MAY NOT be set up in hallways.**
- ❖ **The food should be served from the kitchen service window or in the rental room.**
- ❖ **The warming table MAY NOT be moved to any other location.**

Kitchen Rental includes USE OF:

- ❖ Prep tables and handwashing sinks
- ❖ Microwave
- ❖ Refrigeration
- ❖ Ice machine
- ❖ Convection ovens
- ❖ Food warming table
- ❖ Refrigerated Salad/Beverage bar
- ❖ Two-compartment sink
- ❖ Half-Freezer

ITEMS NOT AVAILABLE for use:

- ❖ Dishwasher/Garbage Disposal Sink
- ❖ Three-compartment sink
- ❖ Utensils
- ❖ 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 dumpsters.
- ❖ Wipe and clean all surfaces used during rental including counter tops, cooking surfaces and appliances (including any food inside ovens). Staff will provide cleaning and sanitizing solution for food-contact surfaces.
- ❖ Sweep and, if necessary, mop the floor. Staff will provide supplies.
- ❖ A Facility Inspection will be conducted by the Facility Supervisor after the rental.

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:** _____

Print Name: _____

Cell Phone: _____

Email: _____

Home Phone (optional): _____

Business Phone (optional): _____

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

Manager: _____

Date: _____

County of Loudoun Department of Parks, Recreation and Community Services

FACILITY AND GROUNDS USE APPLICATION

Name: _____ Household #: _____

Organization/Title: _____ Email: _____

Address: _____

Phone (Cell): _____ Home: _____ Work: _____

PRCS FACILITY: ASHBURN SENIOR CENTER

***For long-term rentals, this application MUST BE RENEWED EVERY SIX (6) MONTHS**

ROOM	DAY/DATE(S)	Decoration Start Time:	Event Start Time:	Event End Time:	Room Cleaned By Time:

What type of event are you planning? _____

What age group is this event? ___All Ages ___Preschool ___Elem ___MS ___HS ___Adult

Will this event be ___Private ___Open to the Public

Estimated Attendance _____

Will food be ___Catered ___Prepared on Site (Health Department Food Permit # _____)

Will the participant be charged a fee to attend? ___No ___Yes (___Advanced ticket sales; ___Admission Fee; ___Donations Accepted; ___Items Sold.) Other please explain: _____

Rental Equipment: No of Tables: _____; Chairs: _____; A/V Equipment: YES / NO; 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 _____

SEE BACK FOR OFFICE CHARGE APPROVAL:

FOR OFFICE STAFF ONLY:

DATE OF RENEWAL: _____

Household Account # _____

Method of Payment: Check # _____

☐ Cash ☐ MC ☐ DISC ☐ VISA

Fees:

Room Rental Rate: \$ _____ X _____ hrs / \$ _____ X _____ hrs / \$ _____ X _____ hrs \$ _____

Staff Fee: \$20 X _____ hrs X _____ \$ _____

Equipment: A/V Equipment \$25 _____ \$ _____

Kitchen Fee \$51 X _____ hrs \$ _____

Total Fee \$ _____

PAYMENT RECEIVED: UPON APPLICATION \$ _____; MONTHLY \$ _____; OTHER _____

SPECIAL APPROVALS OR CONDITIONS: _____

EXPLANATION: _____

STAFF SIGNATURE OF RECEIVED: _____ DATE: _____

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: _____

ASHBURN SENIOR CENTER PRE-RENTAL CHECKLIST

- ☐ Are you the person who signed the rental agreement? **You must remain on site for the entire length of the rental.**
- ☐ **No Alcohol**
- ☐ **WOODEN TABLES ARE NOT TO BE USED FOR SERVING OR STORING FOOD. They are only to be used for guests to sit at or dine on.**
- ☐ Room/s must be returned to the exact state it was in upon arrival.
- ☐ Any tables and chairs taken out of the closets must be returned to their respective storage space as labeled in the picture inside the closets.
- ☐ All tables are to be wiped down prior to putting them away (we will provide cleaning supplies).
- ☐ Floors are to be swept and mopped as needed (we will provide cleaning supplies). The Facility Supervisor will walk space with you to ensure you both agree on cleanliness of floors at start of rental.
- ☐ All trash, including bathrooms, are to be removed, and disposed of in the dumpster located at the southern parking lot (we will provide trash bags).
- ☐ No food or beverages are to be in the lobby, hallways, or common areas.
- ☐ No glitter or confetti (including confetti filled balloons)
- ☐ **All helium balloons must have 20 feet of string/ribbon attached to each balloon.**
- ☐ No candles, no glowsticks, no fireworks, no sparkler candles, no flower candles, lit candles allowed on birthday cake only during "birthday song".
- ☐ Sterno cans are allowed on plastic banquet tables only. Please do not place sterno cans on plastic tablecloths.
- ☐ No slime, goo or gak, or gum. No fog machines.
- ☐ No Firearms.
- ☐ No smoking, vaping, or chewing illegal or recreational substances.
- ☐ No holes in the walls for decorations. **Only removable painters' tape is allowed.**
- ☐ The lobby is not a rentable space and is not to be used.
- ☐ No running in the hallway.
- ☐ Children under the age of 13 must always be under adult supervision while in this facility.
- ☐ **NO CONGREGATING IN THE HALLWAY. Guests must remain in space rented, except to use the restroom.**
- ☐ ***Guests must vacate the building at the end of the event time noted in the contract. This allows renters time to clean space as required. Event end time is no later than 10PM with clean up by 11PM. NO EXCEPTIONS. Facility Supervisors will strictly and firmly enforce these times. You will be charged if a Facility Supervisor is required to stay beyond contract times.***

Facility Supervisor Signature DATE

Renter Signature

DATE