



HERNDON COMMUNITY CENTER

ROOM RENTALS

814 Ferndale Avenue
Town of Herndon, Virginia 20170
Phone: 703-787-7300 Fax: 703-318-8652
www.herndon-va.gov

Thank you for considering the Herndon Community Center and the Town of Herndon Parks and Recreation Department for your special event, function or meeting. The Herndon Community Center has a selection of rooms and picnic shelters to suit your rental needs. Our staff is available to help ensure an enjoyable, safe and economical event.

This document includes general information, rental rules and fee information for room rentals at the Herndon Community Center to ensure the event goes smoothly for you and your guests.

ROOM RENTAL POLICIES

1. **All rentals require a completed application with a deposit.** The deposit will be returned for any rentals not approved. Submitting the application does not immediately guarantee reservation. All rentals are subject to a review and approval process that may take up to five (5) working days. You will be notified by e-mail upon approval.
2. All rentals for the Community Center must be concluded by 12 midnight.
3. Rental fees are based on the size of the room and the applicant's need for specific equipment and personnel that are available at the Community Center. Fees include room set-up and break down of tables and chairs. Renter will be responsible for the clean-up of disposable items such as cans, bottles, and paper goods at the conclusion of the event into a provided receptacle. Please participate in our single stream recycling efforts.
4. **If alcoholic beverages are to be served during the rental, check the appropriate box on the rental application. Alcoholic beverages are not allowed outside the reserved rooms.** If alcohol is consumed inside or outside the Herndon Community Center and it is not indicated on the application, the rental agreement is nullified and the rental is immediately terminated with no refund given. Alcoholic beverages shall not be permitted in the building during regular hours of operation.
 - a. It is the responsibility of the renter to contact the Alcohol Beverage Control Board and secure the permit, if required. If the event involves the sale of alcoholic beverages, if alcoholic beverages are included as part of the admission price, or if the event is open to the public, the renter is required to secure a permit.
 - b. Scheduling of police support will be in accordance with the event evaluation criteria and room occupancy levels. There are additional charges for police support.
5. Decorations: You are welcome to decorate the room with the following limitations:
 - a. Decorations and signs may be placed on the walls, ceilings or floors if adhered only with approved tape. Decorations may not be secured with staples, nails, screws, glue, tacks or any other type of tape. Decorations may not be attached to ceiling tiles.
 - b. Birthday candles and canned-heat fuel units are permitted. No other open flame is permitted in the building or on the property.
 - c. Helium balloons must be preapproved. Helium balloons are not permitted in the Gymnasium.
6. Supervision: All rentals must follow the Herndon Community Center rules, policies and directions given by the Building Supervisor. Failure to follow directions may result in immediate termination of the event. Refunds will not be given if the event is terminated.
 - a. Children must be supervised at all times. Children should remain in the rooms rented and should not be playing in the lobby, hallways, other rooms or in the vending area.

- b. You are required to provide a headcount for your rental. The rental must not exceed the headcount without permission of the Community Center Manager or designee. If your rental exceeds that number, the Herndon Community Center reserves the right to shut down the event either temporarily until the issue is fixed, or permanently. Headcount issues must be addressed immediately by the renter or the rental agreement will be nullified, and the rental will be immediately terminated and no refund will be given.
7. Payments: All charges must be paid within seven days of the rental date. Personal checks will not be accepted within 30 days of the rental. Payment can be made by cash or credit card. Deposits will be held through the event and refunded in full after the event with the following exceptions.
 - a. Any damage to the facility will be charged against the deposit.
 - b. Failure to clean the room appropriately at the conclusion of the event will result in a cleaning fee charged against the deposit.
 - c. If the event runs over the scheduled time (including the cleanup time), the additional time will be charged against the deposit.
 - d. Any other additional charges will be charged against the deposit.The remainder of the deposit will be refunded to the renter. If the deposit does not cover the additional costs, the renter will be responsible to pay the additional charges. Credit card payments will be refunded the week after the rental. Cash and check payments will be refunded by check and will take several weeks.
8. Insurance coverage of \$2,000,000 listing the Town of Herndon as co-insured may be required for some rentals.
9. Upon special written request, and review by the Director of Parks and Recreation, special exceptions to these policies may be granted.

COMMUNITY CENTER RULES

1. No alcoholic beverages or any person under the influence of alcohol are permitted on the property during the community center operating hours. (Anyone found under the influence of alcohol or other drugs must leave the premises).
2. Smoking is not permitted in the Community Center.
3. Hallways and entrances must be left clear of obstructions and should be accessible at all times.
4. Shirts and shoes are required in all areas of the Community Center except the pool areas.
5. Animals are not permitted inside the Center except service animals with their handler.
6. Bicycles are to be parked only in the designated area.
7. Skateboarding, roller blades and biking are prohibited in the Center.
8. Betting or gambling is prohibited in the Center.
9. Abusive, profane, threatening, indecent language, attire and behavior are prohibited.
10. Renter will be held financially responsible for any damage to the building, equipment, furnishings or grounds of the Community Center.
11. Playing or climbing the gymnastic or other gym equipment is not permissible.
12. No running or bouncing balls in the hallways.
13. Renter will be held accountable for the actions of all children attending. Children must be under adult supervision at all times.
14. No loitering.
15. All personal articles are the responsibility of the renters and guests. The Parks & Recreation Department will not accept any responsibility of any articles lost, stolen or left after rental.
16. Accidents involving injuries should be reported to the Parks & Recreation Department staff immediately.

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<i>ROOMS</i>	<i>SIZE & CAPACITY</i>	<i>RENTAL RATES</i>	<i>DEPOSIT* / CANCEL FEE</i>	<i>EQUIPMENT AVAILABLE**</i>
Community Room #1	77' x 39' <u>3000 sq. ft.</u> 175 persons	\$600 for the first <u>four-hours</u> \$125 each additional hour	\$200.00*	<ul style="list-style-type: none"> • Round Tables (for seating): \$5 each • Rectangular Tables (for food): \$5 each • Conference Chairs: \$1 each • Podium: \$30 • Easels: \$10 each • Projector & Screen: \$75 • Stage (16'x12'): \$150 • Kitchen: \$25 per hour
Community Room #2	37' x 28' <u>1000 sq. ft.</u> 75 persons	\$150 for the first <u>two-hours</u> \$50 each additional hour	\$75.00*	<ul style="list-style-type: none"> • Round or Rectangular Tables: \$5 each • Folding Chairs: \$1 each • Podium: \$30 • Easels: \$10 each • Kitchen: \$25 per hour
Gymnasium	98' x 76' <u>7400 sq. ft.</u> 375 Persons	\$1000 for the first <u>four-hours</u> \$145 each additional hour	\$300.00*	<ul style="list-style-type: none"> • Rectangular Tables: \$5 each • Folding Chairs: \$1 each • Stage (24'x18'max size): \$150 • Podium: \$30 • Easels: \$10 each • Kitchen: \$25 per hour
Arts & Crafts Room	32' x 18' <u>575 sq. ft.</u> 35 Persons	\$60 for the first <u>two-hours</u> \$25 each additional hour	\$50.00*	<ul style="list-style-type: none"> • Room has five 5' x 3.5' tables that can be used at no charge • Extra rectangular tables: \$5 each • Classroom Chairs: \$1 each • Easels: \$10 each • Kitchen: \$25 per hour
Community Room #3	22' x 18' <u>400 sq. ft.</u> 30 Persons	\$40 for the first <u>two-hours</u> \$17 each additional hour	\$40.00*	<ul style="list-style-type: none"> • Rectangular Tables: \$5 each • Folding Chairs: \$1 each • Easels: \$10 each • Kitchen: \$25 per hour

****Deposit will only be refunded if application is disapproved, no deposit refund for cancelled rentals.***

*****The equipment listed under Equipment Available is the only equipment we have available in each room. Changes are not permitted without the approval of the Community Center Manger. Equipment fees include the set-up and removal of the equipment requested. Projector has an HDMI input and is setup for computers only. We cannot configure any computers.***

Round tables seat 8/table comfortably and 9/table tightly. Rectangular tables can seat 8/table comfortably or 10/table tightly.

Additional Fees

- **Supervisor fee** is a mandatory charge of \$25 per hour for any rental time that occurs after the Herndon Community Center's regular operating hours.
- **Security Fee**: A mandatory \$75/officer per hour will be added to the room rental if deemed necessary.
- **Cleaning Fee**: Renter is responsible for the cleanup and removal of all personal and disposable items (such as cans bottles, paper plates, napkins and cups) at the conclusion of the event. If the room is not cleaned up after your rental the following cleaning fee will be added to your invoice. Community Room #1 - \$150, Community Room #2 - \$75, Gymnasium - \$200, Community Room #3 - \$25 and Arts & Crafts Room - \$35.
- **Kitchen**: The Kitchen can be rented for \$25/hour. It must be rented for the full duration of the room rental.