

HERNDON COMMUNITY CENTER

814 Ferndale Avenue
 Town of Herndon, Virginia 20170
 Phone: 703-787-7300 Fax: 703-318-8652

ROOM RENTALS

<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.