

Rental Policies and Procedures

Clifton Community Hall

Town of Clifton

The Clifton Community Hall (“Community Hall”) is owned by the Town of Clifton (“Town”) and is available to host small receptions, weddings, meetings, parties, and instructional classes.

Reservations

Reservations shall be made through the Facility Manager. A signed rental Agreement (“Agreement”) will be required for all renters of the Community Hall.

Hours: Monday-Thursday: 8 a.m. – 11 p.m.
Friday-Saturday: 8 a.m. – midnight.
Sunday: 8 a.m. – 9 p.m.

Special arrangements can be made for overnight lock-in/retreats and special meetings with permission from the Town Council.

Capacity: Fairfax County Code

Occupancy Load #1 41 (active sports)

Occupancy Load #2 103 (classroom setup)

Occupancy Load #3 137 (furniture setup (tables & chairs))

Occupancy Load #4 294 (chairs only or standing)

Rental Fees

(Rental fees are subject to change without notice)

Category 1: Weddings, wedding receptions and other events with more than 100 attendees

- A non-refundable \$100 reservation fee shall be required to book the Community Hall. This reservation fee shall be credited towards the total rental fee.
- An additional nonrefundable \$100 reservation fee shall be incurred for any change in date after the initial date is reserved.
- \$400 Security Deposit.
- The Base Rental Fee shall be \$800 (8-hour minimum which includes set up and clean up). Thereafter, the rental fee shall be \$100 per hour.
- \$100 Alcohol Use Permit Fee (if alcoholic beverages will be served).

Category 2: Other Groups/Events/Seminars

- A non-refundable \$50 reservation fee is required to book the Community Hall. This rental fee shall be credited towards the total rental fee..

- An additional nonrefundable \$50 reservation fee shall be incurred for any change in date after the initial date is reserved
- \$200 Security Deposit.
- The Base Rental Fee is \$50 per hour with a 2-hour minimum.
- \$100 Alcohol Use Permit Fee (if alcoholic beverages will be served).

Category 3: Instructional /Multiple Use Prepaid (6 or more times per calendar year)

- A non-refundable \$20 reservation fee is required to book the Community Hall.
- \$100 Security Deposit.
- Payment for the classes is required at the first of each month and the \$20 reservation fee will be credited toward that payment. Failure to pay on time will result in a denial of access to the Community Hall.
- The Base Rental Fee is \$20 per hour or fraction thereof, with a 1 ½ hour minimum per class, and 3 classes per instructional session. (*An instructional session is defined as a 4-12 week period of time, or 6 or more times within a calendar year.*)
- **Absolutely** no food or drink except **plain** water is permitted.

Payment Procedures

Payment

- a. Payment must be made either by check or money order.
- b. The reservation fee is payable at time of booking.
- c. Within 30 days of the receipt of the reservation fee, the security deposit is due along with a signed Facility Use contract.
- d. Thirty (30) days prior to the event, all fees must be paid in full or the reservation will be cancelled (except for instructional category).
- e. If the event is scheduled to occur less than thirty (30) days after booking, all fees are due at time of booking.
- f. **There will be a \$40 charge for returned checks.**

Refunds

Any refunds due pursuant to the terms of these Rental Policies and Procedures will be made by the Town of Clifton in the form of a check mailed no later than four to six weeks after the event.

POLICIES/CONDITIONS FOR USE

1. Access to Building

Entrance to the Community Hall is provided by a key in a combination lock box. This key must be left in the lock box at all times and not taken from the premises. If this key is lost during your rental period, a \$100 charge shall be assessed against the security deposit.

2. Utilities

Heating and air conditioning for the Community Hall are remotely computer-controlled and will only be operational for the hours booked.

3. Included Equipment

The use of 16 4x6 tables and approximately 70 metal folding chairs is included in the base rental rate. Use of the kitchen is included in all rentals except “Instructional.”

4. Cleaning

All areas of the Community Hall must be returned to their pre-rental condition per the Facility Use Contract. Trash must be removed from the facility and all tables and chairs put away. All lights, including bathroom lights, must be turned off prior to vacating the premises. Applicants failing to comply with these rules shall be assessed a cleaning fee, which may exceed the amount of the security seposit.

5. Decorations

All decorations must be approved by the Facility Manager. No decorations or other items may be tacked, taped or affixed in any way to the walls, ceilings or any other surface of the building inside or out. The use of birdseed, rice, flower petals, confetti, glitter, bubbles or silly string is prohibited.

6. Open Flames

The use of burning candles, chaffing dishes and similar open flame sources must be approved by the Facility Manager prior to the event. Candles, if permitted by the Facility Manager, must be enclosed and must be placed upon a nonflammable plate to catch wax drips. Electrical outlets are available throughout the building.

7. Cancellations

Cancellations must be in writing and must be addressed to the attention of the Facility Manager. Cancellations are subject to cancellation fees as follows:

- If written notice of cancellation is received, **thirty (30) or more days prior to the event**, the entire security deposit will be refunded.
- If written notice of cancellation is received, **eight (8) to twenty-nine (29) days prior to the event**, 50% of rental fee and the entire security deposit will be refunded.
- If written notice of cancellation is received, **seven (7) or fewer days prior to the event**, the entire rental fee will be forfeited. However, the entire security deposit will be refunded.

Refunds will be made by the Town of Clifton Treasurer in the form of a check and mailed to Applicant no later than four to six weeks after the event.

8. No Smoking

The Community Hall is a smoke-free facility. Smoking is permitted out of doors, on the side of the building only. Applicant will be responsible for cleaning up all debris, including cigarette butts on the sidewalk and parking lot.

9. Noise Restrictions

The Community Hall is located in a residential area. As such, care must be taken not to disturb the neighboring residents. Any music/entertainment shall be limited to volume that is inaudible once the doors are closed. Excessive noise, abusive or unacceptable behavior resulting in complaints is prohibited and may result in termination of the rental.

If authorities are called, they will be authorized to terminate use of the Community Hall. Any fines assessed for a noise ordinance violation or a false security alarm arising from the use of the Community Hal, shall be assessed to the Applicant and deducted from the security deposit.

10. Violation of Law

Violation of any laws prevailing in the Town or the Commonwealth of Virginia by any persons while in attendance will be sufficient grounds for termination of the rental with forfeiture of the rental fees and security deposit.

11. Inclement Weather

In the event of inclement weather, please call the Clifton Town Meeting Hall Manager to learn of the operating status of the Community Hall. Please note that the Meeting Hall generally follows the Fairfax County Government’s operating decision regarding inclement weather.

If Fairfax County Government is “open” or “open with staff on unscheduled leave,” all rental Agreements will be honored. Cancellation will be at the discretion of the Applicant. No refunds will be issued unless the Town Hall Manager decides to close the facility.

If Fairfax Government is “closed,” the rental will be cancelled and the Town will, at the discretion of the Applicant, either refund all rental fees paid or attempt to reschedule the event on an alternate date.

12. Commercial and Third-Party Rentals (Sublease)

The Town does not permit the rental of the Community Hall for commercial activities.. “Commercial activities” means performing services or providing goods with the intent to make a profit. Furthermore, an Applicant may not sublet the Community Hall to another party (“Third-party Rentals”). Third-party Rentals will result in termination of the rental to the Applicant.

13. Applicant Held Responsible

Applications will be approved for adults who are at least 21 years of age and who accept responsibility for supervision throughout the period covered by the Agreement.

The Applicant or the Applicant’s designee must be present during the event (“Responsible Party”). The Responsible Party shall be responsible for the conduct of all guests and must remain on the premises throughout the event. The Responsible Party

shall be liable for all damage including damage exceeding the amount of the previously obtained security deposit.

The Responsible Party must be identified to the Facility Manager or his agent at the commencement of the rental.

Only the Applicant or his duly authorized agent shall be permitted to make revisions to the signed rental Agreement.

14. Storage

Subject to space availability, Community Hall users may be permitted to store items to be used for an event 24 hours in advance of said event. Any exceptions to this policy require written application to the Mayor and Council and approval granted at a Council meeting and payment of an additional rental fee to be negotiated. The Town reserves the right to determine where such items will be stored and to have access to such areas at all times.

15. Parking

Limited parking (6 spaces, 2 handicapped spaces) is available in front of the Community Hall. Street parking is available after normal business hours on Main Street and in the lot across the street from the Community Hall. Parking on the grass or blocking access to driveways is prohibited.

16. Returned Checks

There will be a \$40 charge for returned checks.

17. Security Deposit

The security deposit shall be refundable upon satisfactory completion of the terms of the facility use contract. At the reasonable discretion of the Facility Manager, the security deposit may be forfeited for damage to the premises, cleaning costs or violations of the terms of the Agreement. Specific charges may include, but are not limited to:

- | | |
|----------------------------------|--------------|
| 1. False Alarm | \$50 - \$150 |
| 2. Cleaning Charge | \$100 |
| 3. Windows & doors left unlocked | \$ 50 |
| 4. Lights left on | \$ 50 |
| 5. Lost key | \$100 |

18. Alcohol

A \$100 Alcohol Use Permit fee will be charged if alcoholic beverages are served at the Community Hall. All alcoholic beverages must be served and consumed indoors.

It is the responsibility of the Applicant to procure an Alcoholic Beverage Control (“ABC”) Board permit if alcohol will be served or otherwise made available during the event. Failure to comply with Virginia ABC laws shall result in termination of the rental.

19. Town Held Harmless

The Applicant will hold the Town, its officers, employees, and agents completely harmless for any and all claims whatsoever arising out of the use of the Community Hall, including any liability for death, personal injury or property damages, whether incurred by the Applicant or by any and all third parties.

20. Damages

Applicant is responsible for all damages to property and equipment. The Community Hall and its grounds will be inspected prior to and after use by the Applicant and the Facility Manager (or his representative) to determine the condition of the premises and any potential damage charges. Damage charges will be deducted from the security deposit.

20. Failure to Comply

Failure to comply with these policies and conditions will result in immediate termination of the event with forfeiture of the rental fee and security deposit.

I have read the Policies and Conditions contained herein and I agree to abide by their terms.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

Facility Use Contract

Clifton Community Hall

12645 Chapel Road
Clifton, Virginia 20124

**THIS CONTRACT MUST BE SIGNED AND SUBMITTED TO THE FACILITY
MANAGER WITHIN 30 DAYS AFTER BOOKING AN EVENT**

Margo Buckley, Facility Manager, 703-802-0847, coragy@cox.net

Applicant/Community Organization, etc. _____

Address _____

Telephone (h) _____ (w) _____ (c) _____

Email _____ fax _____

Name(s) of person(s) who will be responsible throughout the event

Name(s) of person(s) who will be authorized to make changes or additions to contract

Date of use _____ Actual start and end time: from _____ to _____

Set up _____ Clean Up _____

(Please state the actual start and end time of the event. Two hours will automatically be added to the start and end times for set-up and clean-up for Category 1 events. Facility Manager will negotiate set up/clean ups times for Category 2 and 3 events, but in no event will such time be less than 15 minutes for setup and 15 minutes for cleanup.)

Will you serve food? _____ Will alcohol be served? _____

Number of people attending _____ Is this event open to the public? _____

Caterer's name and contact number _____

What special equipment will you, your caterer, others attending your event bring?

Will you have music? _____ What type? _____

(e.g. live, DJ)

Rental Fees (due in full a minimum of 30 days prior to the event)

Reservation fee _____ Date/Mgr's Initials _____

Security Deposit _____ Date/Mgr's Initials _____

Alcohol Fee _____ Date/Mgr's Initials _____

Total Rental Fee _____ Date/Mgr's Initials _____

Cleaning Service (Optional) \$200 _____ Date/Mgr's Initials _____

Make checks or money orders payable to "Town of Clifton"

I have read this agreement and the Rental Policies and Procedures and agree to abide by their terms.

Signed: _____ Date: _____

Checklist

Walk Through Pre-Event

Post Event

_____	Floors	_____
_____	Tables & Chairs	_____
_____	Kitchen Counters	_____
_____	Refrigerator	_____
_____	Oven	_____
_____	Trash Cans	_____
_____	Men's Bathroom	_____
_____	Women's Bathroom	_____
_____	Lights	_____
_____	Noise Ordinance Explained	_____
_____	ABC Policy Explained	_____

Additional fees:

- | | | |
|----|-----------------------------|-------|
| 1. | False Alarm Charge (actual) | |
| 2. | Cleaning Charge | \$100 |
| 3. | Windows & doors not secured | 50 |
| 4. | Lights left on | 50 |
| 5. | Lost key | 100 |

Renter Signature _____ Date _____

Facility Manager Signature _____

House Rules

1. Wash and remove all dishes.
2. Clean off counters before leaving.
3. Put all trash in containers provided and remove from building.
4. Wipe up any spills on counters, floors, stove or in refrigerator.
5. Take all food with you – do not leave anything in the refrigerator.
6. Fold and stack all tables and chairs in their respective closets if applicable.
7. Turn out all lights, including bathroom lights.
8. Lock the door and replace key in lock box.

RULE OF THUMB: LEAVE THE PREMISES AS CLEAN AS YOU WOULD LIKE TO FIND THEM.

**COUNTY OF FAIRFAX VIRGINIA
DEPARTMENT OF PUBLIC WORKS AND ENVIRONMENTAL SERVICES
OFFICE OF LAND DEVELOPMENT SERVICES**

MAXIMUMS APPROVED

**VIRGINIA UNIFORM STATEWIDE BUILDING CODE (VUSBC)
AND THE CODE OF THE COUNTY OF FAIRFAX**

OCCUPANCY LOAD # 1 *41 (active sports)*
OCCUPANCY LOAD # 2 *103 (classroom setup)*
OCCUPANCY LOAD # 3 *137 (furniture setup - tables & chairs)*
OCCUPANCY LOAD # 4 *294 (chairs only, or standing)*


NAME *Clifton Fire Station*
ADDRESS, Tax Map *12641 Chapel Road, Tax map 075-4*

AREA DESIGNATION *Assembly Hall*

VUSBC Edition	Group (Use)	Construction Type	Sprinklers (y/n req)	Fire Alarm (y/n req)
2003	<i>B (A-3)</i>	<i>IIB</i>	yes	yes

Restrictions (if any)



Date *October 26, 2007*
By *Dan K. Williams* 
For *L. R. Pylant*
 Building Official

THIS CERTIFICATE SHALL BE POSTED IN A CONSPICUOUS LOCATION AT ALL TIMES