

Rental Policies and Procedures

Clifton Community Hall Town of Clifton

The Clifton Community Hall (CH) is operated 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 Community Hall Manager (CHM). A signed rental Agreement is 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 Community Hall Manager (CHM).

Capacity:	Fairfax County Code	
	Occupancy Load #1 (active sports)	41
	Occupancy Load #2 (classroom setup)	103
	Occupancy Load #3 (furniture setup-tables & chairs)	137
	Occupancy Load #4 (chairs only, or standing)	294

Rental Fees

Private Events/Parties: Not open to the general public. No ticket sales or charging admission at the door.

- **Without ABC**
 - \$100/hour - no minimum
 - \$250 Security Deposit (held until event is over - destroyed upon clean inspection)
 - \$175 Post Event Cleaning Fee
- **With ABC**
 - \$100/hour - no minimum
 - \$350 Security Deposit (held until event is over - destroyed upon clean inspection)
 - \$275 Post Event Cleaning Fee

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Public Events: Open to the general public - renters may or may not charge admission.

- **Without ABC**
 - \$50/hour - 2 hour minimum
 - \$250 Security Deposit (held until event is over - destroyed upon clean inspection)
 - \$175 Post Event Cleaning Fee
- **With ABC**
 - \$100/hour - 2 hour minimum
 - \$350 Security Deposit (held until event is over - destroyed upon clean inspection)
 - \$275 Post Event Cleaning Fee

Organizational Meetings: Public or private meetings held by companies, HoAs, community organizations, non-profits, clubs, teams, troops, etc. No ABC allowed. No product sales allowed.

- \$50/hour - 2 hour minimum
- \$100 Security Deposit (held until event is over - destroyed upon clean inspection)
- \$75 Post Event Cleaning Fee (paid in advance - optional)

Educational Content: Public events - either one-time or recurring. Open to the public and providing educational, cultural enrichment, or otherwise community focused content. Cost to public is nominal-to-non-existent. No ABC allowed.

- **One-Time event**
 - \$25/hour - no minimum
 - \$100 Security Deposit (held until event is over - destroyed upon clean inspection)
 - \$75 Post Event Cleaning Fee
- **Recurring Event** (monthly, weekly, etc. - regular inspections following each event)
 - \$20/hour - minimum of 12 hours total rental time
 - \$100 Standing Damage Deposit
 - \$100 Standing Cleaning Deposit

Security deposit and a non-refundable reservation fee equal to 50% of the total rental cost is required to book the Community Hall. The remainder of the reservation fee, along with any applicable cleaning fees must be paid no later than 24 hours ahead of the scheduled rental start time.

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Payment and Contract Process

- A. Community Hall Rental Policies and Procedures form and Facility Use Contract must be completed, signed, and returned to CHM with all fees due in order to confirm reservation.
- B. Payment may be made by cheque or money order and should be made payable to The Town of Clifton.
- C. The security deposit and reservation fee is due at time of booking. Remaining fees are due at least 24 hours before your reservation begins.
 - a. Security deposits are held until your event is over and are destroyed upon clean inspection of the facility
 - b. Reservation and Cleaning fees are deposited immediately
- D. If the event is scheduled to occur less than thirty (30) days after booking, all fees are due at time of booking.
- E. There will be a \$50 charge for returned checks.

Refunds

Any refunds due pursuant to the terms of the Rental Policies and Procedures will be made by the Town of Clifton by cheque mailed no later than six weeks after the event.

POLICIES/CONDITIONS FOR USE

1. Access to Building

Entrance to the building 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, there will be a \$50 charge taken from the security deposit. **If the key is not in place for the next user but returned as soon as possible, a \$25 charge will be taken from the security deposit.**

2. Utilities

Heating and air conditioning for the Community Hall are motion activated and will be operational during the hours booked. Temperatures can be temporarily adjusted at each thermostat, and will automatically reset after a specified period of time. Ceiling fans may be used to circulate the air and regulate temperature.

3. Included Equipment

Use of sixteen 4'x6' tables, approximately 80 metal folding chairs and exercise mats are included in the base rental rate. Kitchen use is included in all rentals, subject to proper clean-up, etc.

4. Cleaning

All areas of the CH must be returned to their pre-rental condition. Cleaning equipment and supplies are located in the kitchen and coat closet. Trash must be removed from the facility and placed in the Trash cans outside. Remove items you put in the refrigerator or freezer. All tables and chairs must be 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 deposit. Renters may be asked to pay an additional cleaning fee of \$150 depending on event type. *Continued next page...*

5. Decorations

All decorations must be approved by the CHM. In general, 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, chafing dishes and similar open flame sources must be approved by the CHM prior to the event. Candles, if permitted, 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 CHM.

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 rental fee and security deposit will be refunded.
- If written notice of cancellation is received, **twenty-nine (29) or fewer days prior to the event**, the reservation fees will be forfeited and the security deposit will be refunded.
- If cancellation is for remaining sessions of a multi-session rental, the security deposit will be used to cover remaining sessions, and any remainder will be forfeited.

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

8. No Smoking

The CH, as all Fairfax County government buildings, 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. No Animals

Animals are not permitted in the CH, a Fairfax County government building, with the exception of service dogs.

10. Noise Restrictions

The CH is located in a residential area. 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 behaviors 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 CH. Any fines assessed for a noise ordinance violation or a false security alarm arising from the use of the Community Hall, shall be assessed to the Applicant and deducted from the security deposit.

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11. 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.

12. Inclement Weather

In the event of inclement weather, call the CHM for the operating status. Please note that the CH 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 CHM 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 or reschedule the event on an alternate date.

13. Commercial and Third-Party Rentals (Sublease)

The Town does not permit the rental of the CH for continuous commercial activities such as retail, wholesale or restaurant. If you desire to do these types of businesses in Town, then you must apply for a Town business license and procure space in the Clifton commercial district. The 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.

14. Applicant Held Responsible

Applicants must be at least 21 years of age and 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 CHM 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.

15. Storage

Subject to space availability, CH users may be permitted, with prior permission from the CHM, to store items to be used for an event 24 hours in advance or after of the event. Any exceptions require a written request to the CHM and to the Town Council member who oversees the CH. The request will be added to the agenda of the Clifton Town Council. If the Town Council approves the storage then an additional rental fee will 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.

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16. Parking

Limited parking is available in front of the Community Hall. Street parking is available on Main Street and in the lot across the street from the Community Hall as well as the Town parking next to the Caboose Plaza. Parking on the grass or blocking access to driveways is prohibited.

17. Returned Checks

There will be a \$50 charge for returned checks.

18. Security Deposit

The security deposit cheque shall be destroyed upon satisfactory completion of the terms of the Facility Use contract. At the reasonable discretion of the CHM, 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
2. Cleaning Charge
3. Windows or doors open/unlocked
4. Lights left on
5. Lost key
6. Late key
7. Abuse of the HVAC
8. Occupying the building outside the contract terms

19. Alcohol

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 and forfeiture of rental fees and security deposits.

20. Town Held Harmless

The applicant will hold the Town, its officers, employees, and agents completely harmless for any and all claims whatsoever arising from 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.

21. 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 their representatives) to determine the condition of the premises and any potential damage charges. Damage charges will be deducted from the security deposit, and if in excess of the deposit, charged to the applicant.

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22. Insurance

Applicant agrees to purchase and maintain public liability insurance with a company or companies licensed to do business in the State of Virginia, protecting the Town of Clifton, as an Additional Insured, against loss, cost or expense, and insuring Applicant against all liability arising out of and in connection with Applicant's use or occupancy of the facility; and provide the Town of Clifton with a Certificate of Insurance, setting forth such insurance coverage, dates and limits and naming the Town of Clifton as an Additional Insured.

23. 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: _____