AT A MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON NOVEMBER 12, 2013, AT 7:00 P.M., IN THE COUNCIL CHAMBERS, LOCATED AT 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION IS ADOPTED BY THE FOLLOWING VOTE:

Charles C. Brewer, ;
Gerald M. Foreman, II, ;
Kristin W. Forrester, ;
Helen D. Reynolds, ;
Willie J. Toney, ;
Gwen P. Washington, ;
Derrick R. Wood, ;

RESOLUTION TO ADOPT THE JEFF SIMPSON COMMUNITY AND CULTURAL ARTS CENTER USAGE POLICY

WHEREAS, the Town of Dumfries maintains the Jeff Simpson Community and Cultural Arts Center and in the past has allowed its use for many Town and community events; and

WHEREAS, there has been concern over the lack of a written policy governing the use of the Community and Cultural Arts Center; and

WHEREAS, Council directed the Town Manager to develop a written use policy for the Community and Cultural Arts Center that would specify approved uses and procedures for use of the facility while protecting the facility from damage; and

WHEREAS, Council engaged in rigorous discussions on a proposed use policy over the course of several months; and

WHEREAS, Council has reviewed the final draft of the Jeff Simpson Community and Cultural Arts Center Usage Policy.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Dumfries that the Jeff Simpson Community and Cultural Arts Center Usage Policy be adopted on November 12, 2013 with an effective date of March 1, 2014.

By Order of Council:

_____
Gerald M. Foreman, Mayor

Attest:_____
Dawn Hobgood, Town Clerk

Town of Dumfries
The Jeff Simpson Community & Cultural Arts Center
Center Usage Policy

Adopted November 12, 2013

Effective Date - March 1, 2014

Contents

Table of Contents.....Page 1

General Information, Schedule of Hours, etc.....Page 2

Location and Directions, Parking, Policies and Conditions.....Page 3

Application Process, Categories for Usage, Usage/Rental Fees .....Page 4/5

Reservations, Security Deposit.....Page 5

Permits, Business Licenses/Taxes, Cancellations, Alcoholic Beverages .....Page 6

Smoking, Decorations, Insurance.....Page 6

Damages, Clean-up, Keys, Other Regulations.....Page 7

Violations of Law, Failure to Comply, Points of Contact.....Page 8

Use of Facilities Agreement/Application.....Page 9/10

GENERAL INFORMATION

Welcome to the Jeff Simpson Community & Cultural Arts Center (hereinafter referred to as the "Community & Cultural Arts Center") in the Town of Dumfries. The Community & Cultural Arts Center is host to many community events and programs in the heart of Dumfries, Virginia.

SCHEDULE OF HOURS

The Community & Cultural Arts Center is not available on Tuesdays, due to Town meetings. It is generally available for use Monday, Wednesday, and Thursday from 6 pm until 10:00 pm and Friday through Sunday from 9 am until 10:00 pm unless otherwise specifically permitted by the Town Manager of Dumfries.

DUMFRIES, VIRGINIA'S OLDEST CHARTERED TOWN

Dumfries, the largest Town in Prince William County, was chartered in 1749 by a group of men with vision that included the first families of Northern Virginia, Washington, Lee, Grayson and Mason, among others. These founding fathers recognized the importance of the site and decided that a town and port should be established on Quantico Bay for easy access to ship tobacco to England and to receive the manufactured goods not available in the Colonies. This site became the Town of Dumfries and was located on the Kings Highway, the only road linking all the colonies.

It was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the town after his birthplace, Dumfries, Scotland. It grew in wealth and importance as a major tobacco port that rivaled New York and Boston until soil erosion and silting of the port caused Dumfries' demise.

Today, Dumfries is known as the oldest continually chartered Town in Virginia.

COMMUNITY & CULTURAL ARTS CENTER HIGHLIGHTS

The capacity of the Community & Cultural Arts Center is 60 people on the Ground Level. The *Dumfries Learning Center* on the second floor is not available for rent. Refer to the section under "POLICIES AND CONDITIONS FOR USE" for further capacities.

The Community & Cultural Arts Center is handicapped accessible. Handicapped parking is also available.

LOCATION AND DIRECTIONS:

The Community & Cultural Arts Center is located at 17757 Main Street, Dumfries, Virginia, adjacent to Dumfries Town Hall.

From Points North: Take I-95 South, exit 152B-Dumfries, turn right onto route 1 south (becomes Main Street), 17757 Main Street will be on your left.

From Points South: Take I-95 North, exit150-Triangle, turn left onto route 1 North, turn left on Graham Park Road, turn right onto Main Street, 17757 Main Street will be on your right.

(Satellite picture from www.yahoomaps.com)

PARKING

Public Parking is available at the parking lot directly located outside the Community & Cultural Arts Center. Overflow parking is permitted in the designated parking area located to the rear of Town Hall. At no time should patrons block any entrance or exit to the Town Hall parking lot. No parking is permitted alongside the Town Hall building - this area is clearly marked and should be avoided.

POLICIES AND CONDITIONS FOR USE

The Town government has priority use of this facility for Town related functions, subject to availability as permitted by the Town Manager. The Community & Cultural Arts Center may be reserved by private and public groups, civic and service associations, as well as individuals; however, no commercial use of the facility is allowed. To reserve the Community & Cultural Arts Center, the Use of Facilities Agreement/Application must be completed and approval granted by the Town Manager or designee. The following outlines policies and conditions governing the use of the Community & Cultural Arts Center as well as information pertaining to the applicable fees for the use of the Community & Cultural Arts Center.

These policies and conditions for use of the Community & Cultural Arts Center have been developed over the past few years and are subject to revisions or amendments as conditions develop. These rules and regulations may be subject to review and revision from time to time as deemed appropriate by the Town Manager.

APPLICATION PROCESS

A completed Use of Facilities Agreement/Application must be submitted to the Director of Community Services at least 60 days prior to the event, including all ongoing/long-term use agreements. The Town Manager or his/her designee will be responsible for approving all applications.

A refundable security deposit of $50.00 will be due with the Use of Facilities Agreement/Application. Applications submitted without the security deposit will not be accepted. In order to secure your reservation, the usage/rental fee for use of the Community & Cultural Arts Center is due within seven days of receipt of confirmation. This fee must be received in order to reserve the Community & Cultural Arts Center.

The Town of Dumfries reserves the right to conduct a background check on any individual or group or organization that applies to use the Community & Cultural Arts Center.

There will be absolutely no alcohol permitted at any event at the Community & Cultural Arts Center.

Organizations that fall under Group I or Group II that meet throughout the year may request multiple dates for a six month period at one time. Priority is given to ongoing users whenever possible.

CATEGORIES FOR USAGE

Group I Town of Dumfries sponsored and co-sponsored events, Historic Dumfries events, and events sponsored by Dumfries Town Council members and other local, state and federal government agencies.

Group II Individual residents, HOA's, non-profit organizations (with proof of status), and religious institutions.

Group III Town businesses, and local, state, and federal candidates.

Group IV Others

USAGE/RENTAL FEES

Group I-No cost for usage

Group II- $25/hour

Group III- $35/ hour

Group IV- $50/hour

Non-profit organizations located in the Town of Dumfries are permitted to use the facility one day per month at no charge, but the Use of Facilities Agreement/Application must be submitted. The following

organizations currently using the facility may continue to do so without the submitting the Use of Facilities Agreement/Application:

1) Women in Community Action
2) Rolling Thunder
3) Rebecca's Lodge
4) Historic Dumfries

*Under no circumstances should the Community & Cultural Arts Center be rented for third party use.

RESERVATIONS

The Community & Cultural Arts Center is not available on Tuesdays, due to Town meetings. It is available for use Monday, Wednesday, and Thursday from 6 pm until 10:00 pm and Friday through Sunday from 9 am until 10:00 pm, unless otherwise specifically permitted by the Town Manager of Dumfries, with the exception of days that may be excluded by the Town of Dumfries. Reservations for the Community & Cultural Arts Center are on a first come, first serve basis and may be made no more than six (6) months in advance. The Community & Cultural Arts Center will not be available for rental on various days throughout the year when Town sponsored events are being held.

SECURITY DEPOSIT

The standard refundable security deposit is $50.00 per event when reserving the Community & Cultural Arts Center. The security deposit is required to initially secure your reservation date.

A security deposit is due with the application. After the event, the user is responsible for contacting the Town, to request the return of their security deposit. The security deposit is returnable upon satisfactory completion of the agreement and all policies and conditions listed herein. The security deposit will be refunded to the individual or company or organization represented on the Use of Facilities Agreement/Application. Charges for damages, cleaning, security or violation of the agreement will be deducted from the deposit. Users exceeding their reserved time will be charged the applicable hourly rate per hour. Any charges in excess of the deposit will be billed to the user. Infractions of the facility agreement or of any rules & regulations could result in partial or complete loss of your deposit for use or damages. The Town of Dumfries reserves the right to take legal action to collect any monies due and will seek attorneys' fees.

There will be no assignment of the Use of Facilities Agreement/Application to another party.

Payment of the security deposit is due in full at the time the Use of Facilities Agreement/Application is submitted.

PERMITS

All required permits and inspections if any, are the responsibility of the user.

BUSINESS LICENSES AND TAXES (if applicable):

All potential organizations requesting use of the Community & Cultural Arts Center must have a Town of Dumfries Business License on file, and must be current on taxes. Residents must be current on their taxes to the Town of Dumfries as well.

CAPACITY

The first floor of the Community & Cultural Arts Center comfortably accommodates up to 60 guests (based on fire code regulations). There are 19 rectangular tables and approximately 60 chairs available for use at the Community & Cultural Arts Center. If this is not sufficient for your event, it is the responsibility of the user to secure additional equipment.

CANCELLATIONS

A full refund, minus a $25 administrative fee, will be made if cancellations are made at least two (2) weeks prior to the use date.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on the premises.

SMOKING

Smoking is not permitted inside of the Community & Cultural Arts Center.

DECORATIONS

Prior approval must be granted for decorations and any decorations permitted must be removed at the conclusion of the event.

INSURANCE & INDEMNIFICATION

The user is responsible for all injuries to all guests. The user is required to provide their own liability insurance or purchase T.U.L.I.P. (Tenant User Liability Insurance Policy). More information on obtaining TULIP can be found here, www.vmlins.org. Proof of liability insurance is required with an application for usage.

The user agrees to indemnify the Town in all claims that may be made.

DAMAGES

The user is responsible for all damages to property and equipment. User must take preventative action to prevent damages, i.e., the use of drip pans for cooking or motorized equipment. The Community & Cultural Arts Center and surrounding area will be reviewed, prior to and after use by the event user and the Town. Marring or staining of any surfaces of the Community & Cultural Arts Center or grounds is prohibited. Damages shall be deducted from the security deposit and any balance due will be billed to the user.

CLEAN-UP

Users are responsible for all clean up of the Community & Cultural Arts Center and surrounding site and will incur additional costs for any costs required to return the Community & Cultural Arts Center to "as found" condition. These costs will be deducted from the security deposit. Users must provide their own trash bags and trash from the event must be removed from the Community & Cultural Arts Center and placed in large trash receptacles that are located in the back of Town Hall immediately after the conclusion of the event.

KEYS

Each user will be required to secure a key to the building prior to the date of their event. For example, if the event is being held on Saturday, the user must obtain a key the Friday prior between the normal business hours of 8:30 am-5 pm. Each user will be responsible for signing out the key as well as ensuring the key is returned. After the event, the key may be placed in the drop-box located outside Town Hall. **A $250.00 fee will be charged for any lost or misplaced keys.**

OTHER REGULATIONS

Open access to the sidewalks, buildings, driveways and roadways must be maintained at all times. Parking is permitted only in the designated areas.

All lights and ceiling fans must be turned off prior to leaving the Community & Cultural Arts Center after your event.

Food cannot be cooked or prepared on site. Food may be warmed and served.

The Dumfries Town Council must approve all fundraising events held at the Community & Cultural Arts Center.

Users are to maintain appropriate and respectful behavior at all times. Public disturbances, including lewd or vulgar language and excessive noise are prohibited.

Disorderly functions or uncontrolled events will not be tolerated! If the situation does not get under control after one warning, all persons will be asked to leave the premises and all fees and security deposits will be forfeited.

VIOLATIONS OF LAW

Violation of any laws prevailing in the Town of Dumfries by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit. Failure to comply with these policies and conditions will result in immediate termination of the event,

FAILURE TO COMPLY

Users that violate the policies and conditions listed herein may be denied the privilege of scheduling future events at the Community & Cultural Arts Center.

POINTS OF CONTACT

For additional information on use of the Community & Cultural Arts Center:

Ms. Cydny A. Neville, MAEd	Town of Dumfries	703-221-3400 ext. 144

For additional information regarding security, noise ordinances.

Chief Rebecca Edwards	Town of Dumfries Police Dept.	703-221-1111

**Users and groups are expected to understand and respect that Town Departments are co-located at the Community & Cultural Arts Center during weekdays. Interference with Town employees and or may result in loss of privilege to use the Community & Cultural Arts Center.

Jeff Simpson Community & Cultural Arts Center

Use of Facilities Agreement/Application

For Office Use Only:

Deposit Fee Paid: $_____ Date:_____

(Due in full at time at the time Use of Facilities Agreement/Application is submitted)

Usage/Rental Fee Paid: $_____ Date:_____

(The total rental fee is due within seven days of receipt of confirmation)

Deposit Returned: $_____ Date:_____

Name of person/organization responsible for the event/program:_____

Street Address:_____

City, State & Zip Code:_____

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

Type of Event/Program:

_____

_____

_____

_____

Group I:_____

Group II:_____

Group III:_____

Group IV:_____

Date(s) Needed for rental: _____

*If you intend to renew for six more months, it is your obligation to notify us by 60 days prior to start.

Time: Time In (to include setup time) _____(AM/PM)

Time Out (to include cleanup) _____(AM/PM)

☐ Non-profit status verified

☐ Residency within Town verified

☐ Insurance Verification

Approximate Number of guests: _____

Community & Cultural Arts Center Capacity (60 people)

I have read and fully understand the contents of the attached facility Rules & Regulations as applicable to renting the Community & Cultural Arts Center and agree to the terms of this agreement. This Contract is prepared and agreed upon by:

User's Signature _____ Date:_____

Staff Signature _____ Date:_____