



Town of Dumfries
Council Meeting

Meeting Date:

May 21, 2013

Agenda Item#

VII - C

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Dan Taber

PRESENTER TITLE: Town Manager

AGENDA ITEM:

Community Center Use Policy

BACKGROUND / SUMMARY:

Over the past several years, citizens and groups have been allowed to use the Community Center for a wide variety of functions and Council recognized the need to standardize the criteria for use to include a fee schedule. At their direction, staff has developed the attached draft document dealing with those concerns. Staff requests input from Council in order to finalize this policy.

ATTACHMENTS:

Draft Community Center Use Policy

REQUESTED ACTION:

NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT:

Name: Dan Taber

Phone#: (703) 221-3400 ext 113

E-mail: dtaber@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	Wood						



Town of Dumfries
The Jefferson Simpson Community and Cultural Arts Center
Center Usage Policy
Draft Policy

Contents

Table of Contents.....	Page 1
General Information, Schedule of Hours, etc.....	Page 2
Parking, Policies and Conditions,	Page 3
Application Information, Categories for Usage.....	Page 4
Reservations, Security Deposit, Permits, Business Licenses/Taxes	Page 5
Cancellations, Alcoholic Beverages, Smoking, Decorations, Insurance, Damages...Page 6	
Clean-up, Keys, Regulations, Violations of Law.....	Page 7
Failure to Comply, Points of Contact.....	Page 8
Use of Facilities Agreement.....	Page 9

GENERAL INFORMATION

Welcome to the Jeffery Simpson Community & Cultural Arts Center in the Town of Dumfries. The Community and 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 available for use year-round. The hours of operation are 6:00pm until 9:00 pm Sunday; Monday, Wednesday, and Thursday from 9:00am-10:00pm, and Friday through Sunday on a case-by-case basis as permitted, unless otherwise specifically permitted by Dumfries Town Manager or his/her designee.

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.

Dumfries is named for a town in Scotland from where a locally prominent merchant hailed. It grew in wealth and importance as a major tobacco port, that rivaled New York and Boston but 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. See section under "[POLICIES AND CONDITIONS FOR USE](#)" for further capacities.

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

LOCATION AND DIRECTIONS:

The Jeffery Simpson 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, exit 150-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 Garrison Open Space located in 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 Jeffery Simpson Community and Cultural Arts Center may be reserved by private and public groups, civic and service associations, as well as individuals. To reserve the Community & Cultural Arts Center, the "Application for Use" must be completed and approval granted by the Town Manager or their 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 Center.

These policies and conditions for use have been developed over the past few years for the Community & Cultural Arts Center 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

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A completed "Application for Use" 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 all applications. In order to secure your reservation, payment fee for use of the center is due within seven days of receipt of confirmation. This fee must be received in order to reserve the Community & Cultural Arts Center. Applications submitted without the security deposit will not be accepted.

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 Center.

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

Categories for Usage

Group I Town of Dumfries sponsored and co-sponsored events, Dumfries Business Association, Historic Dumfries and other local, state and federal government agencies.

Group II HOA's, Resident, not-for-profit organizations-with proof of status, religious institutions.

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

Group IV Others

Usage Fees

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Group I-No cost for usage

Group II- \$25/hour

Group III- \$35/ hour

Group IV- \$50/hour

*Under no circumstances should the Community Center be rented for a third party.

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 6pm until 10:00 pm and Friday through Sunday from 9am until 10:00pm, 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 Center. Deposits are required to 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 contract. 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 applicant. 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 use of Facilities Agreement.

Payment is due in full at the time of Application for use of facilities and agreement.

Permits

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

Business Licenses and taxes (if applicable):

All potential organizations 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.

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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 Center. If this is not sufficient for your event, it is the responsibility of the group/event organizer to secure additional equipment.

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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,

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Alcoholic Beverages

Alcoholic beverages are not permitted on the premises.

Smoking

Smoking is not permitted inside of the Community Center.

Decorations

Prior Approval must be granted for decorations.

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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.

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

Damages

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 Center and surrounding area will be reviewed, prior to and after use by the event applicant and the Town. Marring or staining of any surfaces of the Community Center or grounds is prohibited. Damages shall be deducted from the security deposit and any balance due will be billed to the applicant.

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Clean-up

The group/organization is responsible for all clean up of the Community Center and surrounding site. Your groups and organization will incur additional costs for any costs required to return the Center to "as found" condition. These costs will be deducted from the security deposit. Trash must be removed from the Community Center and placed in large trash receptacles are located in the back of Town Hall.

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 8:30am-5pm. 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

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

All lights and ceiling fans must be turned off prior to leaving the 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.

All individuals 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 ask 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,

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Failure to Comply

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

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

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

For additional information regarding security, noise ordinances.

Chief Robert Forker Town of Dumfries Police Dept. 703-221-3400 ext. 122

*Certain traditional long standing uses of the center may be grandfathered.

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

Jeffrey Simpson Community & Cultural Arts Center

Use of Facilities Agreement

For Office Use Only:

Deposit Fee Paid: \$ _____ Date: _____

(Fifty percent of the deposit fee should be paid within one week of usage approval).

Rental Fee Paid: \$ _____ Date: _____

(The total rental fee should be paid two weeks prior to the event).

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 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: _____

