



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

PRESENTER: Dan Taber
 Cydney Neville

PRESENTER TITLE: Town Manager
 Community Services Director

AGENDA ITEM:

Discussion Community Center Usage Policy

BACKGROUND / SUMMARY:

Council Lady Jurgensen requested that information be provided on the use of the community center to include current organizations using the facility, revenue generated from usage, and any insurance requirements.

ATTACHMENTS:

Memo Community Center Use, Excerpt from 9/17/02, 10/28/08, and 11/25/08 Work Session Minutes, Calendar of Use and fees collected for 2012, and a previously proposed Jeffrey Simpson Community and Cultural Arts Center General Information and Guidelines

REQUESTED ACTION:

NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT: Name:

Phone#:

E-mail:

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Barr	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Jurgensen	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	West						



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

MEMORANDUM

TO: Mayor West, Town Council and Daniel E. Taber, Town
Manager
FROM: Christine R. Sanders, Town Attorney
DATE: January 30, 2012
RE: Community Center Use

QUESTIONS PRESENTED

Council Lady Jurgensen has requested information about the: 1) Community Center usage policy; 2) current organizations using the facility and revenue generated from this usage; and 3) insurance requirement. Each question is addressed below.

ANSWER

1. Status of Current Policy

After researching the Council minutes (with the assistance of the Town Clerk) the last time the community center policy usage was adopted by Council was in 2002. In 2002, Council approved a recommendation to only rent the center to staff, immediate families, civic organizations, and classes for the public and community events. The rental fee established by vote of Town Council was \$125.00 /hr., with a security deposit of \$500.00 to be made by cash, money order, or certified check. It is not clear whether this fee was collected.

(See excerpt of minutes from 9/17/2002 Town Council work session, attached)

In 2008 after inequities about staff and council members being able to use the Community Center was raised by area residents, the policy regarding use of the community center addressed again. The Director of Community Services recommended continuing to allow groups that currently use the Center weekly and monthly. She also recommended other local non-profit groups and governmental agencies that served the community. She recommended that Council consider elimination of private usage of the

Center for personal use by town Staff and their families and Town Council members since this was being perceived by area residents as subjective and unfair. At that time, the Center was not available for private rental to the general public. Also discussed were concerns about having to have the locks changed several times due to lost keys. The Director's final recommendation was to have groups who use the center make donations for use of the building, at least quarterly to defray the cost of utilities, cleaning and general upkeep. A lively Council discussion on the problems associated with past rentals of the Community Center also occurred. (See excerpt of minutes from 10/28/2008, attached.) It was recommended that a formal policy be revised along with a rental agreement and the matter be brought back to Council.

In November 2008, Council considered the Community Center usage policies again. (See excerpt of minutes from 11/25/2008, attached.) It is believed that the attached policy and rental agreement were presented to Council. No formal action on either document was taken or at least there are no minutes that support that the policy and rental agreement were approved by the Town Council.

In conclusion, it seems that there is no policy that council adopted which is being adhered to at this time. Now would be an appropriate time to consider this matter and adopt a policy for staff to administer.

2. Current Users of the Community Center and revenue generated.

A calendar representing the groups currently using the Center is attached. Note the contributions each group has made in FY 12 also on the calendar. The Director of Community Services will also address the allocation and prioritization of Community Center facility use in person at the February 7, 2012 meeting.

3. Insurance

Town's liability policy with VML covers users of the Community Center. Current users are not required to have their own insurance or to sign an indemnification with the Town. It is recommended that as part of any approval or application process to use the facility, the users should sign an indemnification and hold harmless agreement.



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

CHARTERED 1749 INCORPORATED 1961

17755 Main Street / P.O. Box 56
Dumfries, Virginia 22026-0056
Tel. 703-221-3400 / Fax 703-221-3544
www.DumfriesVirginia.org

**DUMFRIES TOWN COUNCIL
WORK SESSION
TUESDAY, SEPTEMBER 17, 2002
7:00 PM**

Present: Mayor Bray, Vice-Mayor Bradley, Councilman Brewer, Councilman Yohey, Council Lady Cornell, Councilman Hunter

Absent: Councilman Washington

Also present: Mr. Waller, Mr. Wilkins, Ms. Lambe, B. Ward, Captain Reid, Ben Howard from VRS.

Mayor Bray opened the meeting at 7:00 PM.

The Mayor asked if there were any amendments to the agenda.

Councilman Hunter wanted to add a memo regarding subcommittee rules as number 17.

Councilman Yohey wanted to have a question and answer session at the end of the meeting. This was added as item number 18.

Presentation by Ben Howard of the Virginia Retirement System regarding the LEOS Retirement benefit for public safety officers

Mr. Ben Howard of the VRS gave a presentation to Council on the LEOS Retirement benefit for the police department. He handed out information and answered any questions that Council had for him.

Mr. Yohey made a motion that this issue be referred to the budget committee for further review. Mrs. Bradley seconded his motion. Ayes: Hunter, Bradley, Cornell, Yohey, Brewer, Bray. Absent: Washington. Motion carried.

Consider new restrictions on renting the Community Center.

Mrs. Lambe gave a lengthy summary of what she had been going through with renting the center as far as damages and people leaving the building filthy after it was used. She made a recommendation that it not be rented to anyone except staff and their immediate families, civic organizations, classes for the public and community events.

Consider new restrictions on renting the Community Center.

Mrs. Bradley made a motion to accept Mrs. Lamb's recommendation with a second by Mrs. Cornell. Ayes: Brewer, Yohey, Cornell, Bradley, Hunter, Bray. Absent: Washington. Motion carried.

Mr. Yohey said he would like to take it one step further in the event that for some reason the building happened to get rented. He made a motion to pass the following: The hourly rate would be \$125.00, a security deposit of \$500.00 would be required and the deposit must be paid in cash or by a money order or certified check. This motion was seconded by Mrs. Cornell. Ayes: Hunter, Bradley, Cornell, Yohey, Brewer, Bray. Absent: Washington. Motion carried.

Discuss dedication ceremony for the Jeff Simpson Community Center.

It was decided to put this item on hold at the present time

Consider renting space for the Police Department

This item was removed from the agenda

Discuss application for a permit for the firing range.

Captain Reid said Mr. Bendall was still trying to get a plat of the site. He also said that a special use permit was needed, and there was still a hold up on a couple of signatures of the core group.

Discuss violation notice used for certain misdemeanors

Mr. Bendall is currently working on this issue. He feels that we are on thin ice with this \$25.00 fee. He wants to do away with the violation report. He is trying to come up with a fee for the return of trash cans. Council said they would like a briefing from Mr. Bendall on this issue at the October 1st meeting.

Discuss NFL flag football for Spring, 2003.

Captain Reid reported that Chief Johnson said due to the lack of interest at this time and due to such short notice, he was going to hold off starting this until next Spring, 2003.

Council asked that Chief Johnson brief them on this issue at the October 1st meeting.

Excerpt from the

**DUMFRIES TOWN COUNCIL
WORK SESSION
OCTOBER 28, 2008
7:00 PM**

Discuss Usage Policy for the Community & Cultural Arts Building

Mrs. Holtzlander reported that in recent months area residents inquiring on renting the community center have increased substantially. Many of these inquiries are a result of the resident personally having attended a function in the community center sponsored by either a Town Staff member or Council member. She also stated that it had been brought to her attention that staff members have been approached by area residents seeking "sponsorship" in an attempt to rent the building on their behalf, using the name of the employee. There is no fee associated with a Town employee or Council member renting the community center, therefore the increased desirability of residents wanting to be "sponsored" by an employee to use the building.

Mrs. Holtzlander said there were other affordable rental spaces available for family functions and events to our residents at a variety of locations in Town. The Dumfries-Triangle Rescue Squad and the Dumfries-Triangle Volunteer Fire Department both offer residents the option of renting their BINGO hall for parties, baby showers, wedding receptions and the like. In addition, the General Heiser Boys and Girls Club now offers meeting space rental to the community as does the Dumfries United Methodist Church. Both places rent their halls at affordable rates to area residents.

In addition Mrs. Holtzlander said that she had several groups that currently utilize the Community Center on a weekly/monthly basis.

In light of the recent perceived preferential treatment of Town Staff and Town Council members by area residents regarding the usage of the community center building, she met with the Town Manager to discuss this issue at length and to best resolve the matter. After careful consideration of the Town's current policy it is her recommendation that the Council adopt a more detailed usage policy for the Community Center. Mrs. Holtzlander also recommended that the Community Center space continue to be available to the groups that currently use it weekly and monthly, and she also welcomes local non-profit groups and other governmental agencies that service the community.

Mrs. Holtzlander also recommended that the Council consider the elimination of the private usage of the Community Center for the personal use of Town Staff, their families and Town Council members because this allowance is being perceived as subjective to the residents of the community. Under the current usage policy, the Center is not available for private rental to the

general public and she believes it is in the best interest to the Town to keep this stipulation in place. She also suggested that effective immediately that each group that utilizes the center be required to place a security deposit of \$250.00, which will be kept in the town safe, before being issued a key to the Community Center building.

Mrs. Holtzlander said there had been several occasions over the past 6 years in which she has had to have the locks changed to the building because of lost/misplaced building keys.

Mrs. Holtzlander said her final suggestion is that all future groups who utilize the building be required to make a donation to the Town for the use of the building dependent on the frequency of use. She said that currently several of the groups who utilize the building make a quarterly donation to the Town to help pay for utilities, cleaning and the general upkeep of the building.

Mrs. Holtzlander said she welcomes questions, comments or concerns regarding updating the usage policy. She emphasized that what she had presented was only a draft and she is open to suggestions and Council's direction.

Mr. Washington said that he thought the Town should go back to renting the community center out to citizens.

Mrs. West said she felt the current policy should remain in place

Mr. Toney said this whole topic angers him. He said he does not like it at all. He said we should make the building available to the Public. He said he would not support Mrs. Holtzlander's recommendation.

Mrs. Cornell said she has seen some of the messes that have been left by people that have rented the building and she said it has been absolutely disgusting! She said in addition the building has been torn up, there has been lots of noise, and no security. She said she would have a hard time agreeing to let the public rent the building again. She said if that was the case a much larger deposit should be mandatory.

Ms. Barr said money talks! She said the deposit should be large, and we should be extremely strict. We should have a system for documenting the damage and if one little thing was wrong we would not return their deposit. She said if necessary put a keypad on the door that can be changed after each event.

Mr. Brewer said the building should not be rented out to the public. He said in the past the hardwood floor upstairs had to be replaced in the sum of \$9,000.00. Downstairs the carpet had been replaced twice in the past eight (8) years, and windows and fans had been broken. He said the building had to be repainted inside. He said this is a historical building and it should be preserved, not torn up. He said no way should it be rented out to the public again!

The Mayor said that he wanted it read into the record that in the past people were coming from every where to rent the building. He said we were the laughing stock of the area. He said he is in favor of making modifications to the rental policy.

Vice-Mayor Washington said that the Council and staff should not be hindered in using the space. If it is decided to rent it out again to the public the rates should be affordable.

Mrs. West said she felt it should only be rented to residents of the town.

Mr. Toney said his vote is for inclusion.

Mrs. Cornell said she felt that a \$2,000.00 deposit should be required.

Ms. Barr said that she agreed that it should only be rented to residents of the town. She also felt that charging an hourly rate is not the way to go. She also felt that it might be beneficial to have security cameras installed.

Mayor Yohey said he would like to make a recommendation to list all of the things that were brought up tonight and then get with Ms. Holtzlander and bring this back to the November work session.

Ms. Caturano said she would suggest that a proposed contract be presented to Council at the same time.

Mayor Yohey also asked Council how many agreed with the recommendations as presented by Mrs. Holtzlander. No one agreed.

Mrs. West suggested coming up with a plan and getting together with Cathy. She suggested Ms. Barr, the Mayor and Cathy get together.

Excerpt from the

DUMFRIES TOWN COUNCIL

WORK SESSION

NOVEMBER 25, 2008

7:00 PM

Continued Discussion of the Policy for Usage of the Community Center

At the October 28th work session a very lengthy discussion took place regarding the future usage of the Community Center. At Council's direction Mrs. Holtzlander submitted a draft rental agreement application for their review and feedback at this meeting. She said she had researched the local businesses and organizations that offered private rental space and she also provided this information.

At the October meeting several issues were addressed but one in particular was security. It was agreed that security had to be a top priority to protect both the residents as well as Town property. Ms. Holtzlander said she had contacted two security vendors to secure quotes for both camera and keypad lock installation but was still waiting on their information. She said she would provide it to Council in an upcoming report.

Another issue previously discussed was how to monitor and correct, if necessary, the condition of the building after a private function. Ms. Holtzlander said she was also researching cleaning companies in the area to obtain quotes for one-day cleaning services should cleaning services be required after a private function. She said this fee would be incorporated into the rental agreement should the terms of the agreement not be adhered to. This information will also be provided to Council once it has been obtained.

Mrs. Holtzlander listed the many groups that currently use the Community Center on a weekly/monthly basis. She also went over the availability of the Center for private rentals based upon the schedule of the building.

Mrs. Holtzlander said it is her recommendation that the Council keep the Community Center usage policy as is until the agreement application can be discussed, agreed upon, and adopted.

She said her hope is to begin offering the Center for public rental beginning January, 2009.

A discussion took place and a decision was made to table this until the January work session.

Mr. Huggard said that a similar situation had taken place with the Community Center in Culpeper. He did make a recommendation that a structural survey be done on the 2nd floor of the building.

January 2012

Calendar for regularly scheduled meetings in the Community Resource Center-outside from Staff and Town Council Usage

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Peggy Lusk/Art Class 12:30pm-3pm *FY-12 \$60 Port-O-Dumfries HOA 7pm-10pm	5	6	7
8	9 South Cove HOA 7pm-10pm	10	11 Peggy Lusk/Art Class 12:30-3p Rebekkah's Lodge 5pm-10pm *FY-12 \$50	12 Historic Dumfries-As Needed	13 Women In Community Action 5pm-10pm	14
15	16	17	18 Peggy Lusk/Art Class 12:30-3p Rolling Thunder 5pm-10pm	19	20 DBA 3:30pm-5pm	21
22	23	24	25 Peggy Lusk/Art Class 12:30-3p Rebekkah's Lodge 5pm-10pm	26	27	28
29	30	31	Key: Town Home Owner Associations Businesses Organizations			

The Jeffrey Simpson Community and Cultural Arts Center



General Information and Guidelines

Town of Dumfries
17757 Main Street
Dumfries, VA 22026
703-221-3400

GENERAL INFORMATION

Welcome to the Jeffery Simpson Community & Cultural Arts Center in the Town of Dumfries. The Community and Cultural Arts Center is an ideal location for hosting a variety of events including ceremonies, social events, wedding receptions, bridal/baby showers, and birthday parties.

SCHEDULE OF HOURS

The Community & Cultural Arts Center is available for use year-round. The hours of operation are 9:00 am until 10:00 pm Sunday through Thursday and 9:00am-1:00am Friday & Saturday, 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 138 people, 60 people on the Ground Level and 78 people on the Upper Level. 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. (See attached maps)

PARKING

Public Parking is available at the parking lot directly located outside the Community & Cultural Arts Center. At no time should patrons block any entrance or exit to the Town Hall parking lot.

POLICIES AND CONDITIONS FOR USE

The Jeffery Simpson Community and Cultural Arts Center may be reserved by private and public groups, civic and service associations, as well as individuals. In order to reserve the Community & Cultural Arts Center the "Application for Use" agreement must be completed and approval granted by the Director of Community Services. The following information outlines our 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 rules and regulations may be subject to review and revision from time to time as deemed appropriate by the Director of Community Services, the Town Manager and Town Council.

Residency Requirement

Patrons wishing to rent the Community and Cultural Arts Center must be residents of the Town of Dumfries.

Application Process

A completed "Application for Use" must be submitted to the Director of Community Services at least 30 days prior to the event. The Director of Community Services will be responsible for approving all applications.

A refundable security deposit of \$500.00 will be due with all applications \$1,000.00 if serving alcohol at your event. This fee must be received in order to reserve the Community & Cultural Arts Center. If an application is submitted without the security deposit, the requested date will not be reserved until the application fee is received. The deposit must be in the form of cash, money order, or certified cashier's check.

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.

Usage Fees

Prime Time: Friday 6pm – Sunday 11pm = \$475.00 for the first three (3) hours. \$125.00 for each hour thereafter.

Non-Prime Time: Monday 9am-Friday 6pm = \$200.00 for the first three (3) hours. \$50.00 for each hour thereafter.

Reservations

The Community & Cultural Arts Center is available for rental Sunday through Thursday from 9:00am until 10:00 pm and Friday & Saturday from 9:00am until 1:00am, unless otherwise specifically permitted by the Director of Community Services, 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. The Director of Community Services will determine if the date requested by the applicant will pose a conflict in scheduling and will assist in selecting an alternate date for hosting your event.

Security Deposit

The standard refundable security deposit is \$500.00 per event when renting the Center. There is a \$1,000.00 refundable security deposit fee required when renting the facility if serving alcoholic beverages. Deposits are required to secure your reservation date. The security deposit will be due at least 30 days in advance of the function. The deposit must be in the form of cash, money order, or certified cashier's check.

After the event the renter is responsible for contacting the Community Services Director 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 of \$125.00 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. The Town of Dumfries reserves the right to take legal action to collect any monies due and will seek attorneys' fees.

Payment

The Town of Dumfries must receive full payment of all charges at least 14 days prior to event. Payment may be made with cash, money order or certified cashier's check and should be made payable to the Town of Dumfries.

Responsibility

Applications must be submitted by adults who are at least 18 years of age and who accept responsibility for supervision throughout the period covered by the agreement.

Person(s) in charge

The name(s) of the person(s) who will be on site and in charge at the Community & Cultural Arts Center throughout the course of the activity must be identified to the Director of Community Services. Only those parties specified by applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement. There will be no subletting of a contractual agreement.

Permits

All necessary permits and inspections are the sole responsibility of the event organizer. This may include, but is not limited to building inspection and Virginia ABC permit.

A copy of all required permits must be provided to the Town of Dumfries at least 14 days prior to the event. Permits must be displayed as required.

Capacity

The Community & Cultural Arts Center comfortably accommodates up to 138 guests (based on fire code regulations).

18 rectangular tables and approximately 100 chairs are 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.

For event equipment rentals:

Select Event Rentals	301-937-7600
Capital Party Rentals	703-278-8300
Brooke Rental Center	703-938-4807
Signature Party Rentals	703-573-3900

Cancellations

A full refund, minus a processing fee, will be made if cancellations is made at least six (6) weeks prior to the use date, and a half refund minus a processing fee will be issued if cancellations is made three to six weeks prior to use date. No refunds will be made to any group that cancels within three (3) weeks of the use date. The current processing fee is \$25.00.

Sound and Lights

The sound, lighting, and noise ordinances of the Town of Dumfries must be obeyed at all times. The Town of Dumfries Police Department will resolve any noise or lighting complaints. Any special lighting and sound requirements should be detailed in the "Application for Use".

Alcoholic Beverages

All events at the Community & Cultural Arts Center that wish to serve alcohol must apply for and secure a permit from the Virginia Department of Alcoholic Beverage Control.

Alcohol may be served under the following conditions:

The "Application for Use" must be completed in its entirety and submitted to the Town of Dumfries Community Services Director with the application fee.

Group must apply for the appropriate permit from the Virginia Department of Alcoholic Beverage Control (VA ABC).

A copy of the VA ABC permit must be provided to the Town of Dumfries at least 14 days prior to the event.

The area that alcohol is served in must be clearly delineated and must be monitored at all times.

The applicant must comply with all rules and regulations regarding alcohol set by the Virginia Department of Alcoholic Beverage Control at all times.

The Virginia Department of Alcoholic Beverage Control permit must be displayed at all times that alcohol is served.

Decorations

The Community Services Director or Dumfries Town Hall representative must grant prior approval to any decorations used. If using balloons for decorative purposes, they must be attached to stationary items and cannot hang freely from the ceiling. Helium balloons are acceptable, but must be secured in order to avoid problems with the ceiling fans. Event organizer/group must make every effort to protect the Community Center and the surrounding grounds from spills that may cause damage to any surfaces.

Security

The Town of Dumfries reserves the right to require that security be provided for any event at the Community and Cultural Arts Center or require the development of a security plan acceptable to the Chief of Police for the Town of Dumfries. User must provide designated event staff or private uniformed security staff.

Injuries

The user is responsible for all injuries to all guests. The user is required to furnish a "Certificate of Insurance for Public Liability Insurance" naming the Town of Dumfries as additional insured in the "per occurrence" limit of \$1,000,000.00 with \$2,000,000.00 per aggregate limit. Check with your homeowner's insurance for quotes on daily coverage.

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 a Town Hall representative. 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. The Town of Dumfries reserves the right to take legal action to collect any monies due and will seek attorneys' fees.

Clean-up

The group/organization is responsible for all clean up of the Community Center and surrounding site. Your group/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 designated areas. 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, or the user may return it in person to a Town Staff member. **A \$250.00 fee will be charged for any lost or misplaced keys.**

Other regulations and considerations

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

The Community Center is air-conditioned and heated. All thermostats must be returned to their original settings after the event.

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. The kitchen is a catering kitchen only. Food may be warmed and served.

Live bands are not permitted to perform on the premises for private reservations. Dances (with charged admission) are not permitted on the premises according to the Dumfries Town Code Ordinance.

All private parties, organization socials, religious activities, and fundraisers will be required to pay full fees. Qualified non-profit organizations may be eligible to request that part or all of the fees be returned to them in the form of a donation from the Town Council. See the Center Director for more information. In no event can the Town of Dumfries donate part or all of the fees to any organization that is controlled in whole or in part by any church of sectarian society.

The Dumfries Town Council must approve all fundraising events.

All individuals shall 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 and Failure to Comply

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, with forfeiture of fee and security deposit. 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:

Cathy Holtzlander Town of Dumfries 703-221-3400 ext. 115

For additional information regarding private security and noise ordinances:

Chief Calvin Johnson Town of Dumfries Police Dept. 703-221-1111 ext. 122

For additional information regarding alcohol consumption permits:

VA Dept. of Alcoholic Beverage Control 703-518-8090
(Alexandria Office)

Jeffrey Simpson Community & Cultural Arts Center
Use of Facilities Agreement

For Office Use Only:

Rental Fee Paid: \$ _____ Date: _____

Deposit Fee Paid: \$ _____ Date: _____

Deposit Returned: \$ _____ Date: _____

ABC Permit Application Received - 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:

Fundraising Event: _____

Private Party: _____

Church Affiliate: _____

Government: _____

Nonprofit Organization: _____

Profit Organization: _____

Renting: ___ Community & Cultural Arts Center

Date(s) Needed for rental: _____

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

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

Approximate Number of guests: _____

Community Center Capacity (138 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: _____

Jeffery Simpson Community and Cultural Arts Center
Rules & Regulations

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, or the user may return it in person to a Town Staff member. **A \$250.00 fee will be charged for any lost or misplaced keys.**

It is required that all trash, decorations, and food be removed from the Community Center Building following your event. You may utilize the large trash receptacles located in the rear of the Town Hall Building. The Center must be left in clean condition and all furnishings replaced in their proper storage area.

No decorations or items will be placed on the walls of the Center without prior approval of the Center Staff. If using balloons for decorative purposes, they must be attached to stationary items and cannot hang freely from the ceiling.

All utilities must be turned off and thermostats reset to the original settings.

Food cannot be cooked or prepared on site. The kitchen is a catering kitchen only. Food may be warmed and served.

Dances (with charged admission) are not permitted on the premises according to the Dumfries Town Code Ordinance.

All consumption of alcohol beverages must be in accordance with Virginia law. The user must have approval from the Center's Director and have obtained an ABC license prior to the date of their event. For your convenience, permit applications are available at the Community Center. You may also obtain information from the Virginia Department of Alcoholic Beverage Control website at www.abc.state.va.us. The cost for obtaining a permit is approximately \$60.00. The person or organization responsible for the use of the Center is required to post the ABC license on the front door the day of the event.

Each individual, group or organization utilizing the facility will be held responsible for any damage done to the facility. The user agrees to release the Town of Dumfries from any damages, actions, claims or causes of actions for loss or damages suffered by the user or their guests.

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.

Jeffery Simpson Community & Cultural Arts Center
Use of Facilities Agreement

For Office Use Only:

Fees: \$ _____ Date: _____

Donation: \$ _____ Date: _____

Security/Key Deposit: \$ _____ 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:

Government: _____

Nonprofit Organization: _____

Renting: Community & Cultural Arts Center
 Dumfries Town Hall – Council Chambers
 Garrison Park (park behind Town Hall)

Date(s) needed for rental: _____

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

Approximate Number of guests: _____
Community Center Capacity (138 people)
Town Hall Capacity (50 people)

I have received a copy of the attached facility Rules & Regulations and agree to the terms of this agreement. This Contract is prepared and agreed upon by:

User's Signature _____ Date: _____

Staff Signature _____ Date: _____

All events where teenagers or children are present must be chaperoned by persons over the age of twenty-five (25). You may also be required to hire Security Personnel at your own expense during your scheduled event to patrol the center and the surrounding government facility.

Groups of 100 or more may need to hire at their own expense additional Security Personnel to patrol the Center and/or assist with crowd/traffic control. This will be at the discretion of the Center Director.

Reservations are taken on a first come, first serve basis. Reservations will not be taken more than 6 months in advance.

Cancellation of Agreement Policy:

The user must notify the Center Staff of any postponement or cancellation of scheduled events at least 48 hours prior to the scheduled event.

There will be no subletting of a contractual agreement.

The Dumfries Community and Cultural Arts Center will not be held responsible for any personal property left on the premises.

I have read and understand all the rules and regulations as applicable to renting the Dumfries Community and Cultural Arts Center.

User's Signature

Date