

FACILITY RENTAL PROCEDURES

Thank you for considering Charlottesville Parks and Recreation Department as the site for your special event or meeting. This guide will help you:

- Make a reservation
- Plan a budget for your event
- Understand the guidelines for usage and amenities available to you

Should you have additional questions, please contact the Parks and Recreation Administration Office at, (434) 970-3267.

Reservation Process

- Reservations are accepted up to one year in advance and no later than 30 days before event, on a space available basis. Reservations are processed on a first-come, first served basis. Note: Reservation requests cannot conflict with and/or interfere with current Charlottesville Parks and Recreation programs or activities.
- Once the reservation has been made, renters are responsible for meeting with the facility manager at least two weeks prior to the event, which will be coordinated by the facility manager. Failure to meet with the facility manager may result in the cancelation of your event and no refunds will be issued.
- Charlottesville Parks and Recreation programs or activities shall have priority over private rental requests.

Payment Methods

- Facility rental deposit and payment may be made in cash, check or credit card (Visa, MasterCard or Discover accepted). All funds received are processed daily.

Application and Payment Process

- Event date is reserved, pending availability, upon receipt of completed Facility Rental Application Form signed by the *legally responsible party* and \$100.00 deposit that will be credited towards your rental fee. Non-payment will result in a hold on the request and the date will be available to new applicants.
- A damage retainer of \$500.00 is also required for all rentals and will be due 15 business days prior to the event. All checks will be deposited and credit cards will be processed.
- The damage retainer will be returned within 15 business days after your event pending that all criteria has been met and that the facility has been inspected.
- Should there be damages exceeding the \$500.00, you will be billed.
- It is strongly advised that you do not print or send invitations until you have received confirmation of rental.

AVAILABILITY

The Carver Recreation Center Banquet Hall is available for rentals during the following days/times:

- Saturdays: 3:00 pm – Midnight

Capacity:

Carver – Banquet Hall	Maximum Capacity
Standing Room Only	288
Seated (Lecture Style)	288
Seated (With Tables)	160

Small children and infants are counted towards the overall capacity.

During the event, facility staff members will inform the renter when the banquet hall is approaching capacity. It is the renter's responsibility to determine who is allowed into the event. Parks and Recreation staff does not manage the invite list and will restrict guests from entering once the hall is at capacity.

The following Holidays will not be available for rentals.

- Christmas Eve and Christmas Day
- Thanksgiving Day
- New Year's Eve and New Year's Day

2016 RENTAL FEE: Up to 6 Hours

\$1,275 for after-hours event for Non-profit/Civic Rental

\$1,375 for events with alcohol

Groups and organizations that have an approved State or Federal Chapter in good standing that allows sponsorship of fund raising events. A copy of the approved SCC "Non-Profit" in good standing status verifying the renting group or organization's current status to fundraise activities will be required.

\$1,500 for after-hours event (banquets, receptions, etc...)

\$1,600 for events with alcohol

Activities sponsored by an individual, civic and social groups and organizations extending invitations to individuals (no ticket sales required for entry) to attend its affair(s) in a public Parks and Recreation facility. Alcohol consumption at such events will (require a State ABC License should follow State ABC Law.

\$1,850 for after-hours event for Ticketed Events

\$1,950 for events with alcohol

Activities that require a State ABC (Alcohol & Beverage Control) permit and admission fee (ticket sales) to allow participants to attend the event. The term “Cabaret” shall mean only participants age 21 and older will be permitted to enter Parks and Recreation facilities where a space reservation (s) has/have been approved for use by the “nonprofit” group/organization.

Additional charge for events running after normal hours (12 am – 2 PM)

Resident \$200

Non Resident \$350

RULES AND POLICIES

Your occupancy is subject to all local municipal and county ordinances in addition to all rules and regulations governing Parks and Recreation Facilities. Your occupancy can be terminated immediately at the discretion of local law enforcement authorities and/or Charlottesville Parks and Recreation if you misrepresent or violate the terms of the application, or when public safety is threatened. Cancellation of occupancy for cause will result in your forfeiture of all fees.

Smoking

- Smoking is prohibited on the entire Jefferson School City Center property, including the restrooms.
- Smoking is prohibited by Ordinance in all City of Charlottesville facilities and within 30 feet of all entrances to City facilities.

FOOD & ALCOHOLIC BEVERAGES

- Have food prepared before delivery.
- Food preparation in the facility is prohibited unless the renter has made special arrangements with the Facility Coordinator.
- There is a refrigerator, oven and microwave available to keep food refrigerated or warm.
- You must bring your own pots, pans, serving dishes, and utensils.
- The Renter is responsible for communicating with caterers and other vendors regarding time requirements for delivery of any food and/or other items needed for setup.
- Renters will ensure that all food and beverages are kept inside the rented space.
- Food and alcohol are not permitted in the lobby or outside of the banquet hall.
- A Banquet License is required for all events that will have alcohol. It's the responsibility of the Renter to contact the Virginia Department of Alcohol Beverage Control at 434-977-2974. A copy of the license must be submitted 5 business days prior to the event. If your license is not submitted within 5 business days prior to the event, you may not be able to serve alcohol at the event.
- All alcohol must be consumed in the location designated for legal age drinking.
- The Renter is responsible for complying with all ABC laws.

PARKING

- Parking is available in the upper and lower level of the garage.
- Parking is not permitted in the loading/unloading area in front of the building.

DECORATIONS

- Renters will be responsible for decorating the facility.
 - Prohibited Materials include: tacks, duct tape, nails, staples, glitter, birdseed, rice, confetti-type materials, and no open flames (birthday candles are permitted).
- Use decorations that will not cause damage to the facility (you will be assessed additional charges for any damages).
- Decorations are not permitted to be hung from the ceiling.
- Smoke/fog machines are prohibited.
- Use only fireproof decorations and affix them with removable masking tape. You are responsible to remove all decorations.
- Pyrotechnics are prohibited.
- Renters are responsible for removing all decorations, tape, clear tables and counters of all perishables immediately following the event and must be placed in trash bags that are provided by Parks and Recreation. Caterers/Renters are responsible for trash removal before, during and after the event, with the assistance of Parks and Recreation staff.

CUSTOMER RESPONSIBILITIES

- Each individual in the group must obey all applicable City of Charlottesville, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in the rental contract being cancelled or terminated, and all guests being asked to leave
- A designated Point of Contact must be named, identified and on-site for the entire rental which includes set-up and tear down.
- The renter or designee is to become familiar with the facility, its amenities and overall condition. This includes a pre and post rental walk-thru with staff and signing of the rental checklist at the beginning of the rental. The same person must be available for each.
- Room capacity determines the maximum number of guests allowed as stated on page one (1) of this document. By fire code the listed capacity cannot be exceeded at any time and will be enforced by staff on duty. Violation of the capacity will result in loss of deposit and termination of the event.
- All setup and clean up must be done within your six-hour rental time.
- Table linens (or other table covering) are not provided. You are required to cover all tables prior to use.
- Parks and Recreation Staff will be responsible for setting up tables and chairs according to the layout selected by the Renter.
- The Renter will have the option to provide their own layout with the understanding that it must be submitted along with final payment 15 business days prior to the event.
- Renters will be responsible for decorating the facility.

- Renters are responsible for removing all decorations, tape, clear tables and counters of all perishables immediately following the event and must be placed in trash bags that are provided by Parks and Recreation.
- Renters and Caterers, with the assistance of Parks and Recreation staff, will be responsible for disposing all trash.
- The facility closes at 12 am and renters should be off the premises by 1:00 am.
- Staying past your contracted time will result in forfeiting your \$500.00 security deposit.
- The renter shall be responsible for items left in the Facility by guests.
- Parks and Recreation assumes no responsibility for any items left by the renter, or participants following the close of the rental event.
- If your band or DJ requires more than 110V 20 amps, you are required to provide a generator.

INSURANCE

- Renters are also responsible for providing insurance depending on your event listing the City of Charlottesville as additional insured. Please refer to the chart below for general requirements. If your event type is not listed, you will be notified with the amount of insurance required.

Business/Civic Meeting: \$500,000

Banquet (non-alcoholic): \$500,000

Banquet (alcohol): \$1,000,000

Birthday Party (no inflatables): \$500,000

Birthday Party (with inflatables): \$1,000,000

Athletic Event/Tournament: \$1,000,000

Musical Event (concert, drama, dance): \$1,000,000

Roller Skating: \$1,000,000

Convention/Expo/Fair: \$1,000,000

Cancellation

- You must cancel your rental within 30 calendar days of the rental to receive a full refund minus the \$100 deposit to secure the date.
- No refund will be provided to renters who do not cancel the reserved space date by the required time.
- If a rental has to be cancelled due to inclement weather the Renter has the option to reserve another date or receive a full refund.

RENTAL REQUEST DENIAL

- Failure to submit a completed application request or failure by an applicant to complete any policy requirements for needed fund-raising documents to verify approval of a fundraising status.
- The requested activity or event interferes with a previously scheduled City activity or event in the same Facility.
- The Application contains a material falsehood or misrepresentation.
- The Department determines that the activity or event will likely result in substantial damage to the Facility.
- The Department determines that the activity or event poses a substantial risk to the safety of City employees and Security and visitors to the Facility.
- The Department reserves the right to deny any Application request at its own discretion and or, the proposed activity or event is prohibited by any law, ordinance, statute or regulation.

VIOLATION OF RENTAL POLICY

Groups and Organizations identified as demonstrating unsafe or inappropriate practices violating P&R facility rental policy and or regulations will be subject to the following offense penalties;

- 1st offense - Verbal/written notice to correct inappropriate rental practices and or failure to comply with required P&R policy and procedures. A meeting will be required between the renter and P&R designated staff to discuss rental issues and concerns.
- 2nd offense - Suspension of future rental privileges for 3-6 months to 1 year, depending on the degree of offense as determined by P&R Director and or staff administrator(s),
- 3rd offense - Complete expulsion of all future rental privileges for space Reservations in P&R facilities.

Prior to imposing any of the above offense penalties, a meeting will be scheduled by the P&R administrator to discuss each offense with the representative(s) of the group or organization in an effort to review all information that will help to resolve an issue before a penalty is actually charged on the renter.

STAFF/SECURITY

- All events with alcohol will require security. Police Officers will be provided for evening events which take place during non-operational hours. Charlottesville Parks and Recreation will be responsible for scheduling security for all events as necessary. The fee for the Police Officers is included in the total rental payment.
- Parks and Recreation staff supervisors are responsible for providing overall supervision of all rental participants working cooperatively with assigned City of Charlottesville Police Officers.
- Parks and Recreation staff and Charlottesville Police Officers are responsible for insuring that all management policies and all applicable city, state, and federal laws are adhered to by building participants.

- City Police Officer is responsible for providing written status of event activities reports following the close of each rental for review and furtherance, if necessary, by P&R Management.
- City Police Officer is responsible for providing a written Incident Report to P&R Management documenting the rental experience and problems encountered and identifying individuals recommended for suspension and or ban/expulsion from participating in rental events (private or cabaret) held in P&R facilities. Said report must be submitted 7 days or sooner directly following the rental event date.
- P&R staff supervisors are responsible for insuring that a valid legal ABC Permit is posted for the public's view in the rental facility prior to allowing participants to enter a Cabaret event.
- Any individual demonstrating disorderly conduct and or inappropriate behavior will be suspended from future participation in functions held in public facilities.

Balance/Permits/Certificates

The following documents are due 21 calendar days prior to the event:

- Remaining balance
- Damage Deposit of \$500.00
- Caterers business license and health department certificate
- Banquet license (at least 24 hours prior to event date)
- Certificate of Insurance
- A copy of the Non- Profits 501 (c)3 status for the current year

Special Considerations

City of Charlottesville School Functions- Teacher affiliated field trips –School affiliated events co-sponsored by Parks and Recreation – Fees will be waived for schools if the facility is used during operational hours. For non-operational hours, schools will be charged the direct costs for the facility use.

Neighborhood Meetings- Rental fees for recreation centers for regularly monthly meetings will be waived.

City of Charlottesville Departments – Fees will be waived for internal Departments if the facility is used during operational hours. For non-operational hours, Departments will be charged the direct costs for the facility use.

Request for Fee Waiver – provide written proposal to the Director of Parks and Recreation.

Policy updated on 1/13/2017