

STACY C. SHERWOOD COMMUNITY CENTER

3740 BLENHEIM BOULEVARD
FAIRFAX, VA 22030



CONTACT US:

703-385-7858

RENTALVENUES@FAIRFAXVA.GOV

RENTALSINFAIRFAX.COM

Security Deposits, Customer Rates, and Capacities

Space	Security Deposit	Monday – Thursday Rate	Friday & Sunday Rate	Saturday Rate	Banquet Style Capacity (Wall-to-Wall with Tables and Chairs)	Theater Style Capacity (Chairs Only)
Entire Center	\$900	N/A	\$3,500 minimum includes 5 hours *\$700 per additional hour	\$3,500 minimum includes 5 hours *\$700 per additional hour	463	557
Full Performance Space	\$650	\$600 minimum includes 2 hours *\$300 per additional hour	\$2,250 minimum includes 5 hours *\$450 per additional hour	\$3,000 minimum includes 5 hours *\$600 per additional hour	333	425
½ Performance Space	\$450	\$390 minimum includes 2 hours *\$195 per additional hour	\$1,450 minimum includes 5 hours *\$290 per additional hour	\$1,925 minimum includes 5 hours *\$385 per additional hour	167	200
Rehearsal Space	\$100	\$140 minimum includes 2 hours *\$70 per additional hour	\$180 minimum includes 2 hours *\$90 per additional hour		70	71
Art Room	\$100	\$110 minimum includes 2 hours *\$55 per additional hour	\$150 minimum includes 2 hours *\$75 per additional hour		60	61
Pergola/Civic Green	N/A	\$300 minimum includes 2 hours *\$150 per additional hour			N/A	200
Caterer's Corner	N/A	\$50 (one-time charge)			5	5

*Security Deposit is due at time of reservation and must be paid with a major credit card/debit card (Amex, Mastercard, Discover, Visa). The remaining balance may be paid by credit card/debit card, cash, or check. **See procedures and restrictions 'Security Deposit'.*

*Full cost is due 60 days prior to your event. If you are reserving within 60 days of your event, the full fee and security deposit will be due at the time of reservation.

*Business/Non-Profit Rates receive a 25% discount Monday-Thursday and Friday before 2p (only applicable to Entire Center, Full Performance Space, and Half Performance Space. Alcohol is not permitted for this rate. Businesses must provide a copy of their business license. Non-profits must provide evidence of their non-profit status.

Hours and Discounts

Rental Hours	Time
Sunday - Thursday	7:00am – 10:00pm
Friday - Saturday	7:00am – 1:00am

Public Hours	Time
Monday - Friday	8:30am – 8:00pm
Saturday	9:00am – 4:00pm
Sunday/Govt Holidays	Closed

City Resident and City Business Discount - \$200 discount off the final balance for the rental of half the Performance Space, the Full Performance, or the Entire Center Space Fri-Sun (customer rate only).

**See procedures and restrictions 'City Resident and City Business'*

Seasonal Discount – Rentals of the full Performance Space, half the Performance, or the Entire Center on Fridays, Saturdays, or Sundays in January and February will receive a 10% discount off the hourly rental rate.

Applicant Info

Please complete the below box in its entirety

Applicant's Name:		Email:		Phone #:
Address (Street, State, Zip):				
In addition to the applicant, we require someone who will be authorized to make changes or additions to the contract. (Must be 25+) At least one person and their contact info must be listed below. Either the applicant or this authorized person MUST be able to perform a walkthrough and sign the event report after the event has ended. <i>*See Procedures and Restrictions (Authorization)</i>				
Name:		Phone:	Email:	
Type of Event:	Date of Use:		Please list the maximum number of people that will be in attendance at any one time. (Events ending past 10pm and more than 200 guests will have a \$150 charge for security presence. <i>*See procedures and restrictions (Fire Code) (Police)</i>)	
*Reservation requests must be made at LEAST six weeks prior to the event date. NO EXCEPTIONS! Applicants must include any time they may need to setup or cleanup in their reservation hours. Applicants and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors may include caterers, event planners, photographers, etc. Extending the reserved hours will only be permitted 1) if the space is available and 2) if the request is made at LEAST six weeks prior to the event date. NO EXCEPTIONS! APPLICANT'S INITIALS:				

Space Selection

Please mark which spaces you would like to reserve along with the time frame.

<u>Entire Center</u>	From:	AM or PM	To:	AM or PM
<u>Full Performance Space</u>	From:	AM or PM	To:	AM or PM
<u>Performance Space A</u>	From:	AM or PM	To:	AM or PM
<u>Performance Space B</u>	From:	AM or PM	To:	AM or PM
<u>Rehearsal Space</u> (NO DJs, Bands or Amplified Music/Sound)	From:	AM or PM	To:	AM or PM
<u>Art Room</u> (NO DJs, Bands or Amplified Music/Sound)	From:	AM or PM	To:	AM or PM
<u>Pergola/Civic Green</u> <i>*See procedures and restrictions (Pergola/Civic Green)</i>	From:	AM or PM	To:	AM or PM
<u>Caterer's Corner</u> <i>*See procedures and restrictions (Caterer's Corner)</i>	From:	AM or PM	To:	AM or PM

Additional Rental Information Needed: Please mark YES or NO for each question.	YES	NO
1) Will the event be open to the public (a private event requires a guest list and/or invitations)?		
2) Is there a cost to attend the event, a cash bar, OR are donations suggested?		
3) Will alcohol be served? (\$150 charge for ½ Performance Space Rental and \$300 for Full Performance/Entire Center Rental) <i>*See procedures and restrictions under Alcohol.</i>		
4) Will food be served or will the event be catered?		
5) What is the contact info for the caterer (name, phone number, e-mail address)?		
6) Will the event be advertised or marketed, including social media outlets? (If so, all such advertisements or marketing materials must be shared with the Parks and Recreation operations staff)		
7) Will there be live entertainment? <i>*See procedures and restrictions under DJs, Bands, and Amplified Music.</i>		
8) If there is live entertainment, please indicate what that is:		
9) Will any outdoor cooking equipment be used (i.e. grills, smoker, etc) <i>*See procedures and restrictions under Outdoor Cooking Equipment.</i>		
10) Will you have a food truck on site? <i>*See procedures and restrictions under Outdoor Cooking Equipment.</i>		
11) If you will have a food truck, what is the name and contact info of the owner of the truck?		
12) Will a moon bounce be set up? <i>*See procedures and restrictions under Moon Bounces.</i>		

If you answered YES to any of the above, please review the restrictions below

Even if alcohol is not being served, if you answered yes to numbers 1 AND 2, then you will need to apply for a business license from the City of Fairfax: http://www.fairfaxva.gov/government/commissioner-of-the-revenue/business-license-tax
If alcohol will be served and/or if your event will be open to the public, then you will need to obtain an insurance policy in the limit of \$1,000,000 with the City of Fairfax listed as additionally insured. Home - GatherGuard® Special Event Insurance
If alcohol will be served, then you will need to obtain a banquet license from the State of Virginia. Licenses
If the event is open to the public AND the event will have food or be catered, then you must obtain a health permit from Fairfax County (home cooked food is not permitted). Health Permits for Temporary Food Establishments Health (fairfaxcounty.gov) Health Permit Application Guide
Food trucks must provide us with a copy of their permit or certificate issued from the City of Fairfax Fire Marshal's Office authorizing their use in the City of Fairfax. If they do not already have one, they will need to obtain one from the Office of Code Administration. codeadministration@fairfaxva.gov
The City will not permit the following events to take place: <ol style="list-style-type: none"> 1. Non-City residents hosting events open to the public unless they are classified as a non-profit, business, or government entity. 2. Rentals that are open to the public with live entertainment and require a fee (i.e. cover charges, pre-sale tickets)

Please indicate if you are renting a tent	YES	NO
1) Will you erect a tent? <i>*See procedures and restrictions Pergola/Civic Green, Tent</i>		
2) Will you need time the morning of and the morning after for the setup and breakdown of the tent (\$200 charge) <i>*See procedures and restrictions Tents</i>		
3) Will your tent be 900 square feet or larger?		
4) If renting a tent, please list the company and contact number:		

If you answered YES to any of the above, please review the restrictions below

If you are erecting a tent AND you answered yes to number 3, then you will need to apply for a tent permit from the City of Fairfax's fire department (application may be faxed to 703-385-9265 or submitted in person at City Hall): http://www.fairfaxva.gov/home/showdocument?id=3797

To view example diagrams of the space, please visit [Stacy C. Sherwood Community Center | City of Fairfax, VA](#) under the Room Capacities and Floor Plans dropdown box.

Equipment Reservation and Payment Information

PLEASE INDICATE THE AMOUNT THAT IS NEEDED IN THE LEFT HAND COLUMN. IF YOU DO NOT WISH TO USE ANY OF THESE ITEMS/SERVICES, PLEASE CHECK AND INITIAL THE WAIVER AT THE TOP

Waiver: I do not wish to use any of these items/services.							Initials:	
#	Complimentary Equipment	#Available	Cost	#	A La Carte Equipment – Performance Space Only	#Available	Cost	
	3' Diameter Round Cocktail Tables	6	N/A		Audio Jack Socket (Bluetooth Compatible)	1	\$50	
	3' Diameter Round Tables (seats up to 4)	13	N/A		Baby Grand Piano Tuned	1	\$280	
	5'6" Diameter Round Tables (seats up to 10)	40	N/A		Baby Grand Piano without Tuning	1	\$75	
	Kiddie Tables 6' x 2'6" Rectangular (seats 4 one each side, 1 on each end)	6	N/A		Ceiling Projector and Screen (Side A)	1	\$50	
	6' x 2'6" Rectangular Tables (seats 3 one each side, 1 on each end)	43	N/A		Ceiling Projector and Screen (Side B)	1	\$50	
	8' x 3' Rectangular Tables w/Wheels	3	N/A		Flat Screen TV in Foyer	1	\$50	
	Bar Mats	3	N/A		Microphone, Handheld	4	\$25 each	
	Banquet Chairs (Grey)	412			Microphone, Lapel	4	\$25 each	
	Chairs Folding (black)	52			Microphone, Tabletop	4	\$25 each	
	Chairs Kiddie (red)	24			A/V Package (Includes Audio Jack Socket, 1 Ceiling Projector and Screen, 2 Handheld Mic, and 2 Lapel Mic)	1	\$150	
	Easels	6						
	Bar Tops (attaches to 8' x 3' Rectangular Tables)	2						
	Executive Podiums	1						
	Whiteboard Easels	3		#	A La Carte Equipment - Rehearsal Space Only	# Available	Cost	
#	Other A La Carte Equipment/Services	# Available	Cost		Audio Jack Socket (Bluetooth Compatible)	1	\$50	
	Boston Upright Piano Tuned	1	\$280		Ceiling Projector and Screen	1	\$50	
	Boston Upright Piano without Tuning	1	\$75		Microphone, Handheld	1	\$25	
	Portable Projector and Screen	1	\$50		Microphone, Lapel	1	\$25	
	Early Pick Up/Storage	N/A	\$50		A La Carte Equipment - Art Room Only	# Available	Cost	
	Late Pick Up/Storage	N/A	\$50		Samson Expedition Express Speaker	1	\$50	

IF PAYER IS A DIFFERENT PERSON FROM APPLICANT, THEN PAYER MUST ALSO INITIAL ALL POLICIES ON PAGES 4-6

Name of Card Holder (Please Print):	Phone Number of Card Holder:
Address of Card Holder (Street, City, State, Zip):	
LAST 4 Digits of Credit Card #: (Please list the last four digits ONLY. We will call to collect the remainder of the card number.)	
Security Code:	Expiration Date:
Email of Card Holder:	Signature of Card Holder:

Policies, Procedures, and Restrictions

PLEASE INITIAL AT THE BOTTOM OF PAGES 4-6 INDICATING THAT YOU HAVE READ IT AND AGREE TO THE TERMS.

IF PAYER IS A DIFFERENT PERSON FROM APPLICANT, THEN PAYER MUST ALSO INITIAL AT THE BOTTOM OF PAGES 4-6

Age: Applicant must submit their government issued photo ID at the time of submittal of the contract. A copy of the ID will then be made and kept on file. Applicant must be at least 25 years of age to rent with the City of Fairfax. Accepted types of ID include Driver's License, Walker's ID, and Passport.	
Alcohol: Upon reserving the Half Performance Space, there is a \$150 charge to serve alcohol. Upon reserving the Full Performance Space or Entire Center, there is a \$300 charge to serve alcohol. If alcohol will be served, then you will need to obtain an insurance policy in the limit of \$1,000,000 with the City of Fairfax listed as additionally insured. Home - GatherGuard® Special Event Insurance If alcohol will be served, then you will need to obtain a banquet license from the State of Virginia. Licenses	
Art Work: The art work in the halls, classrooms, and Performance Space remains up during ALL events.	
I have read these policies and agree to the terms.	I have read these policies and agree to the terms.
Applicant's Initials:	Payer's Initials:

<p>Cancellations: Cancellation requests must be sent in writing (e-mail is acceptable). 1) If request for cancellation is sent 60+ days prior to the event date, applicant will receive a full refund minus a \$150 processing fee (\$50 processing fee for classrooms). 2) Full payment is due 60 days prior to the event date. If the request for cancellation is sent between 31 and 59 days prior to the event date, applicant will be refunded the security deposit only. Or, the applicant may choose to switch their date with no penalty. 3) Full payment is due 60 days prior to the event date. If the request for cancellation is sent 30 days or less prior to the event date, applicant will be refunded the security deposit only. Or, the applicant may choose to switch their date for a processing fee of an additional 25% of all rental charges (calculated from the bottom line, not including the security deposit or a la carte items). For any rescheduled events, event must be rescheduled within 12 months of original date. If rescheduled event is cancelled, there will be no refund or ability to reschedule a second time.</p>	
<p>Caterer's Corner: The Caterer's Corner is equipped with a refrigerator or freezer, microwave, 3-bowl sink, warming oven, ice machine, and prep space. It is only available to those who rent the Full Performance Space or ½ the Performance Space and will be booked on a first come- first served basis. It may only be reserved in conjunction with either the Full Performance Space or the ½ the Performance Space (it cannot be reserved before or after the reservation of the Performance Space). The Caterer's Corner is solely for warming and preparing dishes. No cooking is permitted. All caterers' equipment must be kept in the Caterer's Corner. Hallways may NOT be used as extra staging for caterers as this is a fire code violation. Classroom renters may rent the Caterer's Corner 48 hours prior to their event on a first come-first served basis if it has not been claimed by a Performance Space renter.</p>	
<p>City Resident and City Business: City businesses must provide a copy of their business license to be eligible for the reduced rate. To qualify as City Resident 1) Bride, groom, mother, father, or legal guardian of either bride or groom must reside within the City of Fairfax at the time of the signing of the reservation agreement and at the time of the event. 2) Applicant resides within the City of Fairfax at the time of signing the reservation agreement and at the time of the event.</p>	
<p>Decorations: No decorations or other items may be tacked, taped, nailed, or affixed in any way to the walls or any other surface of the building inside or out. No birdseed, rice, glitter, confetti, real flower petals on the floors, silly string, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. No fog machines of any sort or dry ice machines allowed inside the building. Balloons are not to be allowed to float to the ceiling. Failure to abide by these regulations will result in partial or full loss of security deposit.</p>	
<p>DJs, Bands, and Amplified Music: DJ's, bands, and amplified music are permitted in the Performance Space ONLY. Noise level may not disturb other groups. If it does, music must be turned down per staff instructions. DJ's, bands, and amplified music are NOT permitted in the Art Room or Rehearsal Space. The only exceptions would be reserving and paying for the audio jack socket in the Rehearsal Space or reserving and paying for the Samson Expedition Express speaker in the Art Room (BluTooth compatible must be kept at 50% volume or less). <i>There will be no for-profit events permitted that feature DJs, bands or live entertainment.</i></p>	
<p>Doors: Doors leading to the outside may NOT be propped open.</p>	
<p>Early Drop Off: Drop off must be scheduled for the day before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled through with operations management, who you may contact at rentalvenues@fairfaxva.gov or 703-385-7858, four weeks prior to the reservation date. Drop off items must fit in the Caterer's Corner with the exception of a vendor delivery. Drop off may not last more than one hour. No setup may be done during drop off.</p>	
<p>Equipment: Availability of equipment is dependent on other programs/rentals that may be taking place at the same time as your event. Equipment is reserved on a first-come, first-served basis. The City of Fairfax's equipment must remain inside (we allow the 3' Round Cocktail Tables to be used on the Pergola/Civic Green and patio area ONLY). Any tables, chairs, etc. needed for outside must be rented through an independent vendor.</p>	
<p>Failure to Comply: Failure to comply with these policies and conditions will result in immediate termination of the event and forfeiture of fee and security deposit.</p>	
<p>Fire Code: Failure to comply with the fire code capacity for each space will result in immediate termination of the event and forfeiture of fee and security deposit.</p>	
<p>Holidays: The venues in the City of Fairfax are not available for reservations on New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, the Second Saturday in October (Fall Festival), Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day. The venues will be available to rent on New Year's Eve until as late as 7p (regardless of the day of the week).</p>	
<p>Inclement Weather/Conditions: The City of Fairfax will do everything within its power, within reason, to accommodate events throughout inclement weather and unforeseeable situations. Certain instances may arise in which it is unsafe for City staff to travel to the venue in question to open for the rental. In these instances, applicants will be afforded the opportunity to reschedule their event (subject to availability) or cancel with no penalties rendered.</p>	
<p>Late Pickup/Storage: Late pickup must be scheduled for the morning after the event. Pickup must be scheduled with operations management, who you may contact at rentalvenues@fairfaxva.gov or 703-385-7858, one month prior to the reservation date. Pickup items must fit in the Caterer's Corner with the exception of a vendor delivery. Pickup must be scheduled for a one-hour timeslot between 6:00 a.m. and 10:00 a.m. the morning after the reservation.</p>	
<p>Modification: City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.</p>	
<p>Moonbounces: Moonbounces are permitted to be set up on the Civic Green area in front of the Sherwood Center (Pergola/Civic Green must be reserved). Moonbounces must be reserved by 3rd party vendor. The City of Fairfax must be listed as additional insured on the company's insurance policy and copy of policy must be provided. If stakes are used to secure the moon bounce, Miss Utility (call 8-1-1) must be called prior to the moon bounce being set up.</p>	
<p>Open Flames: Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted inside or outside the building.</p>	
<p>Outdoor Cooking Equipment: Outdoor cooking equipment (grills, smokers, etc.) must be approved by operations management, who you may contact at rentalvenues@fairfaxva.gov or 703-385-7858. If approved, the equipment must be kept 30 feet away from the building (staff will direct you to the appropriate spot). Equipment owner must list the City of Fairfax as additionally insured on their insurance policy and this policy must be presented to management staff prior to event date. A fire extinguisher must be kept with the cooking equipment at all times. Food trucks must provide us with a copy of their permit or certificate issued from the City of Fairfax Fire Marshal's Office authorizing their use in the City of Fairfax. If they do not already have one, they will need to obtain one from the Office of Code Administration. codeadministration@fairfaxva.gov</p>	
<p>Parking: Parking in fire lanes and double parking are not permitted. To view a parking map, please visit 2012 Sherwood CC Parking Map- Mayors Ball.indd (fairfaxva.gov)</p>	
<p>I have read these policies and agree to the terms.</p>	<p>I have read these policies and agree to the terms.</p>
<p>Applicant's Initials:</p>	<p>Payer's Initials:</p>

Pergola/Civic Green: The Pergola/Civic Green may only be reserved in conjunction with the full or half Performance Space. Classroom renters may add this space if it has not been reserved by a Performance Space renter 48 hours prior to their event date. The Civic Green must be rented for a minimum of two hours. If alcohol will be consumed, a banquet license must be obtained from the State of Virginia and posted at the bar areas. If alcohol will be served, the area will also need to be stanchioned off (customer must provide stanchions). Glass bottles, cups, etc. are not permitted in the Civic Green. None of the City of Fairfax tables or chairs may be used outside except for the 3' round cocktail tables.	
Permit Modification: Customers must fill out a permit modification form in order to amend permits in any way. All charges are due upon changes if within 60 day payment period. Stacy C. Sherwood Community Center Permit Modification Form	
Personnel: The City will provide staff to monitor the City's building during rentals. Staff will set up tables and chairs prior to the reservation and will break them down after the reservation. Staff will monitor event to ensure policies are being followed. Staff will monitor trash, take out trash, and replace trash bags. As City Employees, staff are to be treated with respect. Bullying, threatening or yelling at City Staff can result in termination of the event and loss of fees.	
Piano: The pianos are to be moved ONLY by the Facility Management Individual present. Nothing may be placed on any surface of the piano except music scores. If music is not in its original cover, care must be used that no staples, paper clips, or similar metal objects come in contact with the pianos. The pianos shall be played only by the musician scheduled to perform for the rental period. Chairs, tables, and decorations must be placed at least four feet from the pianos with no danger of decorations falling on the pianos. The applicant will be liable for any damage to the pianos. The baby grand piano must remain in the Performance Space. For those who rent ½ the Performance Space, requests to not have the piano on your side of the space are accepted on a first requested, first served basis. Renters are not permitted to provide their own piano tuner.	
Programming Holds: The Art Room and the Rehearsal Space are held for potential City of Fairfax programming. Program schedules are released approximately 3 months out at which point the holds are removed and the programs are entered with accurate timeframes.	
Projectors: The projectors are HDMI compatible. Applicant must provide a converter if their device does not have an HDMI output.	
Rehearsals: A one-hour rehearsal (for weddings only) may be scheduled on a date prior to your reservation (based on availability) any time between the hours of 9:00 a.m. and 4:00 p.m. The space must be used as is and there is a \$100 charge for this use.	
Repeat Renter Discounts: After 3 rentals of the Gym, Cafeteria, or a classroom at either Green Acres or the Sherwood Center Monday- Sunday, every additional rental of the Gym, Cafeteria, or a classroom at either Green Acres or the Sherwood Center Monday-Sunday after that within a 12-month period receives a 20% discount from the hourly rate (does not include security deposit). After 3 rentals of ½ the Performance Space, the Full Performance Space, or the Old Town Hall Monday-Thursday, every additional rental of ½ the Performance Space, the Full Performance Space, or the Old Town Hall Monday-Thursday after that within a 12 month period receives a 20% discount from the hourly rate (does not include security deposit). After 2 rentals of ½ the Performance Space, the Full Performance Space, or the Old Town Hall Friday-Sunday, every additional rental of ½ the Performance Space, the Full Performance Space, or the Old Town Hall Friday-Sunday after that within a 12 month period receives a 20% discount from the hourly rate (does not include security deposit). Discount is applicable for customer rate and business/non-profit rate only. Discounts are offered in sequential order (i.e. if customer rents August 4, August 11, August 18, and August 25, discount would apply to August 25 only). Repeat renter discount cannot be combined with any other discount. Payment is due on the first of each month for that month's reservations (i.e. on June 1 st , payment for the month of June is due). Cancellations will be refunded in full unless cancellation is made 7 days or less prior to the reservation date in which case there will be no refund.	
Reservations: Reservations must be made at LEAST six weeks prior to the event date. NO EXCEPTIONS! Rental requests coming less than six weeks prior to the event date will not be considered unless it is for a memorial service. In this case, we will still need to find staff coverage before we can ensure that we are able accommodate the request. Applications for reservations will be accepted on a first-come, first-served basis. The City reserves the right to cancel reservations if agreement circumstances change or for a reasonable cause. Rentals are taken up to 2 years in advance. The City will not hold spaces until a completed contract and the applicant's ID have been submitted.	
Restroom Facilities: The Sherwood Community Center provides ADA compliant restrooms. Renters are responsible for the general cleanliness of this space during their rental.	
Security: Renters will be required to contract City appointed security officers for their event if the end time is past 10:00pm and exceeds 200 guests. Arrangements will be made through the Parks and Recreation Department and will include a \$150 charge. Renters are <i>not permitted to provide their own private security</i> . If a renter would like to request a police presence outside of these parameters, please request an officer at Hire an Off-Duty Police Officer City of Fairfax, VA (fairfaxva.gov)	
Security Deposit: Security Deposit is due at the time of reservation and will be reimbursed upon satisfactory completion of the agreement. Security Deposit must be paid with a major credit card/debit card (Amex, Mastercard, Discover, Visa). The remaining balance may be paid by credit card/debit card, cash, or check. Charges for damages, lack of required cleaning, or violation of the agreement, will be deducted from the deposit. Applicants exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant or card on file will be charged. The security deposit is refunded to the individual/organization that made payment. Credit cards used to pay for the security deposit will be automatically charged for full payment 60 days prior to the event unless the applicant specifies that they wish to pay by a different form. The same card used to pay for the deposit will be refunded after the event assuming that there are no damages and all policies are followed.	
Service Animals: Service Animals as defined by the ADA (https://adata.org/publication/service-animals-booklet) are permitted, but Emotional Support Animals and/or Comfort Animals are not permitted.	
I have read these policies and agree to the terms.	I have read these policies and agree to the terms.
Applicant's Initials:	Payer's Initials:

Setup & Clean-up: The diagram of your setup MUST be turned in 5 business days prior to your rental. All A/V and sound requirements must be established at this point also – **NO EXCEPTIONS**. Last minute additions may not be able to be accommodated. City staff will set up tables and chairs prior to event and will assist in setting up A/V upon arrival. If your event requires a transition in the layout (i.e. switching from ceremony setup to reception setup) one City staff member will be available to help and the normal hourly rate will be charged during this time. Thus, applicant should have multiple people designated to help if they would like the switchover to happen in an efficient/timely manner. Applicant must include any time they may need to set up or clean up in their reservation hours. Applicants and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors may include caterers, event planners, photographers, etc. Applicant and/or payer are responsible for communicating ALL policies to their vendors. Applicant and/or payer will be held responsible for the behavior and any damages caused by vendors. Facility management must be informed of the arrival time of the first guest/vendor. Deliveries of rental equipment, cakes, flowers, etc., must be during the rental period unless Early Drop Off has been paid for and scheduled. Applicant or applicant’s caterer will be responsible for setup that ensures minimizing the chance of damage to the building, grounds, driveway, and walkways. Protective covering or bar mat must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). Applicant or applicant’s caterer must remove all food, equipment, and property during the reserved hours. All trash and decorations must be cleaned up and placed in designated trash receptacles. The City will provide trash receptacles and bags. Building must be left in same condition it was found in (including hallways, restrooms, and Caterer’s Corner). Rentals hours occurring between the times of 12:00 a.m. – 1:00 a.m. may be used for cleanup only. Event must end by 12:00 a.m. All guests must vacate by the end of the reserved hours. **Any unused time within the reserved hours will not be refunded.**

Shared Space: Areas such as the patio, hallways, parking lot, and restrooms are considered to be shared space among all users of the facility. Eating is not permitted in shared spaces. Hallways must be kept clear of people and obstructions. Children under 13 must be accompanied by an adult in all shared spaces.

Smoking: Smoking is not permitted inside the building. Smoking is permitted outside the building, but smokers must be at least 25’ from public entrance doors. Smokers must use ash urns provided on site. Ash urns are located on the patio and the entrance to the Pergola.

Tents: If you are erecting a tent, taking it down, and removing it within your reserved hours, there is no tent charge. If you need time the morning of and the morning after for the setup and breakdown of the tent, there is a \$200 tent charge. Applicants will be assigned a 3.5 hour timeframe to erect their tent the morning of their event. The timeframe will be either 6:30 a.m. – 10:00 a.m. or 11:30 a.m. – 3:00 p.m. (based on venue’s schedule). Applicants will also be assigned a 3.5 hour timeframe to break down their tent the morning after their event. The timeframe will be either 6:30 a.m. – 10:00 a.m. or 11:30 a.m. – 3:00 p.m. (based on venue’s schedule). Timeframes will be assigned as soon as permit is processed. Tents may only be set up on the civic green.

Violation of Law: Violation of any laws prevailing in the City of Fairfax by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.

I have read these policies and agree to the terms.

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Applicant’s Initials:

Payer’s Initials:

The applicant will use the premises exclusively for the use stipulated above, and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests. Applicant is responsible for all injuries to guests. Upon evaluation of the nature of the rental, the City may require the User to furnish a “Certificate of Insurance for Public Liability Insurance” in the limit of \$1,000,000. [Home - GatherGuard® Special Event Insurance](#)

COURT ENFORCEMENT

The applicant will save the City of Fairfax, the lessor and the City of Fairfax’s lessor’s officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Stacy C. Sherwood Community Center including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.

I have read this agreement and agree to abide by the terms.

SIGNATURE

DATE:

RESERVATIONS WILL NOT BE PROCESSED UNTIL ALL SIX PAGES OF THE CONTRACT ARE SUBMITTED AS WELL AS A COPY OF THE APPLICANT’S ID. RESERVATIONS WILL NOT BE CONSIDERED FINALIZED UNTIL THE SECURITY DEPOSIT/APPROPRIATE PAYMENT IS MADE AND A RECEIPT AND PERMIT ARE ISSUED.

How did you find out about us?
