



GREEN ACRES CENTER

4401 SIDEBURN ROAD FAIRFAX, VA 22030



VISIT US ONLINE

<https://www.fairfaxva.gov/government/parks-recreation/rental-properties/rental-venues/green-acres>

CITY OF FAIRFAX PARKS AND RECREATION

FAX: (703) 246-6321
PHONE: (703) 273-6090

Customer Rates

<u>Space</u>	<u>Monday-Friday</u>	<u>Saturday-Sunday</u>	<u>Holidays</u>	<u>Banquet Style Capacity (Wall to Wall W/Tables and Chairs)</u>	<u>Theater Style Capacity (Wall to Wall W/ Chairs Only)</u>
110 (No DJs, Bands, or Amplified Music/Sound)	\$30 per hour (1 hour minimum)	\$45 per hour (1 hour minimum)	\$60 per hour (1 hour minimum)	40	50
111 (No DJs, Bands, or Amplified Music/Sound)	\$30 per hour (1 hour minimum)	\$45 per hour (1 hour minimum)	\$60 per hour (1 hour minimum)	50	60
112 (No DJs, Bands, or Amplified Music/Sound)	\$30 per hour (1 hour minimum)	\$45 per hour (1 hour minimum)	\$60 per hour (1 hour minimum)	50	60
113 (No DJs, Bands, or Amplified Music/Sound)	\$30 per hour (1 hour minimum)	\$45 per hour (1 hour minimum)	\$60 per hour (1 hour minimum)	50	60
116 (No DJs, Bands, or Amplified Music/Sound)	\$30 per hour (1 hour minimum)	\$45 per hour (1 hour minimum)	\$60 per hour (1 hour minimum)	50	60
117 (No DJs, Bands, or Amplified Music/Sound)	\$30 per hour (1 hour minimum)	\$45 per hour (1 hour minimum)	\$60 per hour (1 hour minimum)	50	60
119 (No DJs, Bands, or Amplified Music/Sound)	\$30 per hour (1 hour minimum)	\$45 per hour (1 hour minimum)	\$60 per hour (1 hour minimum)	50	60
Cafeteria <i>*See procedures and restrictions (DJs, Bands, and Amplified Music)</i>	\$50 per hour (1 hour minimum)	\$75 per hour (1 hour minimum)	\$100 per hour (1 hour minimum)	200	300
Gym <i>*See procedures and restrictions (DJs, Bands, and Amplified Music)</i>	\$50 per hour (1 hour minimum)	\$75 per hour (1 hour minimum)	\$100 per hour (1 hour minimum)	160	220

Security Deposits

<u>Space</u>	<u>Monday-Sunday/Holidays</u>
All Spaces	\$50
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. *See procedures and restrictions (Security Deposit)	

Hours

Rental Hours

All Rooms

Operating Hours

All Rooms

Mon-Sun/Holidays

7 a.m. – 12 a.m.

Mon-Thu

8:30a.m.-9:00p.m.

Fri

8:30a.m.-5:00p.m.

Sat-Sun

9:00a.m.-2:00p.m.

Gov Holidays

Closed



City of Fairfax, Virginia

Parks and Recreation

10455 Armstrong Street – Room 123 – Fairfax, VA 22030-3630

P 703.385.7858 – F 703.246.6321 – www.fairfaxva.gov

Green Acres Reservation Agreement

Applicant's Name:		Date of Birth (Must be 25+):	E-mail:
Address (Street, City, State, Zip):			
Telephone #:			
<p>In addition to the applicant, name(s) of person(s) 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. <i>See procedures and restrictions (Authorization)</i></p>			
(1)	(2)	(3)	
Name:	Name:	Name:	
Phone:	Phone:	Phone:	
Email:	Email:	Email:	
Activity:	Date of use:		
Gym:	From:	To:	
Please initial if you plan to have a DJ or Band playing during your reservation. (\$100 charge) *See procedures and restrictions (DJs and Bands)	Initials:		
Cafeteria:	From:	To:	
Please initial if you plan to have a DJ or Band playing during your reservation. (\$100 charge) *See procedures and restrictions (DJs and Bands)	Initials:		
110: (NO DJs, Bands, or Amplified Music/Sound)	From:	To:	
111: (NO DJs, Bands, or Amplified Music/Sound)	From:	To:	
112: (NO DJs, Bands, or Amplified Music/Sound)	From:	To:	
113: (NO DJs, Bands, or Amplified Music/Sound)	From:	To:	
116: (NO DJs, Bands, or Amplified Music/Sound)	From:	To:	
117: (NO DJs, Bands, or Amplified Music/Sound)	From:	To:	
119: (NO DJs, Bands, or Amplified Music/Sound)	From:	To:	
*Applicants must include any time they may need to setup or cleanup in their reservation hours. Applicants and their guests will not be granted access to rented areas until the start time on the contract. Vendors may include caterers, event planners, photographers, etc.			
Maximum # of people that will be in attendance at any one time (Events ending past 10pm and with 200+ guests will have a \$150 charge for police presence): *See procedures and restrictions (Fire Code) (Police)			
Caterer's Name:		Caterer's Telephone #:	

1) Will the event be open to the public (a private event requires a guest list and invitations)? <i>*See procedures and restrictions (Rental Restrictions)</i>	2) Is there a cost to attend the event or are donations suggested?	3) Will the event be advertised or marketed, including social media outlets? (If so, all such advertisements or marketing materials must be with the parks and recreation operations staff)	4) Will there be live entertainment? <i>*See procedures and restrictions (Rental Restrictions)</i>	5) Will any outdoor cooking equipment be used (i.e. grill, smoker, etc.)? <i>*See procedures and restrictions (Outdoor Cooking Equipment)</i>	6) Will a moonbounce be set up? <i>*See procedures and restrictions (Moonbounces)</i>
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

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>

Credit Card #: (Please list the last four digits ONLY. We will call to collect the remainder of the card number.)	Expiration Date:	Security Code:
Name of Card Holder (Please Print):	E-mail of Card Holder:	
Address of Card Holder:	Signature of Card Holder:	
Phone Number of Card Holder:		

A La Carte Menu

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 BOTTOM

#	<u>Complimentary Equipment</u>	<u>#Available</u>	<u>Cost</u>
	3' Square Card Tables (seats up to 4)	16	N/A
	4' Diameter Round Tables (Seats up to 6)	9	N/A
	6' Diameter Round Tables (Seats up to 12)	13	N/A
	6' x 2'6" Rectangular Tables (seats 3 one each side, 1 on each end)	57	N/A
	Chairs Folding (black)	163	N/A
	Chairs Fabric (blue)	130	N/A
	Chairs Pleather (blue/brown)	47	N/A
	<u>A La Carte Equipment</u>	<u>#Available</u>	<u>Cost</u>
	Coffee Urns	2	\$20 each
	Portable Projection Screen	1	\$25
	Portable Projector *See procedures and restrictions (Projector)	1	\$75
	Samson Expedition Express Speaker	1	\$50
	Section of Stage (8' x 6')	2	\$50 each
	Tablecloths 120" Diameter Round (Ivory) (Floor Length)	Plenty	\$16 each
	Tablecloths 90" Diameter Round (Patterned Gold)	Plenty	\$12 each
	Tablecloths 90" Diameter Round (White)	Plenty	\$12 each
	Tablecloths 90" x 132" Rectangular (Ivory) (Floor Length)	Plenty	\$16 each
	Tablecloths 60" x 104" Rectangular (Patterned Gold)	Plenty	\$12 each
	Tablecloths 60" x 104" Rectangular (White)	Plenty	\$12 each
	<u>Waiver</u>	<u>Initials</u>	
	I do not wish to use any of these items/services		

Policies, Procedures, and Restrictions

PLEASE INITIAL EACH POLICY INDICATING THAT YOU HAVE READ IT AND AGREE TO THE TERMS.

	<p>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.</p>
	<p>Alcohol: Alcohol may NOT be served at this facility.</p>
	<p>Appointments: If you wish to view this facility for a potential rental, please call or e-mail: Operations Manager, Brianne Baglini- 703-385-1703, Brianne.Baglini@fairfaxva.gov or Facilities Coordinator, Kaveh Tajalli- 703-293-7119, Kaveh.Tajalli@fairfaxva.gov</p>
	<p>Arrival at the Hall: Facility management must be informed of the arrival time of the first guest/vendor. Allow enough time for vendors to set up and clean up when establishing rental time. Your contracted time is the time you will be allowed access to the space(s) you have rented. Caterers and others must be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period.</p>
	<p>Authorization: Either the applicant or one of the authorized persons MUST be able to perform a walkthrough and sign the event report after the event has ended.</p>
	<p>Cancellations: 1) If request for cancellation is sent in writing (e-mail is acceptable) 60+ days prior to the event date, applicant will receive a full refund minus a \$50 processing fee. 2) Full payment is due 60 days prior to the event date. If the request for cancellation is sent in writing (e-mail is acceptable) 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 in writing (e-mail is acceptable) 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).</p>
	<p>Damages: Applicant is responsible for all damages to the property and equipment incurred by the applicant, their guests, and their vendors. Damages will be deducted from the security deposit. If costs for damages exceed the security deposit, the applicant will be billed or card on file will be charged.</p>
	<p>Decorations: No decorations or other items may 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>DJ's, Bands, and Amplified Music: DJs, bands, and amplified music are permitted in the Gym and Cafeteria only (\$100 charge), but only one space may be occupied at a time for this use. DJ's and bands are NOT permitted in the classrooms. The only exception would be reserving and paying for the Samson Expedition Express Speaker (volume must be kept at 50% or less) in a classroom. <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>Equipment: Availability of equipment is dependent on other programs that may be taking place at the same time as your event. Equipment is reserved on a first-come, first-served basis. Reserved equipment may not be located in rented room upon arrival and may need to be retrieved from other spaces within reserved hours. All equipment must be returned to its original location within reserved hours (see room diagram posted on wall). The City of Fairfax's equipment must remain inside. 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 Christmas, Thanksgiving, and Independence Day. The holiday rate will be charged on New Year's Eve, New Year's Day, Memorial Day, and Labor Day.</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>

	Kitchen: Renters are NOT permitted to use the kitchen area of the Cafeteria. No exceptions.
	Liability/Injuries: 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 \$500,000. The applicant will save harmless the City of Fairfax, the lessor and the City’s and lessor’s officers, employees, and agents on any and all claims whatsoever arising out of the use of the Green Acres Center, including any liability for death, personal injury, or property damage, where incurred by the lessor, lessee (or member if lessee is an organization or group) or any and all third parties. https://www.vrsa.us/wp-content/uploads/2019/08/VRSA_TULIP.pdf
	Modification: City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.
	Moonbounces: Moonbounces are permitted to be set up in the Gym or Cafeteria ONLY. The ceiling height in the Gym is 16’6” and the ceiling height in the Cafeteria is 14’. The City of Fairfax must be listed as additional insured on the company’s insurance policy and copy of policy must be provided.
	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.
	Outdoor Cooking Equipment: Outdoor cooking equipment must be approved by Operations Manager, Brienne Baglini, or Facilities Coordinator, Kaveh Tajalli. 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.
	Parking: Parking in fire lanes and double parking are not permitted.
	Permit Modification: Customer must fill out a permit modification form in order to amend permits in any way. All charges are due upon changes if within 60 days of the payment period. https://www.fairfaxva.gov/home/showdocument?id=11327
	Personnel: The City will provide staff to monitor the City’s building during rentals.
	Police: Renters will be required to contract City Police 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> .
	Programming Holds: Rooms 110, 111, and 112 are held for potential City of Fairfax programming. Programs schedules are released approximately 3 months out at which point the holds are removed and the programs are entered with accurate timeframes.
	Projector: The projector is HDMI compatible. Applicant must provide a converter if device does not have an HDMI output.
	Rental Restrictions: 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)
	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 of the Gym, Cafeteria or classroom (does not include security deposit). Discounts are offered in sequential order (i.e. if customer rents August 4 th , August 11 th , August 18 th , and August 25 th , discount would apply to August 25 th only). Payment is due on the first of each month for that month (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: 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. All fees are due 60 days prior to the event date. Applicant must be at least 25 years of age and accepts responsibility for supervision throughout the period covered by the agreement. Proof of age is required. Rentals are taken up to 2 years in advance. Name(s) of person(s) who will be on the scene and in charge during the rental must be identified to the Facility Management individual present. Only those parties specified by applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement. Any unused time within the reserved hours will not be refunded.

	<p>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 the 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</p>
	<p>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.</p>
	<p>Setup & Clean-up: Applicant is responsible for their own setup and this must be completed during the contracted hours. Applicants and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc. Applicant or applicant's caterer will be responsible for setup that ensures minimizing the chance of damage to the building, grounds, driveway, and walkways. 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 (included hallways and restrooms). All equipment must be returned to its original location within reserved hours (see room diagram posted on wall). All guests must vacate by the end of the reserved hours. Any unused time within the reserved hours will not be refunded.</p>
	<p>Shared Space: Areas such as the hallways, restrooms, and parking lots are considered to be shared space among all rentals. 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 any shared spaces.</p>
	<p>Smoking: Smoking is not permitted inside the building. Smoking is permitted outside, but smokers must be at least 25' from the public entrance. Smokers must use ash urns provided on site.</p>
	<p>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.</p>
<p>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.</p>	
<p>COURT ENFORCEMENT</p> <p>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 Green Acres 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.</p>	
<p>PAYMENT AND RESERVATION</p> <p>This agreement, accompanied by fee and ID, must be signed by the applicant (who must be 25 years or older) and approved by the City of Fairfax before the reservation can be confirmed. 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. Full payment is due 60 days prior to the rental date. At this time, the credit card used to pay for the security deposit will be automatically charged unless instructed otherwise by applicant. I have read this agreement and agree to abide by the terms.</p>	
	<p>SIGNATURE: _____</p>
	<p>DATE: _____</p>

How did you find out about us?
