



STACY C. SHERWOOD COMMUNITY CENTER

3740 OLD LEE HIGHWAY FAIRFAX, VA 22030



VISIT US ONLINE

<https://www.fairfaxva.gov/government/parks-recreation/rental-properties/rental-venues/stacy-c-sherwood-community-center>

CITY OF FAIRFAX PARKS AND RECREATION

FAX: (703) 246-6321
PHONE: (703) 385-1695

Customer Rates

<u>Space</u>	<u>Monday-Thursday</u>	<u>Friday & Sunday</u>	<u>Saturday/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>
Entire Center	N/A	\$550 per hour (5 hour minimum)	\$700 per hour (5 hour minimum)	463	632
Full Performance Space	\$300 per hour (2 hour minimum)	\$450 per hour (5 hour minimum)	\$600 per hour (5 hour minimum)	333	500
½ Performance Space	\$160 per hour (2 hour minimum)	\$240 per hour (5 hour minimum)	\$320 per hour (5 hour minimum)	167	250
Caterer's Corner	\$50 (one-time charge)	\$50 (one-time charge)	\$50 (one-time charge)	10	10
Rehearsal Space (NO DJs, Bands, or Amplified Music/Sound)	\$60 per hour (2 hour minimum)	\$80 per hour (2 hour minimum)	\$80 per hour (2 hour minimum)	70	71
Art Room (NO DJs, Bands, or Amplified Music/Sound)	\$45 per hour (2 hour minimum)	\$60 per hour (2 hour minimum)	\$60 per hour (2 hour minimum)	60	61
Pergola/Civic Green	\$150 per hour (2 hour minimum)	\$150 per hour (2 hour minimum)	\$150 per hour (2 hour minimum)	N/A	200

Business/Non-Profit Rates

<u>Space</u>	<u>Monday-Thursday 7:00 a.m. – 1:00 a.m. + Friday 7:00 a.m. - 3:00 p.m.</u>	<u>Friday after 3:00 p.m.- Sunday and 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>
Full Performance Space	\$225 per hour (2 hour minimum)	N/A	333	500
½ Performance Space	\$120 per hour (2 hour minimum)	N/A	167	250
Caterer's Corner	\$50 (one-time charge)	N/A	10	10
Pergola/Civic Green	\$75 per hour (2 hour minimum)	N/A	N/A	200

Security Deposits

<u>Space</u>	<u>Monday-Thursday</u>	<u>Friday and Sunday</u>	<u>Saturday and Holidays</u>
Entire Center	N/A	\$450	\$450
Full Performance Space	\$250	\$450	\$450
½ Performance Space	\$250	\$450	\$450
Rehearsal Space	\$50	\$50	\$50
Art Room	\$50	\$50	\$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 restriction (Security Deposit).

Hours and Discounts

Rental Hours

All Rooms

Mon-Sun/Holidays

7:00 a.m. – 1:00 a.m.

Operating Hours

All Rooms

Mon-Fri

8:30 a.m. – 8:00 p.m.

Saturday

9:00 a.m. – 4:00 p.m.

Sun/Government Holidays

Closed

City Resident and City Business Discount - \$200 discount off the final balance for the rental of Half the Performance Space or the Full Performance Space Fri-Sun only and for the rental of the Entire Center on Saturdays (discount only applicable when paying standard customer rate).

**See procedures and restrictions (City Resident and City Business)*

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



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

Stacy C. Sherwood Community Center Reservation Agreement

Applicant's Name:		Date of Birth (<i>Must be 25+</i>):	E-mail:									
Address (<i>Street, City, State, Zip</i>):												
Telephone #:												
<p>In addition to the applicant, name(s) of person(s) who will be authorized to make changes or additions to the contract (<i>Must be 25+</i>). At least one person and their contact info must be listed below. <i>See procedures and restrictions (Authorization)</i></p> <table border="0"> <tr> <td>(1) Name:</td> <td>(2) Name:</td> <td>(3) Name:</td> </tr> <tr> <td>Phone:</td> <td>Phone:</td> <td>Phone:</td> </tr> <tr> <td>Email:</td> <td>Email:</td> <td>Email:</td> </tr> </table>				(1) Name:	(2) Name:	(3) Name:	Phone:	Phone:	Phone:	Email:	Email:	Email:
(1) Name:	(2) Name:	(3) Name:										
Phone:	Phone:	Phone:										
Email:	Email:	Email:										
Activity:		Date of use:										
Full Performance Space:		From:	To:									
Performance Space A:		From:	To:									
Please initial if you would like the baby grand piano kept on side B during your reservation <i>*See procedures and restrictions (Piano)</i>		Initials:										
Performance Space B:		From:	To:									
Please initial if you would like the baby grand piano kept on side A during your reservation <i>*See procedures and restrictions (Piano)</i>		Initials:										
Rehearsal Space: (NO DJs, Bands, or Amplified Music/Sound)		From:	To:									
Art Room: (NO DJs, Bands, or Amplified Music/Sound)		From:	To:									
Pergola/Civic Green: <i>*See procedures and restrictions (Pergola/Civic Green)</i>		From:	To:									
Caterer's Corner: <i>*See procedures and restrictions (Caterer's Corner)</i>		From:	To:									
Entire Center:		From:	To:									
<p>*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.</p>												
<p>Maximum # of people that will be in attendance at <u>any one time</u> (Events ending past 10pm and with 200+ guests will have a \$150 charge for police presence) : <i>*See procedures and restrictions (Fire Code) (Police)</i></p>												
Caterer's Name:		Caterer's Telephone #:										

1) Will alcohol be served? (\$150 charge for half Performance Space. \$300 for full Performance Space or Entire Center) *See procedures and restrictions (Alcohol)	2) Will the event be open to the public (a private event requires a guest list and invitations)? *See procedures and restrictions (Rental Restrictions)	3) Is there a cost to attend the event, is there a cash bar, or are donations suggested?	4) Is the activity intended to be a fund-raising venture?	5) Will alcohol be taken or consumed outside?
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

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? *See procedures and restrictions (Rental Restrictions)	8) Will any outdoor cooking equipment be used (i.e. grill, smoker, etc.)? *See procedures and restrictions (Outdoor Cooking Equipment)	9) Will a moonbounce be set up? *See procedures and restrictions (Moonbounces)
Yes / No	Yes / No	Yes / No	Yes / No

Even if alcohol is not being served, if you answered yes to numbers 2 AND 3, 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 you answered yes to numbers 2, 3, 4, or 5 then you will need to apply for a banquet license from the State of Virginia: <http://www.abc.virginia.gov/enforce/forms/banquet.pdf>

1) Will you erect a tent? *See procedures and restrictions (Pergola/Civic Green, Tents)	2) Will you need time the morning of and the morning after for the setup and breakdown of the tent? (\$200 charge) *See procedures and restrictions (Tents)	3) Will your tent be 400 square feet or larger and have any closed sides?	4) Will your tent be 700 square feet or larger?
Yes / No	Yes / No	Yes / No	Yes / No

If you are erecting a tent AND you answered yes to numbers 3 or 4, 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>

If renting a tent, please list company name and number:

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' Diameter Round Cocktail Tables	6	N/A
	3' Diameter Round Tables (seats up to 4)	12	N/A
	5'6" Diameter Round Tables (seats up to 10)	40	N/A
	6' x 2'6" Rectangular Kiddie Tables (seats 4 one each side, 1 on each end)	6	N/A
	6' x 2'6" Rectangular Tables (seats 3 one each side, 1 on each end)	44	N/A
	8' x 3' Rectangular Tables w/Wheels	5	N/A
	Bar Mats	4	N/A
	Bar Tops (attaches to 8' x 3' Rectangular Tables)	2	N/A
	Chairs Banquet (gray)	417	N/A
	Chairs Folding (black)	52	N/A
	Chairs Kiddie (black)	19	N/A
	Chairs Kiddie (red)	24	N/A
	Easels	7	N/A
	Executive Podiums	2	N/A
	Whiteboard Easels	3	N/A
	<u>A La Carte Equipment (Performance Space Only)</u>	<u>#Available</u>	<u>Cost</u>
	Audio Jack Socket (Side A)	1	\$50
	Audio Jack Socket (Side B)	1	\$50
	Baby Grand Piano Tuned	1	\$280
	Baby Grand Piano without Tuning	1	\$75
	Ceiling Projection Screen (Side A)	1	\$25
	Ceiling Projection Screen (Side B)	1	\$25
	Ceiling Projector (Side A) *See procedures and restrictions (Projectors)	1	\$75
	Ceiling Projector (Side B) *See procedures and restrictions (Projectors)	1	\$75
	Microphone, Handheld A	2	\$25 each
	Microphone, Handheld B	2	\$25 each
	Microphone, Lapel A	2	\$25 each
	Microphone, Lapel B	2	\$25 each
	Microphone, Tabletop A	2	\$25 each
	Microphone, Tabletop B	2	\$25 each
	<u>A La Carte Equipment (Rehearsal Space Only)</u>	<u>#Available</u>	<u>Cost</u>
	Audio Jack Socket	1	\$50
	Ceiling Projection Screen	1	\$25
	Ceiling Projector *See procedures and restrictions (Projectors)	1	\$75
	Microphone, Handheld	1	\$25
	Microphone, Lapel	1	\$25
	<u>A La Carte Equipment (Art Room Only)</u>	<u>#Available</u>	<u>Cost</u>
	Samson Expedition Express Speaker	1	\$50
	<u>Other A La Carte Equipment</u>	<u>#Available</u>	<u>Cost</u>
	Boston Upright Piano Tuned	1	\$280
	Boston Upright Piano without Tuning	1	\$75
	Coffee Urn (Makes up to 55 Cups)	3	\$20 each
	Early Drop Off/Storage/Pickup	N/A	\$50
	Flat Screen TV in Foyer	1	\$50
	Laptop (HDMI)	1	\$25 each
	Portable Projection Screen	2	\$25
	Portable Projector *See procedures and restrictions (Projectors)	2	\$75 each
	Section of Stage (4' x 8')	12	\$50 each
	Stanchion Set (2 Chrome Posts with 8' Rope)	6 sets	\$15 per set
	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: 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. Separately, a banquet license must be obtained and posted at the bar throughout the event if: 1) The event is not private. Private means invitations are sent out to a specific group of people and a guest list is available. 2) There is a cost to attend the event, there is a cost for food, there is a cost for alcohol, or donations are suggested. 3) The event is a fundraiser. 4) Alcohol will be taken or consumed outside. http://www.abc.virginia.gov/enforce/forms/banquet.pdf</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 unless Early Drop Off/Storage/Pickup has been paid for and scheduled.</p>
	<p>Art Work: The art work in the halls, classrooms, and Performance Space remains up during ALL events.</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>Business/Non-Profit Rate: Businesses must provide a copy of their business license. Non-profits must provide evidence of their non-profit status. This rate is only applicable for eligible groups renting the Full or ½ Performance Space Monday-Thursday and Friday until 3:00 p.m.</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 \$100 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 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>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. 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: 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. City businesses must provide a copy of their business license to be eligible for the reduced rate.</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 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. 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 (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/Storage/Pickup: 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 Brianne Baglini or Kaveh Tajalli one month 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. Pickup of vendor deliveries must be scheduled through Brianne Baglini or Kaveh Tajalli and will need to be done and completed between 6:00 a.m. and 10:00 a.m. the day after the event. Pickup for any of the applicant's/group's items must be scheduled through Brianne Baglini or Kaveh Tajalli for a one-hour timeslot between 6:00 a.m. and 10:00 a.m. the day after the event.</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>

	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.
	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.
	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.
	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 Sherwood 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 on the Civic Green area in front of the Sherwood Center (Pergola/Civic Green must be reserved). 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.
	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, Brianne 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.
	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. https://www.fairfaxva.gov/home/showdocument?id=11323
	Personnel: The City will provide staff to monitor the City's building during rentals.
	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 tuner.
	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: 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: Ceiling projectors are connected to a Blu-ray DVD player. Blu-ray DVD player and Cox Cable are complimentary with rental of ceiling projector. The projectors and the laptops are HDMI compatible. Applicant must provide a converter if 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) starting 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.
	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, etc.)
	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). 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 of ½ the Performance Space, the Full Performance Space, or the Old Town Hall (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 of ½ the Performance Space, the Full Performance Space, or the Old Town Hall (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 th , August 11 th , August 18 th , and August 25 th , discount would apply to August 25 th only). Repeat renter discount cannot be combined with any other discount. 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.

	<p>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>
	<p>Restroom Facilities: The Sherwood Community Center provides ADA compliant restrooms.</p>
	<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 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: 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. Thus, applicant should have multiple people designated to help if they would like the switchover to happen in an efficient 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 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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</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 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.</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: _____ DATE: _____</p>

How did you find out about us?
