



Falls Church Recreation & Parks Department Reservation of Facilities Information

Once the application has been submitted for approval, the process can take up to **5 business days** to complete. Staff will contact you when the reservation is approved. Please note the following:

- **Reservations are NOT FINAL until you receive your confirmation email with a receipt.** Please be mindful of this when sending invitations
- Rooms are reserved on a first come, first serve basis. While staff may check the availability of a room for you, sometimes there may be requests pending that have yet to be processed.
- **Include set up/clean up time in your reservation request.** (Example: If you are holding a birthday party from 2-4pm, you'll want to request the room from 1:30-4:30pm so you have time for set up and clean up.)



Rental Facilities Listing

FALLS CHURCH RECREATION AND PARKS DEPARTMENT

<u>Room</u>	<u>Size</u>	<u>Capacity</u>	<u>Special Features</u>
Art Room	26 x 32	40	Tile floor, sink, and marker board
Senior Full	50 x 30	75	Tile floor, sink, refrigerator
Senior 1 (Left)	25 x 30	35	Sink, refrigerator, microwave, stove
Senior 2 (Right)	25 x 30	35	Tile floor and marker board
Community Room	29 x 32	50	Carpet, projection screen, marker board
Teen Center	50 x 26	50	Tile floor, sink, mini fridge, pool table, large screen TV, ping pong, foosball, shuffleboard table, air hockey
Gymnasium (Full)	98 x 68	400	Wood Floor, 6 basketball ball hoops

Picnic Shelters

The following picnic shelters are available for rent:

Berman Park: [236 Irving St.](#)

Cherry Hill Park: [300 Park Ave.](#)

Madison Park: [334 Lawton St.](#)

Roberts Park: [510 Lynn Pl.](#)

Other parks with picnic tables and grills are available for rent at the discretion of the Director.

There are no restrooms available at any of the City of Falls Church Recreation & Parks picnic shelters.

Mr. Brown's Park

Mr. Brown's Park is located on the 100 block of West Broad St and features tables, chairs, Adirondack chairs, lighting, landscaping, synthetic turf, and a small stage. Please be aware there is no available restroom at this location.

Cherry Hill Farmhouse

The historic Cherry Hill Farmhouse and grounds provide a lovely setting for a wedding ceremony, reception, or small private party. The farmhouse holds a maximum of 50 people standing or 20 people for seated dining. The patio and lawn can be used for larger gatherings. For hosting events accommodating more than 50 people, a tent rental is required. Visit cherryhillfallschurch.org for more information and application.



Facility Rental Rates

(As of January 1, 2020)

Reservations are not final until approved by the Director of Recreation and Parks. Approval takes up to five business days. Do not send out invitations until you receive confirmation. Applicants and their guests must abide by the rules of the Community Center.

Community Center Rooms

Includes: Art Room, Senior Center – Left/Right, Senior Center Full*, or Community Room. See page 4 for Teen Center rental fees. *The rental fee is double for renting the Full Senior Center.

Group Type

Non-Profit, Civic

Registered 5013c, government agencies, HOA groups, religious organizations, PTA programs

Private Events

Rented by individuals for invited guests for the purpose of social gatherings (ex. birthday party), meeting space for

For Profit

Rented by individuals or businesses for the purpose of immediate or future profits. Meeting space for non-City businesses

Hourly Fee

City: \$15/hr.

Non-City: \$20/hr.

City: \$25/hr.

Non-City: \$34/hr.

City: \$35/hr.

Non-City: \$48/hr.



Fee includes room maintenance charges and initial room set up. All private social functions require a \$200 refundable security deposit

Picnic Shelters

Roberts Park, Madison Park, Berman Park:

City: \$10/hr.

Non-City: \$20/hr.

Cherry Hill Park:

City: \$15/hr.

Non-City: \$25/hr.

Renters are responsible for all set up and clean up

Mr. Brown's Park

City: \$40/hr.

Non-City: \$60/hr.

Renters are responsible for all set up and clean up

Community Center Gymnasium

Group Type

Full Day

Non-Profit, Civic City: \$360

Non-City: \$485

Private Events City: \$720

Non-City: \$975

For Profit City: \$1080

Non-City: \$1,480

Fee does not include possible maintenance and/or facility supervisor fees. Additional fees will be based on set up needs and will be determined by staff at the time of application review.

All gym rentals require a refundable security deposit of \$200

To open the facility when it is normally closed requires an additional \$40 per hour fee and is subject to the Director's approval. The Director of the Recreation & Parks Department has the authority to set fees for any unusual use.

BIRTHDAY PARTIES

at the community center!

Gym Party Package!

or

Teen Center Party Package!

- Package includes a party room for 3 hours, including exclusive access to half the gym for 1 hour.
- Gym activity gear provided:
 - Tot-time play equipment,
 - Indoor appropriate equipment for soccer and basketball included.
- Ideal for energetic toddlers and sporty big kids & teens.
- For parties of 35 or fewer.
- Fee is \$120 for City residents; \$220 for non-City residents. (Plus additional security deposit.)

- Private access and full use of the Teen Center.
- Package includes exclusive use of Teen Center amenities, including:
 - Air Hockey, Ping Pong, Foosball, Shuffleboard, and Pool Tables;
 - Big Screen TV;
 - In-room microwave, refrigerator, and serving counter.
- Great for tweens or teenagers.
- For parties of 50 or fewer.
- Fee is \$40 per hour for City residents; \$70 per hour for non-City residents. (Plus additional security deposit.)

For availability and other inquiries, please contact the City of Falls Church Recreation and Parks Department at 703-248-5027 (TTY 711).





COMMUNITY CENTER RENTAL POLICIES AND PROCEDURES

The City of Falls Church Recreation & Parks Department welcomes the opportunity to serve you as a rental patron. Please read these guidelines in their entirety for information pertaining to rental use.

▪ Hours of Operation

The normal operating hours of the Community Center are:

Monday - Thursday	8am – 10pm
Friday	8am – 11pm
Saturday	8:30am – 11pm
Sunday (April - December)	2pm - 6pm
Sunday (January - March)	12pm – 6pm

▪ Holidays

The Community Center is usually closed on the following holidays*:

- New Year's Day
- Easter Sunday
- July 4th
- Labor Day (Sunday and Monday)
- Thanksgiving Day
- Christmas Eve (closes at 12 noon)
- Christmas Day
- New Year's Eve (closes at 5pm)

*Dates are subject to change

▪ Emergency Cancellations

Use of the Community Center by user organizations is automatically cancelled when the Community Center must close due to inclement weather or other emergencies.

▪ Rental Policies

- Anyone wishing to rent space at the Falls Church Community Center must fill out an "Application for Use of Facilities and Equipment."
- The completed application form must include set-up instructions and request for any equipment the applicant may want to use.
- Applicants must be at least 21 years of age. Applications for groups of minors will be approved, only if the adult who fills out the form, accepts the responsibility for supervision throughout the rental. No applications will be approved for a teen activity or program that is opened to the public.
- The Recreation & Parks Department reserves the right to require additional security at the expense of the renter.
- To obtain a resident fee, the applicant's home address must be within the corporate limits of the City of Falls Church, or the address of an organization or business must be within the City.
- Requests for a rental should be made at least five days prior to the event. Requests for use of the gymnasium can be made one year in advance. Request for use of other rooms can be made no more than six months in advance.



COMMUNITY CENTER RENTAL POLICIES AND PROCEDURES (continued)

- When scheduling the use of the Community Center, the activities and programs sponsored by the Recreation & Parks Department are given first priority. Space not used by the Recreation & Parks Department is allotted, using the following priority list:
 - City government agencies
 - City civic organizations and clubs
 - City residents and businesses
 - Non-City civic organizations and clubs
 - Non-residents and businesses located outside the City limits
- All permits are subject to cancellation by the Director of Recreation & Parks if determined to be in conflict with departmental policy or activities.
- **Fees**

Rental fees will be assessed when the application is processed and approved. Payment is due no later than two weeks prior to the approved reservation date or upon receipt of the approved application form and the accompanying invoice. Rentals are subject to cancellation if payment is not received when due. A security deposit may be required for use of rooms, depending on the type of activity. Security deposit must be paid in the form of a check.

 - Cancellations by the rental patron are subject to a 20% service charge if made more than 5 business days in advance. Cancellations made 5 business days in advance or less will not be refunded.
- **User's Responsibilities**
 - Rental applicants should anticipate the amount of time necessary for set-up and clean up and include this time in the rental request.
 - Rental patrons are expected to arrive and depart at the times specified on the rental permit.
 - Rented rooms should be left in the same condition in which they were found. If a room is not adequately cleaned, a custodial fee will be charged to clean the room.
 - Confine rental event to the room that is identified on the rental permit.
 - Smoking in the building is prohibited.
 - No thumbtacks, tape or other adhesive materials may be used on any of the walls or ceilings.
 - Alcoholic beverages are not permitted in any Recreation & Parks facilities except as approved by the Director of Recreation & Parks. A request to serve alcohol must be made in writing and attached to the "Application for the Use of Facilities and Equipment." Approval will be done on an individual basis for City of Falls Church residents only. An ABC license must be obtained once approved.
 - Rental patrons are solely responsible for damages or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the user.
 - Rental patrons are expected to comply with the City of Falls Church Recreation & Parks Department Code of Conduct.
- **Insurance**
 - For all special events and shows open to the public, the rental patron must provide a certificate of insurance in an amount of \$1,000,000 for personal injury and property damage, naming Falls Church, and its agents and employees as additional individuals to be insured. Proof of insurance is required before holding an event.



APPLICATION FOR USE OF FACILITIES AND EQUIPMENT

- 1) Today's Date _____
- 2) Organization _____
- 3) Applicant Name _____
- 4) Address _____
- 5) Phone (H) _____ (W) _____
- 6) E-Mail _____

- 7) Person in Charge (if other than applicant)
Name _____
Phone _____
- 8) Activity Type _____
- 9) Date(s) of Use _____
- 10) Time Rental Begins _____ Time Rental Ends _____

- 11) Number of people expected? Min. _____ Max. _____
- 12) Is organization a civic or community organization? YES NO
- 13) Does user collect fees? YES NO
Admissions: Adults \$ _____ Youth \$ _____
- 14) Proceeds will be used for? _____
- 15) Will food and beverages be served? YES NO
Requests for alcohol can only be made by residents and only for the Cherry Hill Shelter or Mr. Brown's Park. A written request must accompany the application and is subject to the Director's approval. An ABC License is required.
- 16) Space Requested (fee varies upon space selected):

- Art Room Mr. Brown's Park
- Community Room Cherry Hill Shelter
- Senior Center 1 (Left) Roberts Park Shelter
- Senior Center 2 (Right) Madison Park Shelter
- Full Senior Center Berman Park Shelter
- Teen Center Full Gym
- Party in the Gym Package

The Party in the Gym package includes use of half of the gym and a party room (Art Room or half Senior Center) for 3 hours.

- 17) Is room setup needed? YES NO
If yes, please detail needs here or attach a separate diagram:

- 18) Equipment Requested: (enter quantity where applicable)
- Tables - If so, how many? _____
- Chairs - If so, how many? _____
- Podium Microphone
- Other (Specify) _____

* Security Deposit will be fully refunded at the end of the reservation if the space is left in the same condition as it was found.

The undersigned certifies that he/she is familiar with the Falls Church Recreation & Parks Department policies and regulations as stated on the accompanying pages of the agreement, and that these shall be enforced as well as honored by the using group. The undersigned further certifies that he/she is the authorized representative to act for and accept the responsibility for the organization.

Signature of Representative

PERMIT NOT TRANSFERABLE

FOR OFFICE USE ONLY

Type of Rental:

- Civic – Resident Civic – Non-Resident
- Private Event - Resident Private Event - Non-Resident
- For-Profit – Resident For-Profit – Non-Resident

Space Assigned _____

Room Rental Fee:

No. of Hours _____
No. of Meetings _____
Total \$ _____

Personnel Fees:

Supervisory Fee: \$ _____
Maintenance Fee: \$ _____
Other Fees \$ _____
Total \$ _____

RECREATION & PARKS DEPARTMENT

APPROVED DENIED

Director of Recreation & Parks

Comments _____

Total Balance Due \$ _____

Security Deposit \$ _____