

Charles City County Parks & Recreation



RENTAL APPLICATION & POLICIES

The Charles City County Board of Supervisors reserves the right to establish rates, terms, conditions and usage. The Board of Supervisors further reserves the right to make any changes, alterations, and/or conditions it deems necessary at any time. Proof of county residency is required. A resident is defined as any individual, group, religious organization, organization and/or association located in Charles City County utilizing the facility for non-profit enjoyment. Non-resident is defined as any individual, group, organization and /or association, located in or outside Charles City County utilizing the facility for non-profit or for-profit (commercial) enjoyment. Any misrepresentation on this Application or deviation from the final agreed-upon method of operation described herein may result in immediate cancellation. An applicant completing the application on behalf of an organization hereby certifies that he or she is duly authorized to execute this application on behalf of the organization.

APPLICANT INFORMATION: Applicant must be on-site.

Applicant Name: _____

Organization Name (if applicable): _____ Type of Organization: _____

Applicant/Organization Address: _____ City: _____

State: _____ Zip: _____ Cell Phone: _____ Alternate Number: _____

E-mail: _____

Payer Address (if different from applicant): _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

EVENT INFORMATION: The full rental fee is required within thirty (30) days of the rental date indicated.

Rental Date (s) Requested: _____

Event Type: <input type="checkbox"/> Athletics <input type="checkbox"/> Grounds <input type="checkbox"/> Reception <input type="checkbox"/> Baby Shower <input type="checkbox"/> Meeting <input type="checkbox"/> Reunion <input type="checkbox"/> Birthday Party <input type="checkbox"/> Repass <input type="checkbox"/> Wedding <input type="checkbox"/> Concessions <input type="checkbox"/> Primitive Campsite <input type="checkbox"/> Other: _____	Facility (s) Requested: _____ Expected Number of Attendees: _____ Set-up Time: _____ am/pm to _____ am/pm Event Time: _____ am/pm to _____ am/pm Clean-up Time: _____ am/pm to _____ am/pm <i>Set-up time stated must be inclusive of any time needed for decorating and/or caterers. Clean-up time stated must be inclusive of any time needed to breakdown decorations and/or the cleaning of the kitchen.</i>
---	--

Reservation Checklist: Social Center table/chair availability is limited and subject to change. Maximum capacity of 300.

- | | | |
|---|---------|--------|
| 1. Will there be a DJ or live entertainment at this event? | ___ Yes | ___ No |
| 2. Will you need a podium (if available)? | ___ Yes | ___ No |
| 3. Will any fees be charged for this event? | ___ Yes | ___ No |
| 4. Will food be served at this event? | ___ Yes | ___ No |
| 5. Is this event open to the public? | ___ Yes | ___ No |
| 6. Is this event co-sponsored with any other groups or organizations? | ___ Yes | ___ No |
| 7. Is this event primarily for youth? | ___ Yes | ___ No |
| 8. Will there be commercial vendors providing any services at your event? | ___ Yes | ___ No |
| 9. Will alcohol be served at the event? | ___ Yes | ___ No |

I/we understand \$25 of the rental fee is non-refundable in the event of cancellation. Reschedules are cancellations.

Applicant Signature: _____ Date: _____

Payer Signature (if different from applicant): _____ Date: _____

GENERAL INFORMATION:

1. **Rentals are on a first-come, first-served basis and are reserved only upon payment of the \$25 non-refundable rental fee. A completed application and the rental balance is due within thirty (30) days of the reservation date.** No "holds" of dates will be permitted. Rental applications can be reserved up to twelve (12) months in advance. Rental reservations submitted with less than fourteen (14) days are required to pay the full rental fee at the time of reservation.
2. **All rentals that go past the reserved rental end time will be charged \$25 per fifteen (15) minute increment.**
3. **Social Center and Ruthville Gymnasium rentals must conclude by 1 am.** Park rentals must conclude by dusk and primitive camping area rentals must conclude by 8 am. Times listed are inclusive of any time needed for set-up/clean-up. Picnic pavilions are first-come, first-served unless reserved in advance.
4. **Full Rental Fee: The full rental fee is due thirty (30) days prior to the reservation date.** Payments can be made online, in person at the administrative office located at 8320 Ruthville Road, Providence Forge, VA 23140, Monday - Friday, 8 am - 4:30 pm or can be mailed to Parks and Recreation, PO Box 128, Charles City, VA 23030.
5. **Primitive Camping:** Reservation fees are non-refundable in the event of cancellation. The Primitive Camping Area is available for use by bicyclist using the Virginia Capital Trail and paddlers exploring the James River and Captain Smith Chesapeake National Historic Trail. Registration is required and campers may use the camping area between dusk and dawn for a maximum of one night.
6. **A fourteen (14) day notice is required for cancellations. All cancellation request must be submitted in writing.** Full refunds are given if Charles City County closes operations countywide on the day and time of the rental. Rentals cancelled fourteen (14) days prior to the rental date will receive the rental fee minus the \$25 non-refundable fee. Rentals cancelled with less than fourteen (14) days notice will receive half of the rental fee paid. Refunds are not processed for rentals cancelled with less than 24 hours notice. This includes cancellations for reasons including, but not limited to, weather forecasts or actual weather conditions on the day of rental. Cancellation requests due to emergency situations will be reviewed on a case-by-case basis. Reschedules follow the same rules as cancellations.
7. **Refunds are processed in accordance with county and departmental policy.** \$25 of the rental fee is non-refundable in the event of cancellation or reschedule. A check will be issued minus the \$25 non-refundable rental fee and mailed to the person listed as the payer on the application. Allow 4-6 weeks for processing.
8. If a check is returned to the county as a result of non-sufficient funds a \$35 returned check fee will be assessed.

Liability Waiver and Rule Acknowledgement:

In consideration hereof, I hereby, now and forever, release, indemnify, save, defend, and hold harmless the County of Charles City, its department, officials, employees, instructors, volunteers and representatives from and against any all claims, including claims that result from or relate to an illness caused by Covid-19 or any related virus for personal injuries, death, fees, liabilities, losses and costs resulting from or arising out of my participation. By signing below, you agree you and all guest in attendance will adhere to all Parks and Recreation rules and regulations found in the General Information and General Reservation sections. In addition, I agree to adhere to the stated maximum capacity of the facility I am renting.

Applicant Signature: _____

Date: _____

For Office Use Only:

Applicant Name: _____

Rental Date: ____/____/____

Event Hours: ____ to ____ **Set Up Time:** ____ to ____ am/pm

Clean-up Time: ____ to ____ am/pm

Balance due thirty (30) days prior to rental on/before ____/____/____

Balance Paid: ____/____/____

\$ ____ (Per hour rate) x ____ (Total Hours) = **\$** ____ (Total Due)

Walk-Thru Meeting: ____/____/____

Staff Signature: _____

Approval Date: ____/____/____

Department of Alcohol Beverage Control (ABC):

1. Anyone wishing to serve alcoholic beverages at the **Social Center** must obtain a valid one-day banquet license from the Virginia Department of Alcohol Beverage Control (ABC) or submit a valid Caterer's ABC license. **Alcohol is prohibited at all other facilities and parks. Rental applicants who have been denied an ABC license are still required to obtain security.** www.abc.virginia.gov/licenses/get-a-license/banquet-licenses
2. The applicant must read and abide by the following requirements:
 - ⇒ The applicant, by signing the Facility Rental Application, agrees to follow all rules and regulations in the rental policy, as well as all requirements for operating under a banquet license issued through the Virginia Department of Alcoholic Beverages Control.
 - ⇒ All rental events where alcohol is being served require security by the Charles City County Sheriff's Office.
 - ⇒ The ABC license shall be posted by the permit holder before the start of the event. No alcohol may be consumed in any area other than the designated area for the event. No alcohol can be stored at the facility before the day of the event. All alcohol must be removed immediately following the event.
 - ⇒ The Sheriff's Department and the Parks & Recreation Department reserves the right to remove any person (s) from the facility who do not follow the instructions for operating under a banquet license of the Virginia Department of Alcoholic Beverage Control.
 - ⇒ No outside beverage cups and/or bottles will be allowed to enter the building. No inside beverage cups and/or bottles will be allowed to exit the building.
 - ⇒ Minors are not to consume alcohol in the Social Center and/or any of its adjacent facilities. Anyone under the age of twenty-one (21) caught consuming alcohol in the facility and/or its grounds will be prosecuted.

Charles City County Sheriff's Office Security Agreement:

1. Charles City County Sheriff's Office will conduct security for all dances and parties serving alcohol and for these same events being hosted for anyone under the age of (21) not serving alcohol or at the direction of the Recreation Director.
2. The renter **must** contact the Charles City County Sheriff's Office to coordinate security for the event as soon as the event is scheduled and approved by the county.
3. When required by Charles City County to use security personnel from the sheriff's office, you will be **charged a fee of \$35.00** per security officer per hour for a minimum of 3 hours. The renter will be charged an additional \$5.00 per security hour for each deputy if they notify the sheriff's office 72 hours prior to said event that they are requesting security. Payment for the event must be paid at least 24 hours before said event to the sheriff's designee. In the event that payment is made well in advanced the **renter** will be refunded the entire fee if the event is cancelled within 24 hrs. of said event. If cancellation is made less than 24 hour of the event the **renter** will be responsible for the three-hour minimum per officer and remaining amount will be refunded. **If the event is ended early by the renter for any reason no refund shall be given.**
4. The renter of this event will be held responsible to ensure under age guests are not consuming alcoholic beverages at this event.
5. Charles City County's Sheriff's Office Security Personnel will patrol the grounds, maintain order inside and outside the building during the function.
6. The security policy will be the same, **(1)** deputy for every 150 people or less or **(2)** deputy's personnel for more than 150 people.
7. Charles City County Sheriff's Office has the **authority to ban any person or person's** that cause any problems at any event that they are assigned to and / or respond to if not assigned.

Renter Signature: _____ Renter Printed Name: _____

Date of Signature: ____/____/____ Date of Event: ____/____/____

Sheriff or Designee Signature: _____ Start Time of Event: _____

Date of Signature: ____/____/____ End Time of Event: _____



GENERAL RESERVATION RULES:

All Rental Reservations:

1. The full rental fee is required within thirty (30) days of the rental date. Failure to pay the remaining balance will result in event cancellation and forfeiture of the \$25 non-refundable processing fee.
2. Applications for individuals and group sponsored events must be completed by an adult twenty-one (21) years of age or older. Tours of a facility or park can be arranged by appointment.
3. Setup and cleanup activities must be completed within the reserved rental time period and before leaving. Time allowances for setup and cleanup time must be taken into account when planning and reserving rental time. Applicant must be on site at all times during the rental event/activity including setup and cleanup times. The Applicant is responsible for obtaining all applicable and required licenses, consents and permits. All federal, state and local laws with regard to food and beverage purchases and consumption must be strictly adhered to.
4. Applicant shall not allow any lewd or illegal conduct on the premises. Illegal weapons and illegal drugs are strictly prohibited. Additionally, smoking (including electronic cigarettes) is prohibited inside a county building. All cigarette butts and ashes must be disposed of properly.
5. Decorations: The use of an open flame is strictly prohibited. Use of battery or wired candles is permitted. No person, including applicant, shall paste, glue, tack or otherwise post any sign, placard, banner, advertisement whatsoever, nor cause to be erected any signs whatsoever on any County property without prior approval. City property may not be removed from the premises which includes the grounds, buildings or structures. No rice, glitter, confetti, sparklers or similar material may be thrown or used inside or outside the facility. The use of nails, decals, tacks, or brads on walls, ceiling, pedestals, doors, windows, woodwork or furniture is strictly prohibited. Hanging or otherwise affixing items to the ceiling tiles, walls or doorways is prohibited unless approved and supervised by County staff.
6. Selling, Advertising and Soliciting are prohibited on County premises without prior approval of the Director of Parks and Recreation: the sale and/or advertisement of food, beverages, goods or merchandise and charging and/or collection of any revenue on site.
7. Applicant may be required to provide the County with a certificate of general liability insurance in the amount of at least \$1,000,000 combined single limit liability coverage naming Charles City County, Virginia as an "additional insured." Such insurance may be required for some activities at the Social Center, Ruthville Gym or within the Parks including athletic events, events with the use of inflatables or petting zoo. Certificate must be provided within 30 days of the rental date.
8. The County is not responsible for items left on the premises by the applicant, applicant's vendors or guests. If any personal property is authorized to be placed or located on or within the premises under the provision of this Rental Application all said property shall be removed by applicant and at the Applicant's sole expense prior to the expiration of the Rental Permit. If the applicant fails to remove the property, the County may, remove such property from the premises and store it at the applicant's expense. The County shall not be liable for any costs or fees associated with the removal of property.
9. Competition with Recreation Programs: Individuals or businesses who wish to use a recreation facility for the purpose of conducting similar or like programs that are provided by the Parks and Recreation department shall be deemed as direct competition and such programs shall not be approved for facility rental.
10. Changes to Agreement Contract: Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately to request modifications to your rental agreement. Contract modifications are not guaranteed and may increase or reduce fee amounts. All modifications must be approved prior to the reservation date.

Lawrence Lewis, Jr. Park Primitive Camping Area:

1. The Primitive Camping Area is available for use by bicyclist using the Virginia Capital Trail and paddlers exploring the James River and Captain Smith Chesapeake National Historic Trail. Registration is required and campers may use the camping area between dusk and dawn for a maximum of one night. Campers must vacate the area by 8 am. The maximum capacity of each primitive campsite is four (4) and twenty (20) for the group campsite.

Social Center and Ruthville Complex:

1. After-Hour rentals require a three hour minimum reservation time.
2. A Charles City County employee will be present and on-site during all rentals. Rentals must conclude by 1 am. The time indicated is inclusive of time needed for clean-up and the removal of equipment/decorations. Renters will not be permitted to enter the reserved space earlier or stay later than the time contracted. Rental reservation must not exceed establish maximum occupancies.
3. All Social Center and Ruthville Complex rentals that go past the reserved rental end time will be \$25 per fifteen (15) minute increment. Failure to vacate the building by the contracted end time may be considered trespassing and may result in the assessment of additional fees. Social Center gates will be locked at the conclusion of the reservation time to prevent loitering.
4. Social Center rentals with alcohol require an ABC license and deputy presence.
5. Storage of personal property, items or equipment on grounds or in facilities before or after rental hours will not be permitted. This does not apply to city-sponsored events and activities.
6. All Social Center and Ruthville Complex rentals require a walk-thru meeting thirty (30) days prior to the rental reservation. Staff will answer questions as well as review your chosen layout, rules and regulations.

Grounds:

1. Charles City County facility and park grounds may be utilized without a rental fee when the event does not interfere or impede use by a county event and when no additional services, equipment or manpower is needed to facilitate the rental request. In cases, when this applies, a rental application and liability waiver must be on file.
2. Trash associated with outdoor facility rentals must be collected and disposed of in either the dumpster or trash receptacles.
3. Park grounds are public and the county is not responsible for damages to personal property while on the grounds.

Set-up and Clean-up:

1. Outdoor picnic tables should not be moved from their designated location.
2. All trash should be picked up and disposed of in supplied trash bags/cans, no trash should be left on the floor or ground. Trash bags should be tied at the top and deposited in the designated dumpster or trash receptacle.
3. For indoor facilities and concession stands: countertops, refrigerators and countertops should be free from food, drinks or other items. Wipe down table tops, counter tops, chairs, appliances and/or picnic tables. Clean floor, sweep and mop as necessary. Spills on the facility floors should be mopped up during the event.
4. For indoor facilities and concession stands, the Applicant, must accompany an employee on a pre/post walk-through to identify damages and to ensure clean-up. In the Social Center, the use of the kitchen, including all appliances, is limited to the warming of foods that have been cooked and prepared off premises and brought in to the Social Center. All cleanup must be completed during the rental hours and before leaving. This includes: cleaning counters, stove, microwave, cabinet warmer and trays, and the removal of refrigerated items.
5. All decorations should be removed and disposed of or taken off the premises. All equipment or property brought by the applicant, vendors or guests must be removed from the premises at the end of the specified rental time indicated. Materials and equipment borrowed from the facility must be left in the same condition as before use and stored back in their proper location.

Reservation Lottery Process:

1. **If one or more County** residents and one or more non-County residents arrive at the same time and wish to reserve the same date, the County residents will have priority over the non-County residents.
2. **If two or more County residents** arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the participating residents.
3. **If two or more non-County residents** arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the non-County residents. Only one lottery entry is allowed per event.