



## Old Firehouse Facility Rental Form

### Renter Information

Name/Renter: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### OFTC Member Information:

Old Firehouse Member's Name: \_\_\_\_\_

Birth date: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

### Rental Information

Minimum of 3 hour rental is required. Payment and deposit are due in full at the time of booking. The Old Firehouse accepts check only. (Section A)

Rental Prices:

Category 1 – Government: Free

Category 2 – Local Open Community Groups: Free

Category 3 – Local Private Individuals, Organizations, or Community Groups: Deposit: \$250.00

\$100.00 per hour up to 50 people      \$125 per hour over 50 people

Category 4 – Non-Local Organizations or Individuals: Deposit: \$250.00

\$150.00 per hour up to 50 people      \$175 per hour over 50 people

Party Date: \_\_\_\_\_

Rental Time: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Number of Chaperones (at least one per 20 teens): \_\_\_\_\_

Do you require additional tables and chairs? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of tables \_\_\_\_\_ Number of chairs \_\_\_\_\_ (Section C)

**\*\*Please note: Rentals includes the game room, café area, and dance floor area, but rental excludes staff offices and computer room. Also, rentals based on OFTC staff and space availability. \*\* (Section D)**

### FOR OFFICE USE ONLY:

Check Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_

Deposit Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## **Old Firehouse Teen Center Rental Policy**

**1. RENTAL ELIGIBILITY:** Refer to the following booking categories:

**Category 1 – Government:** Those public entities with issues of relevance to Dranesville Small Tax District One such as Fairfax County Government, Commonwealth of Virginia, and government of United States. Includes public schools scheduling free events with principal's signature on the rental contract.

**Category 2 – Local Open Community Groups:** Those organizations who operate under a legal charter, with bylaws and officers; whose member is open and is composed of no less than ten residents of Dranesville Small Tax District One and 51% residents of Dranesville Small Tax District One, and who is possessing IRS tax status, must have been determined to be a 501 (c) (3). Further, the mission of the group is not to lobby or conduct partisan and religious activities.

**Category 3 – Local Private Individuals, Organizations, or Community Groups:** These include businesses, religious, partisan, individuals, or lobbying organizations; with members no less than ten residents of the Dranesville Small District One; 51% residents of the Dranesville Small District One; individuals with an address or record within Dranesville Small District One, and businesses with a Fairfax County license address within the Small District One.

**Category 4 – Non-Local Organizations or Individuals:** All other organizations and individuals not covered above.

**Category 5 – Schools:** All elementary, middle, and high schools can rent the facility for an education or social event. (Section E)

Use will be approved only for adults 21 years of age or older who accept responsibility for supervision throughout the period covered by this contract.

Renter must ensure that caterers, rental companies, etc. comply with the time limits, parking restrictions, no smoking, and all other regulations. The contract entitles the renter to use only the areas designated in the contract. It will be the renter's responsibility to keep all guests in designated areas. Should the renter fail to comply with this policy, the renter may be subject to immediate cancellation of contract and termination of event and/or loss of security deposit.

A person who lives in Dranesville Small District One may not rent the facilities on behalf of another person or organization in order to obtain lower rental rates. Special exceptions will be brought to the attention of the Executive Director. Those persons, who sign a contract on behalf of themselves, must be present during the entire course of the rental, or they risk losing the security deposit. Any changes to the initial contract must be made in writing (letter, email, or fax) by the individual who signed the contract. Upon arrival, the individual who signed the contract will be required to check in at the front desk.

The Renter is responsible for all damages and/or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the renter. The building and grounds will be inspected prior to and after use by Teen Center staff to determine condition and potential damage charges. Damages will be deducted from the security deposit. If the security deposit is insufficient to cover costs, the renter will be billed for the remainder. Caterers, rental companies, and others that violate the policies will be prohibited from the site for further activities.

**2. INDEMNIFICATION:** The renter hereby agrees to indemnify and hold harmless the Old Firehouse Teen Center, the McLean Community Center, and the Board of Supervisors for Fairfax County, and the members thereof, Fairfax County, and all officers, agents, and employees of said Center, Board, or County, in their official and in their individual capacities, from any loss, cost, and expense arising out of any liability, or claims of liability for loss, injury, or damage to person or property sustained or claimed to have been sustained by anyone whomsoever, by reason of the operation, use, or occupation of Center facilities by the renter, whether such use is authorized or not, or by any act, default, or negligence of the renter or its representatives, members, employees, patrons, guests, or any persons admitted to the premises by the renter or its representatives.

**3. INSURANCE:** The renter agrees to the following insurance conditions as stipulated by Fairfax County: The renter hereby agrees to the terms and conditions set forth in this contract and further agrees that liability insurance is the renter's sole responsibility, and the Old Firehouse Teen Center shall not be responsible for any covering of any claims of loss resulting directly from services provided under this contract.

4. **CATERING/FOOD SERVICE:** Professional catering is encouraged, but not required. Professional caterers should demonstrate they have liability insurance, a valid Health Department permit, and a current business license. The Old Firehouse Teen Center does not provide linens, utensils, flatware, glassware, or any type of serving vessel. After use the kitchen must be thoroughly cleaned and left in a state of similar cleanliness as it was found. Rental is subject to cancellation and loss of the security deposit for violation of this policy.
5. **DELIVERY AND PICKUP:** Delivery and pickup of equipment must be within the contracted rental period. The Old Firehouse Teen Center cannot accept responsibility for anything delivered to or left on the premises. If any personal/rental equipment is delivered before or left beyond the contracted rental time, the renter will be penalized the hourly rental fee for each hour and fraction thereof the equipment remains on site.
6. **CLEANUP:** The renter is responsible for removing all trash, food, decorations, and any other items or equipment not belonging to the Old Firehouse Teen Center before the end of the rental period. If more than routine cleanup by the Old Firehouse Teen Center staff or contractors is necessary, the Old Firehouse Teen Center will charge the renter \$50 an hour for each extra hour of cleaning.
7. **CONTROLLED SUBSTANCES:** No alcoholic beverages are permitted at the Old Firehouse Teen Center. Absolutely **NO SMOKING** or illegal substances are permitted in the building/outside the building.
8. **DECORATIONS/FURNISHINGS:** The use of tacks, staples, nails, duct tape, double sided tape, or other adhesives is prohibited. Renters may use scotch tape or blue painters tape. Nothing may be hung from the ceiling. Use of birdseed, confetti, flower petals, glitter, silly string, or rice is prohibited. This includes throwing, scattering on tables, and any other decorative use. Damages will be deducted from the security deposit.
9. **MUSIC:** DJ's and amplified music are permitted. Bass and volume must be kept within reasonable levels; Old Firehouse Teen Center staff members will monitor the sound. All DJ equipment must be loaded in and out within the contracted rental period. Some rooms have connections for stereos, CD players and/or microphones. Prior arrangements must be made with Old Firehouse Teen Center staff members if the renter wishes to bring such equipment. Renter may not plug in additional equipment to the Old Firehouse Teen Center sound system. Renter cannot use the Old Firehouse Teen Center gel lighting system.
10. **PARKING:** All vehicles must be parked in designated parking spaces. Fire lanes must be left open. The police may be contacted if renter is in violation. The Old Firehouse Teen Center is not responsible for towed vehicles.
11. **PAYMENT:** Full payment and security deposit required at the time of booking. The security deposit will be returned if no damages are incurred.
12. **CANCELATION POLICY:** A cancellation charge equal to one half the rental fee is charged if a cancellation is made less than 30 days prior to the booking. If a cancellation is more than 30 days prior to the rental date, renter will receive a full refund. The full rental fee is charged for failure to cancel. (Section F)
13. **OVERTIME POLICY:** Overtime charges will be applied for failure to vacate the facilities at or before the scheduled conclusion of the booking. The rates will be one half the hourly rate for the first fifteen minutes and the full hourly rate for each subsequent fifteen minutes.
14. **CLOSURE POLICY:** The Old Firehouse Teen Center will automatically close whenever the Fairfax County Government closes. This may be due to inclement weather or other situations deemed to be emergency situations by the County Executive or the Executive Director of the McLean Community Center. Closures will not necessarily occur if Fairfax County or the Fairfax County Public Schools close, but only with the official closure of the Fairfax County Government. In addition, other emergency or planned closures may happen at the McLean Community Center or Old Firehouse Teen Center.  
In the event that the McLean Community Center/Old Firehouse Teen Center closes and a booked activity is cancelled as a result, either a refund will be issued or the activity may be rescheduled at a mutually

convenient time. All refunds will be initiated by the Old Firehouse Teen Center and in turn issued by Fairfax County. It will generally take several weeks to receive Renter's refund check.

**Please Note: The Old Firehouse Teen Center staff reserves the right to ask those individuals who demonstrate disruptive behavior to leave the facility.**

**PAYMENT AND RESERVATIONS**

To confirm a reservation, this contract must be signed and returned with proper payment.

I have read the policy stipulations on this contract and agree to abide by all of the terms listed. I understand that failure to comply with these terms will result in the immediate cancellation of my rental and/or loss of security deposit. I understand this contract is valid only when accompanied with the appropriate fees and signed by an authorized Old Firehouse Teen Center staff member.

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RENTER'S SIGNATURE                      DATE

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OFTC STAFF SIGNATURE    DATE

**OLD FIREHOUSE TEEN CENTER  
DISCLAIMERS**

**IMPORTANT: PLEASE READ THIS STATEMENT BEFORE SIGNING**

The renter, as defined below, agrees that if this application for use of the Center's facility is granted, the following conditions are and will be part of the contract between the Center and the renter for said use, and the renter agrees that it is bound by and will comply with each of the following conditions:

1. The term "renter" means that the person or persons who sign this application, each group, organization, or other entity on whose behalf this application is made or who will use the Center's facility if this application is granted, and the officers of said entities. Each and all such persons and entities are deemed to have jointly and severally made and entered into all covenants, promises, and agreements herein contained and are jointly and severally liable, obligated, and bound hereby.
2. The policies, rules, and regulations of the Center, copies of which will be provided upon request, are hereby incorporated and are an integral part of this agreement to permit and use of the Center's facility and will be honored and enforced by the renter and its representatives. They will also comply with all applicable County, State, and Federal laws, ordinances, and regulations. They will use and comply the premises of the Center in a safe and careful manner so as not to injure persons or property in, on, or near the premises. They will not do any act or suffer any act to be done which will in any way deface, alter, or injure any part of the premises.
3. If said premises, or any portion, equipment or furnishing or the Center are damaged or lost by an act, default, or negligence of the participants or any person admitted to the premises by the renter or its representatives, the renter shall pay to the Center, upon demand, such sum as is necessary to restore the Center to its condition prior to such use of the Center facility. The renter assumes full responsibility for the character, acts, and conduct of all persons admitted to said premises, or to any portion of the Center, by or with the consent of the renter or any person acting for or on behalf of the renter.
4. The Center reserves the right to control and manage the entire premises of the Center and to enforce all necessary and proper rules for the management and operation of the same. Staff of the Center also reserves the right, but not the duty, to eject any objectionable persons from the premises, and the renter waives any and all claims of damages against the Center, Board, or County, in their official and in their individual capacities, resulting from the exercise of this authority.
5. The renter will indemnify, save, and hold harmless the Center, Board of Supervisors of Fairfax County and members thereof, Fairfax County, and all officers, agents, and employees of said Center, Board, or County, in their official and in their individual capacities, from any loss, cost, or expense arising out of any liability or claims of liability for loss, injury, or damage to persons or property sustained or claimed to have been sustained or claimed to have been sustained by anyone whomsoever, by reason of the operation, use or occupation of the Center's facility by the renter, whether such use is authorized or not, or by any act, default, or negligence of the renter or its representatives., members, employees, patrons, guests, or any persons admitted to the premises by the renter or its representatives.
6. The Center, Board of Supervisors of Fairfax County and the members thereof, Fairfax County, and the officers, agents, and employees of said Center, Board, or County, in their official and in their individual capacities, are not responsible for property placed in the Center by the renter and are hereby expressly released and discharged from any and all liability for any loss, injury, or damages to persons or property that may be sustained by reason of the use or occupancy of the Center by the renter.
7. Departure time from the facility is specified in the contract. All persons must depart the premises in accordance with the departure time, as stated in the contract.
8. Damages to the facility and/or equipment will be deducted from the security deposit.
9. The renter is responsible for the cleaning of the facility such as trash placed in cans and put outside in dumpsters and spills wiped up.

**I have read the terms of the contract and will adhere to the policies of the Old Firehouse Teen Center.**

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**Renter's signature**

**Date**