



1440 Chain Bridge Rd.
McLean, VA 22101
703-448-8336

Facility Rental Form

Renter Information

Name of Renter: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

McLean Tax District Resident Non-resident (Residency will be verified by the MCC registrar.)

Business/Organization Information: (if applicable)

Name: _____

Address: _____

Phone: _____

McLean Tax District Resident Non-resident (Residency will be verified by the MCC registrar.)

Rental Information

Payment and deposit are due in full at the time of booking.

Rental Prices:

Category 1 – Government:

\$0 during normal rental hours Security Deposit: \$0
\$0 for a maximum of 3 hours outside of normal business hours

Category 2 – Local Open Community Groups:

\$0 during normal business hours Security Deposit: \$0
\$50 per hour outside of normal business hours

Category 3 – Local Private Individuals, Organizations, or Community Groups:

\$100 /hour up to 50 people Security Deposit: \$250
\$125 /hour over 50 people

Category 4 – Non-Local Organizations or Individuals:

\$150 / hour up to 50 people Security Deposit: \$250
\$175 / hour over 50 people

Add Ons:

Dance Lights

\$50 – All night _____

Big Screen

\$50 – All night _____

Rental Date: _____ Rental Start Time: _____ End Time _____

Minimum rental time outside of normal business hours (9am-6pm weekdays): 3 hours

Expected Attendance (capacity 267): _____

FOR OFFICE USE ONLY:

Payment Type: Check # _____ Credit Card Payment Amt: _____

Deposit Type: Credit Only Deposit Amt: _____ Staff Initials: _____

Old Firehouse 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 membership 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.

All rental rates are subject to Category verification by the MCC registrar. If it is discovered that the renter is in a different Category than stated in the contract, the renter has 3 business days from the time of notification to either remit any payment difference or cancel the reservation.

Rentals 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. Caterers, rental companies, and others that violate the policies will be prohibited from the site for further activities.

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, and the privilege of renting the facility in the future. 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 which occurs as a result of the renter's event including any damage by contracted parties. The building and grounds will be inspected prior to and after use by Old Firehouse 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's credit card will be charged for the remainder.

2. INDEMNIFICATION: The renter hereby agrees to indemnify and hold harmless the Old Firehouse and its staff, the McLean Community Center and its staff, 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 shall not be responsible for any foregoing or any claims of losses that may result directly from services provided under this contract.
4. **CATERING/FOOD SERVICE:** Professional catering is encouraged, but not required. Professional caterers must demonstrate to the Renter that they have liability insurance, a valid Health Department permit, and a current business license. The Old Firehouse 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 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 before the end of the rental period. If any cleanup by the Old Firehouse staff or contractors is necessary, the Old Firehouse will charge the renter a \$100 per hour for each extra hour or part thereof of cleaning.
7. **CONTROLLED SUBSTANCES:** No alcoholic beverages are permitted at the Old Firehouse. 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 only use painter's tape to hang decorations. 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 (i.e., below 88 dbs); Old Firehouse 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 staff members if the renter wishes to bring such equipment. Renter may not plug in additional equipment to the Old Firehouse sound system unless you have permission at time of rental.
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 is not responsible for towed vehicles.
11. **PAYMENT:** Full payment and security deposit required at the time of booking. Payment for overtime charges is due at the end of an event. The full security deposit will be returned if no damages, extra cleaning fees, overtime charges, etc. are incurred or outstanding. In the event there is damage, missing items, extra cleaning fees, etc. that are not paid for at the time of event, we will use your security deposit to pay for those expenses. Should the expenses exceed the security deposit, we will bill you. If you do not pay the bill within 30 days of the invoice date, you agree that we may charge the credit card you used to pay for your rental.

Examples of minimum damage charges include:

Damaged paint	\$100	Damaged or Missing Game Room Equipment:	\$50
Soiled carpet	\$ 75	Damaged furniture	\$150

12. CANCELLATION POLICY:

All cancellations are subject to a \$25 processing fee.

Additional cancellation fees are as follows:

- If a cancellation is more than 60 days prior to the rental date, there is no additional fee. The renter will receive a 100 % refund less the \$25 processing fee.
- If a cancellation is made between 60 and 30 days of the rental date, there is a 25% cancellation fee. The Renter will be refunded 75% of the rental fee less the \$25 processing fee.
- If a cancellation is made less than 30 days of the rental date, there is a 50% cancellation fee. The Renter will be refunded 50% of the rental fee less the \$25 processing fee.
- If the event is not cancelled, there is no refund.

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 \$50 for the first fifteen minutes and \$100 for each subsequent fifteen minutes. If the security deposit is insufficient to cover costs, the renter’s credit card will be charged for the remainder.

14. CLOSURE POLICY: The Old Firehouse 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 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. In the event that the McLean Community Center/Old Firehouse 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 and in turn be issued by Fairfax County. It will generally take several weeks to receive a refund check. Under no circumstances will the Old Firehouse, MCC or Fairfax County be responsible for any Renter’s expenses.

Please Note: The Old Firehouse 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 staff member.

RENTER’S SIGNATURE

DATE

OLD FIREHOUSE STAFF SIGNATURE

DATE