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# Facility Use Application

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**Social Hall  
Kitchen**

Winchester Parks & Recreation Department  
1001 East Cork Street • Winchester, VA 22601  
Phone: (540) 662-4946 • Fax: (540) 678-8791  
[wincparks@ci.winchester.va.us](mailto:wincparks@ci.winchester.va.us) • [www.winchesterva.gov/parks](http://www.winchesterva.gov/parks)

# **General Information**

## **Making a Reservation:**

The Winchester Parks & Recreation Department permits individuals, businesses, civic groups and other organizations to use park facilities.

To secure a facility, a deposit of 30% of the total cost of use is due at the time of booking along with the Facility Use Application. Facility rentals may be made up to two weeks in advance.

- To complete the reservation process, the applicant will provide the remaining balance of the rental fee and any optional fees within ten (10) business days of the requested date.
- For-profit applications that are open to the public require a copy of a City of Winchester Business license if goods or services are being sold. A copy of the businesses insurance is also required with no less than \$1,000,000 limited liability and naming the City of Winchester as Additionally Insured.
- Applicants must be 18 years of age or older.

## **Cleaning/Security Deposit**

A \$200 cleaning/security deposit balance will be placed on your household account. This fee must be paid ten (10) business days after your usage if you have “left the facility in unsatisfactory condition”. It is the responsibility of the applicant to complete a checklist with the recreation attendant at the conclusion of the event. As long as the checklist has been satisfactorily completed and there are no damages, the charge will be removed from your household. No future reservation can be made until the fee is paid.

Some items that will be reviewed by park staff:

- The facility, including carpet, tile, doors, walls, lights, windows, shades, and ceiling tiles are left in their original condition and all tables and chairs are replaced to their original location. If tables and chairs are moved, they shall not be drug across the floor or across walls leaving scratches.
- All furnishings shall be left undamaged.
- The facility is vacated at the scheduled time and all lights are turned off and all doors and windows are closed and secured.
- All WPRD facility equipment is returned to its original location.
- User checklist is gone over with center attendant, signed by the user and then turned in at the conclusion of the event with all tasks completed.

**Large special events require a special event application and must be submitted at least 60 days in advance.** Special event applications can be downloaded from our website at [www.winchesterva.gov/parks](http://www.winchesterva.gov/parks) under the Special Events – Hosting an event tab. All special event applications should be returned to the Winchester Police Department at 231 E. Piccadilly St. Winchester, VA 22601 for review. The Facility Use Application should be submitted to the Winchester Parks & Recreation Department directly.

## **Cancellations or Relocation**

Submit cancellations, in writing, no less than two (2) business days prior to the scheduled event. A **30%** administrative fee will be retained. Cancellations made within two (2) business days of rental will not be refunded, no exceptions.

All efforts will be made to keep approved facility reservations intact; however, the Winchester Parks & Recreation Department reserves the right to relocate or cancel a function if necessary.

# **Facility Use Rules and Guidelines**

The Winchester Parks & Recreation Department strives to provide quality facilities for your use. The following rules and guidelines are in place for everyone's safety and enjoyment of park facilities.

## **General Rules for Use of All Facilities**

- Minimum reservation of 2 hours for all reservations.
- City of Winchester sanctioned activities, special events, and approved community partners have first priority use of all facilities.
- Applicant is responsible for reporting to the center attendant upon arrival and check out. User is responsible for going over and signing the facility checklist with the attendant at the conclusion of each use.
- Applicant has the responsibility to inspect the facility before use. Any damages should be immediately brought to the attention of park personnel.
- Applicant is responsible for the clean-up of all facilities used under the terms of this application. Clean-up includes wiping surfaces, sweeping floors, cleaning spills, and bagging and removing garbage resulting from their facility use.
- Posting of any signage or balloons on trees, posts, fencing, light poles and gates is prohibited.
- Use of tobacco is not permitted indoors, on or within 50 feet of any athletic fields, playgrounds, or organized activities. Alcoholic beverages are not permitted on any park grounds.
- Non-profit Applicants are required to provide proof of tax status (501-C3) prior to receiving the non-profit rate.
- Non- and For-profit Applicants require commercial general liability insurance if their event is open to the public. The insurance shall be no less than \$1,000,000 and shall name the City of Winchester as Additionally Insured. A copy of the policy shall be provided at the time of application. Insurance is not required for small gatherings including parties, reunions, etc. unless those in the group are conducting business or selling products.
- Applicant agrees to reimburse the City of Winchester for any damage of public property as a result of the user's use of the facility. Groups are responsible for all damages and cost associated with the damages. Decorations shall not be taped, nailed stapled or fixed in any way to walls, doors, glass, lights, electronic equipment, or ceilings.
- The Applicant certifies that the information given in the application is correct. Falsification of information on the application will result in immediate dismissal from the facility, forfeiture of all fees paid including any deposits and denial for future use.
- All facility users shall not exclude anyone in participation, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.
- Applicant is responsible for compliance with Americas with Disabilities Act, as it relates to the event, performance, and services to be provided in relation to the event for individuals with disabilities.
- Applicant is responsible for providing supervision at a ratio of 10-to-1 for all children under the age of twelve (12) at the facilities. Supervisor must be at least eighteen (18) years of age and be present at the facility.
- Applicant hereby guarantees and assumes full and exclusive responsibility for the safety of persons and property of all participants and activities including, without limitation, players, participants, staff, officials, agents, or lessee, spectators, and members of the public in attendance at either activity contemplated hereby, or actually conducted by the Applicant.
- The park is not responsible for any lost, stolen, or misplaced personal items or equipment.
- The Applicant agrees to enforce all facility rules.
- Applicant and its guests will comply with all rules and regulations established by the Winchester Parks & Recreation Department. The Parks & Recreation Department reserves the right to dismiss any persons from the facility. Applicant understands that Parks staff has the authority to determine if participants are strictly adhering to all rules and regulations, and we have the full authority to enforce these regulations. Parks staff must be respected and obeyed. NO foul language will be permitted.
- All persons and activities must comply with local, state and federal laws. This includes the prohibition of use and/or possession of weapons, alcohol, any illegal substances on the property. If you suspect anyone attending your event is intoxicated or under the influence of drugs, it is the applicant's responsibility to escort them off of the property.
- Applicant agrees to notify and request permission for the sale of items including but not limited to tickets, goods or services and if admission fees are sold or collected at said event.

- All noise and music must be kept to a minimum. Park staff will determine if the noise or music has a negative impact on other activities and has the authority to demand it be turned down. Excessive noise will result in applicant's forfeiture of future facility use.
- Inclement weather-The Winchester Parks & Recreation Department reserves the right to close any facility or cancel rentals and activities if inclement weather is eminent. The Department will make every effort to contact users in a timely manner by telephone, email or radio. Applicant should attempt to contact the Department during these situations if they have not heard from park personnel.

After-hour rentals are available upon request. Any room rental after designated hours will also incur a \$25.00 per hour charge in addition to hourly room rate.

- Users are responsible for including any decoration set up and clean up and are required to reserve time before and after the event to accommodate their specific needs. User agrees to pay additional fees if extra time is needed. Users will be permitted in the room at their designated rental time, no earlier.
  - Users shall abide by guidelines under General Information.
  - User shall not use tape or other adhesives to hang decorations from walls, doors ceilings or other structures in room. No decorations shall be hung from the ceilings.
  - Candles are not permitted unless approved of by Facilities and Special Events Coordinator.
- If renters would like a specific room set-up they will need to fill out a room layout sheet. If layout is not attached, room will be left in its standard layout for your event. Renters are not permitted to set up Social Hall without the assistance of park maintenance staff.
- Users are responsible for leaving the room as they found it. A cleaning charge will be deducted from the security deposit if rooms are left dirty or damaged.
- Users are required to remain in their designated rental area and shall not use other areas, other than restroom facilities, without permission.
- Users that are renting the Social Hall and using the Audio Visual Equipment are responsible for making sure computers or other equipment they plan on using is compatible. It is the renter's responsibility to schedule a time to test equipment. Equipment will be set-up by park staff for event, but the park is not responsible for assisting with renter's equipment.

### **Kitchen Use**

- Kitchen may only be used by a Parks and Recreation Approved Caterer. See Facilities Coordinator for details.
- User is responsible for all kitchen utensils and equipment needed for the event.
- All supplies and cookware in the kitchen are to be left untouched during rental.
- No kitchen equipment will be moved.
  - Users holding a public event that serves food will need to provide a copy of their temporary health permit from the Environmental Health Department located in the Frederick County Building on Kent Street.

OTHER RULES MAY APPLY TO YOUR USE. THE PARK RANGER AND DESK ATTENDANT RESERVE THE RIGHT TO ENFORCE OTHER RULES TO PROTECT CITY PROPERTY AND ENSURE ORDER AND PEACE.



Application Date \_\_\_\_\_

### Facility Use Application

Event Date: \_\_\_\_\_ Hours of Event: From \_\_\_\_\_ am / pm To \_\_\_\_\_ am / pm  
(Request must include set-up and clean-up time)

Name of Person/Organization Requesting use: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Size of Group/Estimated Attendance: \_\_\_\_\_ (Note: If group exceeds room capacity, the function will be terminated without refund)

Amount of Round Tables Requested: \_\_\_\_\_ Number of Rectangular Tables \_\_\_\_\_

(Note: This is the amount of tables you believe you will need for your event. For a specific room layout please fill out attached layout sheet.)

Will your group be selling anything at this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, do you have a City of Winchester business license? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(No group will be permitted to sell anything without prior park approval and a business license)

Do you plan on using the available Audio Visual Equipment? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please select which Audio Visual you plan on using:

- Microphones  Audio-CD  Video-DVD  Computer Presentation  Auxiliary Equipment Hook-up

Facilities Requested:  Social Hall  Kitchen

User Group Category (circle one): 1 2 3 4 (See below for User Group Description)

#### Types of User Groups

City business and other governmental agencies have priority use. For the purpose of scheduling all other events and determining fees, groups will be classified as shown below. See the description below for the definition of each user group.

- Group 1: Partnering and Non-profit Organization and Agency
- Group 2: General Public-Resident
- Group 3: General Public-Non-Resident
- Group 4: For-Profit Individual, Organization and Business

**Facility Rental Fees:** See current Facility Rental Fee Schedule for a full list of fees.

**Cleaning/Security Deposit**

This fee must be paid ten (10) business days after your usage if you have left the facility in unsatisfactory condition. It is the responsibility of the applicant to complete a checklist with the recreation attendant at the conclusion of the event. As long as the checklist has been satisfactorily completed and there are no damages, the charge will be removed from your household. No future reservation can be made until the fee is paid. \_\_\_\_\_ (initial)

I understand I am responsible for my set up and clean up. \_\_\_\_\_ (initial)

I agree to pay additional fees for use beyond the original time agreed upon. \_\_\_\_\_ (initial)

Facility Rental Fee \$ \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_ Amount Owed \$ \_\_\_\_\_

Please forward the Facility Use Application, rental fee, and deposit to:

Winchester Parks & Recreation Department  
1001 East Cork Street  
Winchester, VA 22601  
Questions? Call 540-662-4946

This agreement shall be governed by the laws of the Commonwealth of Virginia. Any dispute arising from the performance or non-performance of this Agreement shall be resolved or otherwise litigated in the Circuit Court for the City of Winchester, Virginia or the Fourth Circuit Federal District Court in Harrisonburg, Virginia. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute following the Winchester City Code, Chapter 21-61. The Applicant shall comply with all applicable federal, state, and local laws, rules and regulations.

The Applicant shall indemnify, defend and hold harmless the City of Winchester, VA, its officers, employees, agents, and representatives there of from all suites, actions, claims of any kind, including attorney's fees brought on account of any personal injuries, damages or violations of rights sustained by any persons or property in consequence of any neglect in safeguarding contract work, or on account of any act or omission by the Applicant or his employees or participants or from any claims or amounts arising from violation of any law, bylaw ordinance, regulation or decree.

I have read, understand and agree to abide by the Facility Use Rules and Guidelines associated with my rental of the facility, I have the authority to act in behalf of the above-named organization and I accept responsibility for actions and behavior of all participants.

**I have received a copy of the rules and regulations for using the facility**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		
Room Use: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____	Date _____	
WPRD Representative Signature		
Date Received: _____	Date Applicant Notified: _____	
Date Rental Fee Paid: _____	Amt \$ _____	Rec# _____
Date Deposit Paid: _____	Amt \$ _____	Rec# _____
Checklist received <input type="checkbox"/> Yes <input type="checkbox"/> No	Any unusual cleaning or damage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please document (written & photos) and attach document to application.		
Date of refund: _____	Amt \$ _____	Staff Initials: _____

# Social Hall / Kitchen Checklist

Name of Renter: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

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

## Room Usage Checklist:

- Renter entered the facility at rental time no earlier. Time Entered \_\_\_\_\_
- Tables placed back in original location.
- No scratches or grooves on flooring.
- Furniture left undamaged.
- Windows closed.
- Tables cleared of debris, food, drinks and other supplies.
- Garbage placed in proper receptacles.
- No items taped to any surface, ceiling, or furniture.
- No damage to walls windows tables or chairs.
- Noise/Music was kept at acceptable levels.
- Group kept activity inside of the rented space.
- 2 Microphone stands are in the library (look even if they didn't use)
- Renter left the room at the appropriate time. Time Left \_\_\_\_\_

## Kitchen usage checklist:

- No scratches or grooves on flooring.
- All countertops, sinks and equipment has been cleared out and cleaned of food, drinks, debris, and other supplies.
- All equipment in kitchen was left untouched.
- Garbage placed in proper receptacle.
- No items taped to any surface, ceiling, or fixture.
- Equipment was left clean and undamaged.
- Renter left the kitchen by the appropriate time. Time Left \_\_\_\_\_

Signing below signifies that I have gone over this facility checklist with park staff and understand that anything that was not left in satisfactory condition, or any time that you went over your scheduled rental time will be charge an additional fee and may not use any park facilities or programs until that fee is paid in full.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date