

RESERVATION GUIDELINES:
Minimum Notice Required, Participant Numbers, DJs, and
Management Approval

WE DO NOT PENCIL IN-All rental requests must be made in person and are subject to contract and paperwork completion, as well as payment.

Rentals requesting 100 or more participants, or any rental requesting a DJ, are subject to management approval. You must submit your rental request no less than 30 days in advance of the requested date. Your rental will not be accepted or booked until it has been approved by the Center Manager. **Rentals requesting less than 100 participants must be submitted no less than 14 days in advance of the requested date.**

All large rentals involving 100 or more participants or rentals that include a DJ are subject to an additional \$25 per hour fee for an additional Security Officer. This fee is non-negotiable.

In the case of two different rental groups in our facility at the same time, the maximum building capacity between the two groups will not exceed 150 people at any time. Management approval will be required for the 2nd group to request a room.

We may request a copy of the Responsible Party's Drivers License for verification purposes.

Please include set-up and clean-up times in your rental contract. Set-up includes: placement of tables and chairs, putting up decorations, and bringing in food/beverages. Clean up includes: taking down all decorations, wiping down and putting away all tables and chairs, emptying all trash cans, and taking all trash to the outdoor dumpster. All clean-up must be completed by the time stated on your contract.

RESERVATION GUIDELINES:
Payment, Security Deposits, and Cancellations

For approved rentals of 100 or more, or approved rentals with a DJ, your deposit will be:
100% of the Security Deposit + 25% of the total rental cost (Hourly Fee + Hourly Security Officer Fee x number of hours).

For rentals of less than 100 people, your deposit will be:
100% of the Security Deposit + 25% of the total rental cost (Hourly Fee x number of hours).

All fees are due no less than 14 days prior to your scheduled rental date. Failure to pay all fees due no less than 14 days prior to your scheduled rental date may result in the cancellation of your rental.

For your convenience, we accept Visa, MasterCard, Discover, personal/business checks, and cash. Checks will not be accepted less than 14 days prior to your rental. We may request photo identification for credit and check payments.

Security Deposits will be refunded within 2-14 business days (depending on method of payment), unless:

- there is visible damage to any area of the room or items in the room (walls, carpet, ceiling, tables, chairs, shades, etc.)
- you fail to fulfill the terms of your contract and/or the Use and Care Agreement (fail to remove all decorations, fail to take out trash, etc.)

If the cost of repairing any damage exceeds the Security Deposit, you will be held responsible for those additional fees. The Center Manager will make the final decision on withholding any Security Deposits or charging additional fees due to damage.

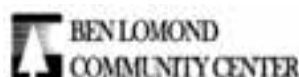
Please include all set-up and clean-up times in your scheduled rental timeframe when you complete your contract. No participants are allowed in the building before the time your rental is scheduled to begin, and all participants must be out of the parking lot by the time you stated on your contract for your rental to end. No one is allowed to loiter in the parking lot or the lawn after your rental.

CANCELLATIONS:

Cancellations made more than 30 days prior to the scheduled rental date will receive a refund of all remitted fees, minus a \$10 administrative fee.

Cancellations made less than 30 days, but before 14 days, prior to the scheduled rental date will forfeit \$25 or 25% (whichever is greater) of the remitted fees, as well as a \$10 administrative fee.

Cancellations made less than 14 days prior to the scheduled rental date forfeit all remitted fees.



Building, Parking Lot, and Miscellaneous Guidelines

Any form of misrepresentation by any party will result in forfeiture of all remitted fees and cancellation of your contract. In cases of rental abuses, specific individuals or groups may be prohibited from using Park Authority facilities.

Any rental may be canceled at any time at the discretion of the Park Authority Management/Prince William County Police Department.

After any necessary pre-approval, you must complete the Indoor Rental Contract and the Use and Care Agreement in their entirety and pay your deposit before your rental booking is finalized.

You must adhere at all times to the participant numbers stated on your contract. Participant numbers include everyone attending your rental: adults, children, chaperones, etc. Should the number of participants exceed what is stated on your contract, no other individuals will be allowed in to the building. Failure to adhere to this policy will result in the immediate cancellation of your rental and the forfeiture of all remitted monies, at the discretion of the Park Authority Building Supervisors, the Security Officer, Park Authority management, and/or the Prince William County Police Department.

For rentals involving 100 or more participants, teenage parties, or that have a DJ, you will be required to hand out bracelets (provided by us) to your guests as they enter the front doors of the building. You will receive the number of bracelets equivalent to the number of participants stated on your contract when you check-in with the Building Supervisor. Please keep track of these bracelets, and please inform your guests that these bracelets are not replaceable if lost. **Once your rental has started, anyone without a bracelet will be denied entry to the building.** These bracelets will allow our staff to ensure that the number of participants is not exceeding the number stated on your contract.

Once your rental has started, participants must remain in the rented room. Participants may not loiter in the lobby, hallways, other rooms, restrooms, or the parking lot at any time. Participants over 18 years of age are allowed to stand by the Front Doors of the Center for cigarette smoking purposes only-they must return to the rented room immediately following the cigarette use.

Alcohol and narcotics are not allowed in the Center, in the parking lot, or on any of the Center grounds at any time. Park Authority staff and the Prince William County Police Department will be monitoring these areas periodically and will enforce this policy as they see fit. If necessary, this enforcement will include arrest and/or the immediate cancellation of your rental.

In the case of inclement weather, should the building be closed, rentals will be rescheduled if possible or refunded.

The Park Authority is not responsible for storage of any materials for rental groups. Individuals, groups, and Organizations under contract will be assume full responsibility for any additional cleanup, damage, breakage, or misuse of Park Authority property.

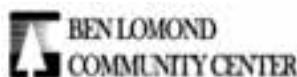
CHAPERONE POLICY

Please note that we have a very specific and thorough Chaperone Policy that must be adhered to at all times. Failure to follow this policy may result in cancellation at any time of your rental.

- **You must provide one (1) chaperone over the age of Eighteen (18) for every ten (10) children under the age of Eighteen (18) attending the rental.**
- Front Desk staff must have the names of the individuals that will be chaperoning the scheduled rental at least forty-eight (48) hours prior to the start of the rental. Failure to provide names may result in cancellation of the rental.
- For all birthday or invitational rentals, a sample of or an actual invitation sent to guests must be given to Front Desk staff no less than 48 hours prior to start of the scheduled rental. Failure to provide invitation may result in cancellation of the rental.
- All chaperones must be stationed throughout the rented room and by the exit doors. In addition, 1-2 chaperones must monitor the front door entrance to check guests in and out as they come and go. No one is permitted to roam through the center-all guests of rental must stay in designated rental area.

Chaperones must be aware that they are responsible at all times for the children they are supervising. Failure to properly supervise any child under the age of Eighteen (18) may result in cancellation at any time of the scheduled rental.

Please let us know if you have any questions or concerns about the CHAPERONE POLICY prior to booking your rental.



<http://www.pwcparks.org/blcc>