



SPOTSYLVANIA COUNTY

COMMUNITY CENTER

AND

MARSHALL CENTER COMMUNITY ROOMS

OPERATIONS HANDBOOK

Revised 1/19

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I. Community Centers – Operating Policy

The purpose of the community centers in Spotsylvania County is to provide a place for voting, meetings, social services, and recreational programs to the citizens of Spotsylvania County. Community Centers may only be reserved by Spotsylvania County residents. The operating policies, rules, and regulations are established by the Board of Supervisors, who may amend, alter, or change such policies as deemed necessary.

Use of the Centers –

Section 1. The following groups are eligible to use the community centers for meetings and social, civic, educational, recreational, or charitable purpose:

- A. Local, State, or Federal Government elections.
- B. Spotsylvania Parks and Recreation Department sponsored groups.
- C. Departments or agencies of the county government.
- D. Non-profit, civic, charitable, or tax exempt organizations serving Spotsylvania County.
- E. Responsible individuals or organizations within the county for activities not charging a fee or receiving contributions.
- F. Responsible individuals or organizations within the county for activities charging a fee or receiving contributions.
- G. Commercial enterprises, business organizations, or profit making individuals.

Section 2. ELECTIONS

The Spotsylvania County Community Centers are used as voting precincts during elections. Therefore, the community centers will be closed for a period of time set by the Parks and Recreation Department in preparation for any elections.

Section 3. NOT PERMITTED AT COMMUNITY CENTERS

Community Centers are not permitted to be used for the following events: Yard Sales, Bazaars, Bake Sales, Auctions, Band Showcases.

Use of a D.J. is not permitted at the Chancellor Community Center.

Section 4. FEES

RENTAL FEE IS TO BE PAID WHEN PAPERWORK IS COMPLETED.
CLEAN-UP DEPOSIT IS TO BE PAID WHEN THE KEY TO THE
BUILDING IS PICKED UP.

\$40.00 – per meeting for individuals – weekdays - Monday through Thursday

\$50.00 – per meeting for individuals – Friday, Saturday, Sunday

**\$40.00 – per hour for business organizations and commercial
enterprise for meetings or training sessions**

**\$40.00 – per meeting for business organizations and commercial enterprise for
employee social functions**

**\$100.00 – per meeting for individuals or organizations charging a fee
or for profit making**

No charge – per month for Rappahannock Area Agency on Aging

No charge – per meeting for scout groups with limit of one meeting
per week

No charge – per meeting for Spotsylvania County Government spon-
sored activities

No charge – per meeting for Parks and Recreation Department team
activities with limit of one meeting per season

No charge – Spotsylvania County public schools, approved school
meetings, School Board, or Adult Education

\$50.00 CLEAN-UP DEPOSIT - (MUST BE PAID BY CASH OR CHECK)
– charged to everyone when they pick up a key. Clean-up deposit will be
returned after building is checked for cleanliness. Clean-up deposit will not be
returned if the building is not cleaned after use and you will be billed for any
additional charges incurred due to the cleaning of the facility. Payment must be
submitted for the cleanup of the facility within 15 days from receipt of the bill or
future use of community centers will be denied.

\$10.00 NON-REFUNDABLE KEY PICK UP FEE (CASH ONLY) –
charged if special arrangements have to be made to pick up a key
after working hours.

Section 5. Cancellations – Individuals wishing to cancel must do so
by contacting the Spotsylvania Parks and Recreation Department at
least one week prior to the date the building is scheduled for use.
Individuals should follow up their verbal cancellation request with a
written refund request. A 20% administrative fee will be charged on
all refunds. Refund checks are mailed through the Finance Office.

Section 6. KEYS – It will be the responsibility of the user of a community center to remember when to pick up the key to the center. The key is to be picked up the weekday before you use the center. The Parks and Recreation Department will not be able to call each individual to remind them about the key. If special arrangements have to be made to pick up a key, a \$10.00 (cash) non-refundable key pick up fee will be charged. Keys should be returned the first working day after using the center. If a key is not returned within five (5) working days, the individual will be charged \$5.00 for each day the key is not returned after the five working day limit.

Section 7. Individuals or organizations desiring to use the community centers must apply by completing the appropriate application form and paying the appropriate rental fees. Applicant must provide valid I.D. when application is submitted. Applications will be approved, modified, or disapproved by the Parks and Recreation Department.

Section 8. Reservations for use of the facility should be submitted at least fifteen (15) days prior to the planned activity but not to exceed one (1) calendar year. Applicants must confirm a verbal reservation by completing an Application for Use of Community Centers and pay the required rental fee within one (1) week after making the verbal reservation. Renters who do not make payment within one week will be taken off the schedule.

Section 9. Every applicant who receives permission to use the centers, shall during the time of such use, be responsible for the preservation of law and order on the property, and be responsible for damage to the facility and equipment.

Section 10. Individuals or organizations will be financially responsible for damages done to the facility or property exclusive of ordinary wear and tear.

Section 11. Any individual or organization who fails to comply with all rules and regulations may be denied future use of the facility.

Section 12. Applicant will receive the building maintenance list outlining the users responsibilities for community centers.

Section 13. Users shall comply with all smoking, fire, alcoholic beverage and other regulations. The presence and consumption of alcoholic beverages or controlled substances are prohibited.

Section 14. Permission for groups composed of persons under 21 years of age to use the center will be granted only to adults age 21 or older who accept responsibility of supervision throughout their activity. The minimum ratio is one adult per ten (10) occupants. Adult Chaperone's list will be required to be submitted for Teenage Parties.

Section 15. Decorations in community centers will be allowed under the following conditions: All material used for decorations are flameproof; no nails, tacks, staples, or tape shall be used on walls or ceilings. Decorations shall be removed after use.

Section 16. No pets or animals will be permitted in the community centers.

Section 17. Spotsylvania County authorities or the Sheriff's Department may at any time enter or search the premises.

Section 18. Spotsylvania County is not responsible for any articles left in any facility after its use.

Section 19. The music volume in community centers should be kept at a reasonable decibel level. **Use of a D.J. is not permitted in the Chancellor Community Center.**

Section 20. Each applicant should check the community center to see that all lights are turned off and all doors and windows are locked.

Section 21. All centers are available for use from 8:00 a.m. until 11:00 p.m. **Exception: The closing time on Friday and Saturday at the Chancellor Community Center will be 9 p.m.**

Section 22. Please leave restrooms in orderly condition.

Section 23. Tables and chairs are to be used at the community centers only. There is no rental of tables and chairs.

Section 24. No rentals for overnight lodging will be allowed.

Section 25. Please have all participants of the scheduled event park in the designated areas.

Section 26. Failure to abide by the above policies will result in renter losing cleaning deposit and possible rental privileges.

II. Reservation System

1. Apply by filling out an “Application for Use of the Community Center” and submitting it along with the rental fee at least (15) days prior to the planned activity but not to exceed (1) calendar year.
2. Applicant will receive confirmation upon approval of the application.
3. Applicants will receive a community center maintenance list with confirmation.

III. Room Capacity

**Great Hall – Maximum allowed under Virginia Fire Regulations:
(Quantity of tables and chairs listed on the left will be the maximum number provided by Spotsylvania Parks and Recreation Department.) (NO EXCEPTIONS)**

	Maximum #
Berkeley	
Concentrated area (chairs only)	228
Unconcentrated area (tables and chairs)	106
Tables available 9	
Chairs available 96	
Chancellor	
Concentrated area (chairs only)	171
Unconcentrated area (tables and chairs)	80
Tables available 9	
Chairs available 84	
Lee Hill	
Concentrated area (chairs only)	298
Unconcentrated area (tables and chairs)	139
Tables available 18	
Chairs available 168	
Todds Tavern	
Concentrated area (chairs only)	132
Unconcentrated area (tables and chairs)	61
Tables available 8	
Chairs available 84	

IV. Maintenance Requirements

All applicants are required to supply general maintenance after their functions.

These are the areas required to be left clean after use:

Great Hall:

1. Pick up trash, empty trash cans, remove trash from center and dispose of trash.
2. Replace trash can liners (each individual is responsible for providing their own trash bags).
3. Sweep hall floor (pick up and dispose of debris swept up).
4. Wet mop floor.
5. Return tables and chairs to proper position on racks.

Restrooms:

1. Pick up all trash, empty trash cans, remove trash from center and dispose of trash.
2. Wet mop floor.
3. Flush commodes.

Kitchen:

1. Floor must be wet mopped.
2. Empty trash.
3. Wipe down counters, cabinets, and appliances.
4. Remove all items from cabinets, refrigerator, and oven.

Heating and Air Conditioning:

	Arrival	Departure
Heating	68 degrees	60 degrees
Air Conditioning	75 degrees	80 degrees

TURN OFF ALL LIGHTS, SECURE DOORS AND WINDOWS UPON DEPARTURE

The Spotsylvania Parks and Recreation Department office is located in Loriella Park on Rt. 639-Leavells Road. Office hours are 8:00 a.m. to 4:30 p.m. – Monday through Friday. Telephone Number – 507-7529.

V. Community Center Locations

Berkeley – 5969 Partlow Road, Spotsylvania, VA 22551 (Rt. 738) – 2 miles south of Snell. Telephone Number – 582-9266

Chancellor – 7300 Old Plank Road, Fredericksburg, VA 22407 (Rt. 610) – 2 miles west of Five Mile Fork at junction of Andora Drive (Rt. 626). Telephone Number – 786-4822 **(Use of a D.J. is not permitted in the Chancellor Community Center.)**

Lee Hill – 1 H.C.C. Drive, Fredericksburg, VA 22408 (located off of Tidewater Trail in Cosner Park (Routes 2 and 17)) 2/10 of a mile south of Tidewater Market. Turn on H.C.C. Drive and go 7/10 of a mile to center. Telephone Number – 371-9973

Todds Tavern – 10653 Catharpin Road, Spotsylvania, VA 22551 (Rt. 612) – 2/10 of a mile south-west at junction of Brock Road (Rt. 613). Telephone Number – 972-7015

CALL 507-7529 TO RESERVE BUILDINGS – Do not call the numbers listed above to reserve community centers.

VI. Emergency Numbers

1. Who to call – **If you lock yourself out of the building or if you forget to pick-up a key and no one (Park Attendant) is available at the Parks and Recreation Office when the office is closed, call the Sheriff's Department at 582-7115.**
2. **Emergency numbers** – Sheriff's Department, Rescue Squad, Fire Department – **Dial 911**

I. MARSHALL CENTER - COMMUNITY ROOMS

OPERATING POLICY

1. The purpose of the Marshall Center is to provide a place for recreational programs to the citizens of Spotsylvania County. The requirements of Parks and Recreation programming shall receive first consideration, and the permitted use of any community room shall in no way interfere with regular County business.
2. Spotsylvania County government departments and outside groups may schedule use of the Marshall Center Community Rooms around events and programs sponsored by the Parks and Recreation Department.
3. The operating policies, rules, and regulations are established by the Spotsylvania County Teen and Senior Center (SCTSC) Board of Directors and the Parks and Recreation Department.

Priority / Eligibility

The following groups are eligible to use the center for meetings, social, civic, educational, or charitable purposes:

- A. Spotsylvania Parks and Recreation Department sponsored groups.
- B. Departments or agencies of Spotsylvania County government.
- C. Other groups serving social, civic, educational or charitable purposes.
- D. Non-profit, civic, charitable, or tax exempt organizations serving Spotsylvania County.
- E. Responsible individuals or organizations within the county for activities not charging a fee or receiving contributions.
- F. Responsible individuals or organizations within the county for activities charging a fee or receiving contributions.
- G. Commercial enterprises, business organizations, or profit making individuals.

Ineligible Activities – Yard Sales, Bazaars, Bake Sales, Auctions, Band Showcases.

The Marshall Center community rooms consist of the Main Lounge, Activity Rooms A, B, C and D. Evening and weekend visitors to the Marshall Center are not permitted in any other areas of the building – no exceptions.

II. Reservations and Fees

1. Reservation applications for use of a community room should be submitted at least 15 days prior to the planned activity but not to exceed six months. Applicants must confirm a verbal reservation request by completing the facility use request form and paying rental fee within one (1) week after making reservation. Reservations are not complete without rental fees and will be approved, modified, or disapproved by the Parks and Recreation Department. A group's reservation request will be considered on a first-come, first-served basis and depends upon room availability and staff scheduling.
2. After hours rentals require a Parks and Recreation staff member to be on-site. Staff will open and close the facility and ensure all facility procedures. Staff time is assessed at \$15 per hour according to the times stated on the group's application form plus: a) 30 minutes before the rental to unlock the facility, check building, and open all emergency exits, and b) a minimum of 30 minutes following the exit of the last member of the group to allow for proper cleaning, inspecting, and locking the building.
3. All charges are to be paid in advance for the use of any community room. Payment is to be made by cash, check, or money order payable to *Treasurer, Spotsylvania County*. Payment in full is due when written reservation is made. Additional charges for unanticipated staff time or for damages will be assessed by the Parks and Recreation Department.

4. Individuals or Employee Social Functions for Business Organizations or Commercial Enterprise

All rentals are a minimum of two hours. The \$30 Base Rental Fee is a per room charge. Additional fees are charged for each additional community room used by your group. (Different fees apply for business organizations or commercial enterprises for meetings and training sessions. See Number 5.)

Cleaning Deposit	Base Rental Fee	+	Open / close (staff time)	+	Hourly rental rate (staff time)
\$50 (Refundable) Cleaning deposit refunded if your group follows maintenance procedures.	Main Lounge - \$40 - Monday through Thursday Main Lounge - \$50 - Friday, Saturday, Sunday Room A \$30 Room B \$30 Room C \$30 Room D \$30 Kitchen \$10 with use of Main Lounge	+	\$15 ½ hour prior to rental start time & ½ hour after rental end time	+	\$15 per hour For each hour that your group is in the building.

For Example: Your group wishes to rent *Room A* for three hours on a Saturday afternoon:
Base Fee \$30 + Three Hours \$45 + Staff open/close time \$15 = Total Rental Fee \$90.00
 An additional Cleaning Deposit of \$50 is due prior to your rental date. Must be submitted by separate payment.
 Total amount due for use = \$140.00
 All fees are paid in full one (1) week after making verbal reservation.

5. Business Organizations and Commercial Enterprise Fees for Meetings or Training Sessions

Cleaning Deposit	Base Rental Fee	+	Open / close (staff time)	+	Hourly rental rate (staff time)
\$50 (Refundable) Cleaning deposit refunded if your group follows maintenance procedures.	Main Lounge \$40 per hour Room A \$30 per hour Room B \$30 per hour Room C \$30 per hour Room D \$30 per hour Kitchen \$10 per hour with use of Main Lounge	+	\$15 ½ hour prior to rental start time & ½ hour after rental end time	+	\$15 per hour For each hour that your group is in the building.

6. Individuals or Organizations Charging a Fee Rates

Cleaning Deposit	Base Rental Fee	+	Open / close (staff time)	+	Hourly rental rate (staff time)
\$50 (Refundable) Cleaning deposit refunded if your group follows maintenance procedures.	Main Lounge \$100 Room A \$50 Room B \$50 Room C \$50 Room D \$50 Kitchen \$20 with use of Main Lounge	+	\$15 ½ hour prior to rental start time & ½ hour after rental end time	+	\$15 per hour For each hour that your group is in the building.

- A. At the Director's discretion, County-based local chapters of service foundations, and department sponsored groups may have the base rental fee waived completely. The cleaning deposit (\$50 refundable) will still be charged. Hourly rental rates (when staff attendant is required on-site) will still be charged.
- B. Spotsylvania County government may have all rental fees waived.
- C. **Cleaning Deposit will be forfeited if use of facility runs over allotted/approved time of use.**

III. ROOM CAPACITY

Maximum capacity allowed under Virginia fire regulations:

	Maximum #
Main Lounge	
Chairs Only	492
Tables and Chairs	230
Activity Room A	
Chairs Only	50
Activity Room B	
Chairs Only	50
Activity Room C	
Chairs Only	50
Activity Room D	
Chairs Only	70

IV. Chairs and Tables Available

Main Lounge	5 Rectangle Tables, 14 Round (5 ft) Tables	150 Chairs
Activity Room A	4 Rectangle Tables	20 Chairs
Activity Room B	4 Rectangle Tables	20 Chairs
Activity Room C	4 Rectangle Tables	20 Chairs
Activity Room D	4 Rectangle Tables	20 Chairs

(If more tables and chairs are needed, renter is allowed to provide them for their use)

V. Cancellations

Individuals wishing to cancel must do so by contacting the Spotsylvania Parks and Recreation Department at least one week prior to the date the building is scheduled for use. Individuals should follow up their verbal cancellation request with a written refund request. A 20% administrative fee will be charged on all refunds. Refund checks are mailed through the Finance Office. Refunds are not available for cancellations less than one week prior to rental date.

VI. Renter's Responsibilities

1. Any individual or organization that fails to comply with all rules and regulations may be denied future use of the facility.
2. Every applicant, who receives permission to use the center, shall during the time of such use, be responsible for the preservation of law and order on the property, and be responsible for damage to the facility and equipment. Individuals or organizations will be financially responsible for damages done to the center or property exclusive of ordinary wear and tear. The using group or organization shall agree to indemnify and hold harmless the County and all of its members and employees from any loss or injury incurred in connection with the use of the Marshall Center. Parks & Recreation reserves the right to require evidence of insurance for the protection of persons and property. The group or organization shall be required to provide acceptable supervision and crowd control measures whenever renting the facility.
3. Permission for groups composed of persons under 21 years of age to use the community rooms will be granted only to adults age 21 or older who accept responsibility of supervision throughout their activity. The minimum ratio is one adult per ten (10) minor occupants

Renter's Responsibilities Continued -

4. An employee of Parks & Recreation or another person specifically approved and designated by the Director must be on duty at all times whenever any community room is used. If outside the normal duty hours of the employee (or other person), the community organization will pay the employee in accordance with established fees. County authorities shall have access to any meeting or activity held in or on Marshall Center grounds.
5. Spotsylvania County authorities or the Sheriff's Department may at any time enter or search the premises.
6. Users shall comply with all smoking, fire, alcoholic beverage and other regulations. The presence and consumption of alcoholic beverages, or controlled substances are prohibited. Smoking is prohibited in the building.
7. No special equipment that is the property of Spotsylvania County will be used by any group or organization unless specific approval has been granted by the Parks & Recreation Department.
8. No pets or animals will be permitted in the center.
9. Spotsylvania County is not responsible for any articles left in the community rooms after use. Articles found will be dated, kept for one month, and then disposed of. Groups may not store equipment, furniture or supplies in the community rooms.
10. Applicants will receive the center's maintenance requirements outlining the user's responsibilities. The building is to be left in an orderly condition upon the completion of your event.
11. Decorations in community rooms will be allowed under the following conditions: All material used for decorations are flameproof; no nails, tacks, staples, or tape shall be used on walls or ceilings. Decorations shall be removed after use.
12. Each applicant should check the center to see that all lights are turned off and all doors are locked.
13. Please leave restrooms in orderly condition.
14. Remove all trash from center and dispose of trash after the event is concluded. Do not leave your trash at the building. Take it with you when you leave.
15. Tables and chairs are to be used in the center only. There is no rental of tables and chairs.
16. Marshall Center is available for use: Mondays, Tuesdays, Wednesdays – 3 p.m. - 11pm.
Thursdays, Fridays, Saturdays, Sundays – 8 a.m. -11 p.m.

No rentals for overnight lodging will be allowed.

17. Main Lounge needs to be accessible to all groups for use of restroom facilities.
18. The music volume in the center should be kept at a reasonable decibel level. Please be mindful of other groups that may be occupying other areas of the Marshall Center. No band showcases permitted.
19. Please have all participants of the scheduled event park in the designated areas.

--- Failure to abide by the above policies will result in renter losing rental privileges.---

One Time Use / Regular Use of Facility

Applications by a group or organization for use of Marshall Center community rooms are typically for a single event on a special date. Requests for regular (weekly, monthly, etc.) use of a community room will be considered after careful review. Regular use, for the purpose of this regulation is defined as events scheduled to be held on more than one date such as weekly meetings, monthly classes, etc. Requests for regular use will be considered for a period of time not to exceed three months per application. Applications to extend regular use of a facility beyond the three months will be considered at the department's discretion.

VI. MAINTENANCE REQUIREMENTS

All renters are required to supply general maintenance after their functions. These are the areas required by the renter to be left clean after use:

Main Lounge & Activity Rooms:

1. Pick up trash, empty trashcans, remove trash from center and dispose of trash.
2. Replace trashcan liners. Trashcan liners are located in the utility closet across the hall from the kitchen.
3. Sweep floor and pick up and dispose of swept debris. Brooms are located in the utility closet across from the kitchen.
4. If floor has spills, food, or significant dirt from your function, you are then responsible for wet mopping floor. Mops are located in the utility closet across from the kitchen.

Restrooms:

1. Empty trash cans.
2. Flush commodes.

Kitchen:

1. Floor must be wet mopped.
2. Wipe down counters, cabinets, and appliances.
3. Empty trash cans.
4. **Locked cabinet doors are to be left alone. Food and drinks already in the refrigerator and freezers are the property of the Senior Center and are not to be used for your function.**

Heating and Air Conditioning

Heat and Air are maintained and regulated by building maintenance. Room temperatures are subject to the entire building settings. In the event of a heat and air emergency, facility attendant will call the dispatch center to notify General Services Maintenance Staff.

TURN OFF ALL LIGHTS & SECURE ALL DOORS AND WINDOWS UPON DEPARTURE.

To reserve a Marshall Center Community Room or for additional information, please contact the Spotsylvania Parks and Recreation Department at 507-7529, or in person at the Parks and Recreation office at Loriella Park, 10910 Leavells Road, Fredericksburg, VA 22407. Please Do Not Call the Marshall Center directly.

Emergencies - Sheriff's Department, Rescue Squad, and Fire Department – Call 911