

HENRICO COUNTY RECREATION & PARKS



FACILITY RESERVATION GUIDE AND POLICIES



Rental Hours of Operation

Monday-Thursday: 8am-10pm

Friday & Saturday: 8am-10pm

Sunday: 1-10pm

Entirety of event, including set-up and clean-up, must occur within reserved hours and may not occur before or after facility rental hours of operation.

RENTAL POLICIES

Application for Use

1. For Henrico County residents or organizations, applications are accepted on a first-come, first-served basis, no more than one year and no less than 30 days before the requested date.
2. Proof of county residency must be provided with the application. Acceptable forms of proof of residency:
 - a. Individual: Valid driver's license, DMV-issued identification card, or voter registration card accompanied by a photo ID with name.
 - b. Organization: Henrico County business license, packing slip, business card, or letterhead.
3. Non-county residents may reserve a facility no more than six months and no less than 30 days before the requested date.
4. Applications for governmental use, other than activities sponsored by Henrico County Division of Recreation and Parks, will be accepted no more than 90 days and no less than 30 days from the requested date.
5. All applicants must be 20 years of age or older.
6. The applicant or a designee named in the application must be on-site during the scheduled event.
7. All transactions related to the application, including changes to the contract and payments (unless paying in cash), must be made by the applicant. A photo ID will be required.
8. Requested changes to the contract must be approved by designated staff and are subject to availability.
9. The Director of Recreation and Parks or designee must approve all entertainment in advance.
10. Priority for use of facilities is given to any activity organized or sponsored by Henrico County.

Lottery Process

All reservation decisions made according to the procedures below are final.

The lottery process shall be used when there are two or more individuals submitting a *Facility Reservation Application* at the same time for use of the same facility on the same date and time.

1. Regardless of arrival time, the lottery process begins at 8:00 a.m., Monday-Saturday, and at 1:00 p.m. on Sundays.
2. If one or more county residents and one or more non-county residents are present at the same time and wish to reserve the same date and time, the county resident will have priority over the non-county resident.
3. If **two or more county residents** are present at the same time and wish to reserve the same date and time, a lottery drawing will be held to decide who is granted use of the facility for that date and time. This drawing will be held by the staff on duty in the presence of the participating residents. The same lottery process applies if **two or more non-county residents** are present at the same time, in the absence of a county resident, and wish to reserve the same date and time.
4. Only one lottery entry is allowed per event. (This includes family, friends, etc.)

Deposits and Fees

1. Methods of payment accepted: exact cash, check, debit/credit card. *Checks and debit/credit cards must be in the name of the applicant.
2. A security deposit of \$200, payable to Henrico County, must be submitted with the completed application. If the application is denied, the full security deposit will be refunded by check within six weeks. If the applicant chooses to cancel the scheduled event, written notice must be given no less than 30 days before the event. Refunds will not be issued for cancellation requests provided less than 30 days before the event date. Cancellations must be delivered to the facility by email or in person for the security deposit to be refunded. Only written cancellations from the applicant will be accepted. Upon confirmation, the refund will be issued by check within six weeks of acceptance of the written cancellation.
3. All required fees are due 30 days before the requested date. If fees are not paid, the event will be cancelled, and the deposit retained.
4. Additional fees will be established by room, number of hours of usage, and nature of the event requested. Hourly rates can be found on pages 6-7.
5. The security deposit will be refunded by check issued to the applicant within six weeks after the event date, except in the following instances:
 - a. Any failure to comply with the terms, conditions, and rules in this *Facility Reservation Guide and Policies* or the *Facility Reservation Application Contract Overview*, any provision of *Chapter 14 of the County Code*, any rules or regulations of the division, or any rules or addendums specific to the rented facility.
 - b. Any damage is done to the facility, its contents, or other county property. If the value of the damage exceeds the \$200 security deposit, the applicant will be responsible for additional charges.
 - c. Failure to vacate the facility at the designated time or failure to remove by the designated time all belongings (including, but not limited to, food, beverages, and decorations) brought to the facility.
 - d. If any payments on behalf of the applicant are returned.
 - e. The applicant has outstanding and unpaid debts due to Henrico County.

Youth Events (Events for youth ages 15-19)

1. A "youth event" or an "event for youth" is an event oriented or marketed towards high school-aged and/or early college-aged youth.
2. The presence of two off-duty Henrico Police officers is required for events for youth. Applicants are assessed a minimum fee of \$400 for the service, which includes three hours of coverage during the event, as well as ½ hour before and after the submitted and approved event time. Fees for additional hours of police coverage as required will be assessed at a flat rate of \$100 per hour. The Director of Recreation and Parks or designee will consider written requests to waive these charges in accordance with Division Policy No. RP0003.
3. A minimum of one chaperone (20 years of age or older) is required. For events with more than 25 guests, an additional chaperone is required for every 25 youth guests. Chaperones must be present at all times.
4. A guest list must be submitted no less than 14 days before the event date.
5. Event times must be pre-determined and submitted no less than 30 days before the event.

RENTAL POLICIES

Facility reservations are tentative until reviewed and approved by designated staff. Facility tours are scheduled on an appointment-only basis. Appointments can be requested by phone or email. See the back page for facility contact information.

Applications may be denied on any of the following grounds:

1. The applicant or the person on whose behalf the application was made has on a prior occasion made a material misrepresentation or omission in an application to the division or has violated division rules, the terms of a prior permit issued to or on behalf of the applicant, or the provisions of *Chapter 14 of the County Code*.
2. The application is not fully complete and signed.
3. The applicant has not paid the required security deposit, fees, or provided the required certificate of insurance (COI).
4. The applicant or the person on whose behalf the application was made is not duly organized, validly existing, and in good standing under the laws of the state in which it is formed, is not duly authorized to transact business in the Commonwealth of Virginia, or otherwise cannot legally contract.
5. The applicant or the person on whose behalf the application was made has on a prior occasion damaged division property and has not paid in full for such damage or has other outstanding and unpaid debts to the division.
6. A fully complete and signed application for the same time and place has been received, a permit has been or will be granted to a prior applicant, and/or the particular facility or room cannot accommodate multiple occupancy or uses.
7. The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the division or Henrico County and previously scheduled for the same time and place.
8. The use or activity intended by the applicant is prohibited by or inconsistent with federal, state, or local law, including *Chapter 14 of the County Code* and the regulations of the division, or would present an unreasonable risk to the health or safety of the applicant or other users of the property.

RULES FOR FACILITY USAGE

1. Marijuana and illegal drugs are prohibited. Alcoholic beverages are prohibited, except as approved in a valid Special Event Agreement with the division.
2. By reserving a facility, the applicant agrees to ensure the event attendees will comply with *Chapter 14 of the County Code*, the rules and regulations of the division, the terms, conditions, and rules for facility usage in this *Facility Reservation Guide and Policies*, the *Facility Reservation Application Contract Overview*, and any rules or addendums specific to the rented facility.
3. Facilities may not be used for profit-making activities. Activities designed to lead directly to the purchase of goods and services are not allowed.
4. Facilities may not be used for fundraising activities.
5. No admission or similar fees may be charged in connection with an event.
6. A set-up request and completed room diagram must be filled out and submitted no less than 14 days before the requested date. No changes in set-up may be made on the day of the event.

7. All set-ups (tables/chairs/HCRP amenities) must be completed by Recreation and Parks staff. County property and fixtures may not be rearranged.
8. The entirety of event, including set-up and clean-up, must occur within reserved hours and may not occur before or after facility rental hours.
9. The applicant is responsible for the facility and the facility's contents during use. The facility and its contents must be left in the condition in which they were found.
 - a. Recreation and Parks staff will complete an event checklist and walkthrough. The checklist will be reviewed with the applicant (or a designee named in the application) prior to the event and at the conclusion of the event.
10. All facilities are smoke-free facilities. Smoking (including e-cigarettes) is prohibited within 25 feet of the building. All cigarette butts and ashes must be disposed of properly.
11. Fog machines or fog-like machines are prohibited within the facilities.
12. If unforeseen circumstances, such as inclement weather, emergency maintenance, or electrical outages, cause facilities to be closed, the Division of Recreation and Parks reserves the right to cancel or facilitate rescheduling.
13. The number of event attendees may not exceed the designated capacity of the largest rented space.
14. Applicants must obtain prior written approval from the division for any materials, equipment, or entertainment to be provided by the applicant or third parties. Applicants must specify in the application such materials, equipment, and entertainment, including the provider. A COI may also be required. The failure to obtain prior written permission for materials, equipment, or entertainment, or to provide required insurance coverages, may result in the reservation being cancelled and the event attendees being required to vacate the property, in which case no refund will be issued. The division may deny permission for items prohibited by or inconsistent with federal, state, or local law, including *Chapter 14 of the County Code* and the rules and regulations of the division, for which inadequate COIs are provided, that would present an unreasonable risk to the health or safety of the applicant or other users of the facility, or that conflict with previously planned programs organized and conducted by the division or previously scheduled reservations.
15. A COI, naming the County of Henrico, Risk Management, as an additional insured, may be required, ranging from a minimum of \$1,000,000 to \$2,000,000 in general liability, dependent upon the nature of the item or service indicated. If the vendor cannot provide a COI, the onus is on the applicant to secure and provide one.
 - a. The certificate box shall read as follows:
Henrico County, Risk Management, PO Box 90775, Henrico, VA 23273
16. Facilities will be closed on designated Henrico County holidays.
17. The Director of Recreation and Parks or any designee, including a Henrico County Police Officer, may require a person to vacate the property if such person:
 - a. Fails to comply with any of the terms, conditions, or rules for usage, any rule or regulation of the division, or any provision of Chapter 14 of the County Code.
 - b. Conducts themselves in a disorderly or violent manner.
 - c. Interferes with the reasonable use of the property by any other person.
 - d. In such an event, no refund will be issued.
18. The reservation permit must be displayed in a visible location at the facility.
19. Only items expressly permitted by rules for facility usage or expressly approved on the reservation permit may be set up at the event.
20. Additional rules or addendums may apply and will be explained during the reservation process.

PRICE SHEET

Security Deposit: \$200.00

HOURLY RATE:
All reservations have a 3-hour minimum

	Resident	Non-Resident
Grand Ballrooms	\$50	\$200
Medium Rooms	\$40	\$160
Community Rooms	\$30	\$120
Small Rooms	\$25	\$100
<i>Prep Kitchen is included with Ballrooms and Stand Alone Sites</i>		
Garden Package: See Armour House Garden Package Reservation Guide for more details.	\$800 Flat Rate	\$3200 Flat Rate

LISTING BY CLASSIFICATION

Grand Ballroom	Classification	Capacity
Belmont Recreation Center: Grand Ballroom	Grand Ballroom	120
Deep Run Recreation Center: Ridgefield Ballroom	Grand Ballroom	120
Dorey Rec Center: Henricus Room	Grand Ballroom	100
Eastern Henrico Recreation Center: Strawberry Hill Ballroom	Grand Ballroom	120
The Springs Recreation Center: Justice Room	Grand Ballroom	88
Medium Rooms	Classification	Capacity
Armour House	Medium Room	30
Belmont Recreation Center: Ballroom A	Medium Room	60
Belmont Recreation Center: Ballroom B	Medium Room	60
Dorey Recreation Center: Varina Room	Medium Room	40
Elko Community Center (Stand Alone Site)	Medium Room	80
Henrico Theatre: Reception Room	Medium Room	60
Hunton Community Center (Stand Alone Site)	Medium Room	60
Hidden Creek Recreation Center (Stand Alone Site)	Medium Room	50
Twin Hickory Recreation Center (Stand Alone Site)	Medium Room	40
Community Rooms	Classification	Capacity
Belmont Recreation Center: Hermitage Room	Community Room	20
Deep Run Recreation Center: Gayton Room	Community Room	15
Eastern Henrico Recreation Center: Randolph Classroom	Community Room	20
The Springs Recreation Center: Equity Room	Community Room	15
Small Rooms	Classification	Capacity
Antioch School Community Center (Stand Alone Site)	Small Room	35
Belmont Recreation Center: Sunroom	Small Room	30
Deep Run Recreation Center: Springfield Room	Small Room	24
Dorey Recreation Center: New Market Room	Small Room	20
Highland Springs Community Center (Stand Alone Site)	Small Room	24

LISTING BY FACILITY

Belmont Recreation Center	Classification	Capacity
Ballroom A	Medium Room	60
Ballroom B	Medium Room	60
Grand Ballroom	Grand Ballroom	120
Hermitage Room	Community Room	20
Sunroom	Small Room	30
Deep Run Recreation Center	Classification	Capacity
Gayton Room	Community Room	15
Ridgefield Ballroom	Grand Ballroom	120
Springfield Room	Small Room	24
Dorey Recreation Center	Classification	Capacity
Henricus Room	Grand Ballroom	100
New Market Room	Small Room	20
Varina Room	Medium Room	40
Eastern Henrico Recreation Center	Classification	Capacity
Randolph Classroom	Community Room	20
Strawberry Hill Ballroom	Grand Ballroom	120
The Springs Recreation Center	Classification	Capacity
Equity Room	Community Room	15
Justice Room	Grand Ballroom	88
Stand Alone Sites	Classification	Capacity
Antioch School Community Center	Small Room	35
Armour House	Medium Room	30
Elko Community Center	Medium Room	80
Henrico Theatre: Reception Room	Medium Room	60
Hidden Creek Recreation Center	Medium Room	50
Highland Springs Community Center	Small Room	24
Hunton Community Center	Medium Room	60
Twin Hickory Recreation Center	Medium Room	40

FACILITY CONTACT INFORMATION

Antioch School Community Center

5650 Elko Road
Sandston, VA 23150
Antioch@henrico.gov / 804-652-1455

Armour House & Gardens

4001 Clarendon Road
Henrico, VA 23223
Armourhouse@henrico.gov / 804-652-1455

Belmont Recreation Center*

1600 Hilliard Road
Henrico, VA 23228
Belmont@henrico.gov / 804-652-1410

Deep Run Recreation Center***

9910 Ridgefield Parkway
Henrico, VA 23233
Deeprun@henrico.gov / 804-652-1430

Dorey Recreation Center*

2999 Darbytown Road
Henrico, VA 23231
Dorey@henrico.gov / 804-652-1440

Eastern Henrico Recreation Center***

1440 N. Laburnum Avenue
Henrico, VA 23223
Easternhenrico@henrico.gov / 804-652-1450

Elko Community Center

6216 White Oak Road
Sandston, VA 23150
Elko@henrico.gov / 804-652-1450

Henrico Theatre**

305 E. Nine Mile Road
Henrico, VA 23075
Henricotheatre@henrico.gov / 804-652-1460

Hidden Creek Recreation Center

2417 Brockway Lane
Henrico, VA 23223
Hiddencreek@henrico.gov / 804-652-1450

Highland Springs Community Center

16 S Ivy Avenue
Henrico, VA 23075
Highlandsprings@henrico.gov / 804-652-1420

Hunton Community Center

11690 Old Washington Highway
Glen Allen, VA 23059
Hunton@henrico.gov / 804-652-1430

The Springs Recreation Center

302 Lee Avenue
Henrico, VA 23075
Thesprings@henrico.gov / 804-652-1420

Twin Hickory Recreation Center

5011 Twin Hickory Road
Glen Allen, VA 23059
Twinhickory@henrico.gov / 804-652-1430

* Business Hours: Monday-Friday, 8a-4:30p **Business Hours: Monday-Friday, 12-4p
*** Business Hours: Monday-Thursday, 7a-9p; Friday, 7a-8p; Saturday, 8a-5p; Sunday 1-5p



ADDRESS: PO Box 90775, Henrico, Va 23273-0775
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