

DEPARTMENT OF PARKS & RECREATION  
Telephone: (540) 775-4386 FAX: (540) 775-5255  
Located in the Citizens Center  
8076 Kings Highway  
P.O. Box 71  
King George, Va. 22485  
Program Information/Online Registration:  
<https://www.kinggeorgecountyva.gov/>



## **CITIZENS CENTER USE RULES AND REGULATIONS**

The designated renter, as it appears on the rental form, is responsible for monitoring the conduct of all guests and enforcing rental policies. **The renter must be present the entire time of the rental.** It is the designated renter's responsibility to advise any and all "co-hosts" of the rules and policies as set forth in this document.

### **GENERAL**

1. Reservations are accepted no more than one year in advance.
2. Changes to confirmed rentals must be made at least two weeks prior to the event.
3. All fees must be paid in full at the time of booking. There will be a refundable security deposit required. A refund of rental fees and deposit minus \$50 (processing fee) will be given if reservation is cancelled no less than ten business days prior to date reserved. No refund of rental fees will be given if your reservation is cancelled less than ten business days of the date reserved. Security deposit will be refunded in full.
4. Additional items may be rented if requested prior to rental. The Recreation Operations Manager will approve the use of outside rental equipment at least 72 hours prior to the event.
5. Guests are confined to the rented rooms as described by the Facility Rental Form except for restroom usage. The Parks & Recreation Department reserves the right to hold other functions in rooms not reserved by the renter.
6. During the time the facility is rented, the renter shall obey all laws of the Commonwealth of Virginia and the ordinances of King George County and shall allow no nuisance, undue noise or disturbance. The King George County Sheriff's Office will be called if guests become disorderly.
7. Rental area will be available at the designated start time and not before. The rental area must be vacated at rental finish time (this includes all clean up). Citizen's Center exterior doors will be locked at the time the rental is scheduled to end if after business hours. If needed, the facility supervisor will provide access as necessary. Failure to comply with rental start time and end time will result in partial or full loss of security deposit.
8. All rentals must conclude by 12:00 AM (midnight).

9. All rules and regulations will be strictly enforced. King George County employees, and/or Sheriff's Deputies may immediately terminate a rental with no refund of rental fees or deposits if any facility rental policies are violated.
10. Renter agrees to reimburse King George Parks & Recreation for the total cost of damage to and/or replacement of County property and facilities for which the renter is responsible. Renter is also responsible for the extended costs which may include: exceeding the rental time period, exceeding the maximum number of guests, excessive clean up required by County personnel. The first \$100 to \$200 will be taken from the deposit. Additional costs will be billed to the renter.
11. The sale of any items, including refreshments, must be approved by the Parks & Recreation Department when booking the facility rental.
12. King George County reserves the right to deny a facility rental to any person or organization for any reason at any time. Scheduled rentals can be cancelled by County staff due to unforeseen circumstances in which case a full refund will be granted.
13. Groups composed of minors (under 18 years old) must be supervised by one adult for every 20 minors. Minors must be under adult supervision at all times.
14. Blocking emergency doors is prohibited. Exterior doors may not be propped open.

## **SET-UP**

15. The room(s) is available to you and your guests only for the time specified on your Facility Use Application. The renter will set up all tables and chairs unless previously arranged with the Recreation Operations Manager or Building Supervisor. Table arrangements may be altered by Staff to comply with safety and fire codes. Heavy or oversized equipment i.e., soft drink kegs, ice cream carts/coolers, etc. must be approved by the Parks & Recreation Department and require moisture absorbing pads or towels underneath to eliminate damage to the floor.
16. Decorations: To preserve our facilities, the use of glue, tape, tacks, nails, staples, confetti, glitter, rose petals, rice or other similar products are prohibited. Decorations are not allowed to be posted on walls or windows. Decorating plans must be approved by the Parks & Recreation Department prior to or at the time of booking. Open flame candles of any kind are prohibited. Violation of this rule will result in a deduction from the security deposit.
17. All preparation time (set-up time) must be included in your rental time and must take place immediately prior to your event (one continuous block of time) or the night prior (rental fees apply). Preparation time needed (decoration, delivery of supplies, cake set up, food delivery/alcohol, etc.) must be scheduled and paid for at the time of booking. Communicate the specified rental time with all vendors. **THE FACILITY WILL NOT BE AVAILABLE BEFORE THE RENTAL PERIOD STATED ON THE FACILITY RENTAL FORM.**
18. Audio Visual Equipment: There is both music and video capability via CD, DVD, MP3 (IPOD) in the hall. Groups are welcome to bring in their own equipment at no additional charge. It is important to test audio visual/laptop connections prior to your event during our business hours. Parks & Recreation Department staff have basic knowledge of our

operating system but will not be responsible for technical connection issues. Band and keyboard equipment is subject to approval.

## **CLEAN-UP**

19. ALL REMAINING SUPPLIES, DECORATIONS, FOOD AND BEVERAGES MUST BE REMOVED FROM THE FACILITY IMMEDIATELY AFTER THE EVENT. IF USING A CATERER, THEY MUST REMOVE THEIR EQUIPMENT IMMEDIATELY AFTER THE EVENT (including boxes, crates, supplies, etc.).

## **ALCOHOL EVENTS (\$200 Deposit)**

20. Renters seeking to serve alcohol at their event must obtain a One Day Banquet Permit from the Virginia Alcoholic Beverage Control Authority (ABC). The permit must be furnished to Parks & Recreation 72 hours prior to your rental and be displayed during your event. Information on this permit is available here:  
<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>.
21. Consumption of alcoholic beverages inside or outside the Citizen's Center is prohibited without a permit.
22. Sale of alcoholic beverages is prohibited.
23. Alcohol may include liquor, beer, wine and champagne.
24. Renter is responsible for ensuring all persons who drink are of legal age (21 years or older), no alcohol is served to intoxicated guests, and all state alcohol laws are obeyed.
25. Alcoholic beverages are restricted to the room(s) or areas rented and must be removed from the premises at conclusion of rental.
26. Alcohol may be served for a maximum of four (4) hours. The serving of alcohol must cease at least one hour prior to the end of the rental.
27. No kegs, pony kegs, party balls, or similar types of containers are allowed. Alcohol must be in individual serving size containers. All alcohol beverages must be served in plastic or glass containers holding no more than 16 oz.
28. Parks & Recreation Department Staff reserves the right to suspend alcohol privileges at any time for any reason. Supervising staff may request verification of the age of any individual consuming alcohol. Underage drinking during any rental or event is strictly prohibited and will result in contacting the Sheriff's Office.
29. If the event is catered and/or alcohol is served, the caterer must be licensed to serve alcohol and must provide proof of licensing to the Parks & Recreation department a minimum of three business days prior to the event.
30. Security deposit shall be returned in full within 30 business days following the rental if the facility audit indicates no damages from the rental. Damage charges will be deducted from the security deposit. Cash deposits left longer than 30 days will be deemed to be donations to the Parks & Recreation to support participation of needy children in department programs.

## **FEES**

31. Fees of the use of the Citizen's Center are approved by the King George County Board of Supervisors.

32. Certain organizations qualify for reduced rates. These include, but are not limited to:

- Rappahannock Area Agency on Aging
- King George County Public Schools
- Non-profit, civic, or charitable organizations serving King George County
- King George County Government
- Virginia Cooperative Extension
- Department of Social Services
- Department of Health

33. The security deposit and 100% of the rental fee are due at the time of application.

## **KITCHEN**

34. The kitchen is approved for warming only. There shall be no cooking of meals within the Citizen's Center.

35. There is a small ice machine available for renters, but it may not adequately supply ice for some events.

36. Preparation time for your caterer should be taken into account in your rental period.

## **CLEAN-UP**

37. At the end of your event trash must be removed and placed in the dumpster on site.

38. Facility staff will clean the Citizen's Center following your event, but excessive mess and/or damage will be charged to your security deposit.

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**I have read and agree to comply with the aforementioned rules and regulations regarding the use of the Citizens Center.**

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Applicant Name (Print)

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Date

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Applicant Signature