



**COUNTY OF HENRICO  
DIVISION OF RECREATION AND PARKS**

# **Highland Springs Community Center Facility Reservation Guide**



**16 S. Ivy Avenue  
Henrico, VA 23075**

**For more information, contact:  
Confederate Hills Recreation Center  
302 Lee Avenue  
Henrico, VA 23075  
Phone: (804) 737-2859  
Fax: (804) 737-6212**

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# HIGHLAND SPRINGS COMMUNITY CENTER POLICIES GOVERNING FACILITY USE

## **APPLICATION FOR USE**

- For Henrico County residents, applications are accepted on a first-come, first-served basis no more than a year in advance and no less than thirty (30) days before the requested date. Proof of County residency (driver's license or voter registration card) must be provided with the application for use.
- Non-County residents may reserve the facility up to six (6) months before the desired date and no less than thirty (30) days before the requested event.
- Applications for governmental use, other than activities sponsored by the Henrico County Division of Recreation and Parks, will be accepted up to ninety (90) days before the desired date.
- All applications must be signed by an individual at least 21 years of age. Permission for groups or organizations composed of persons under the age of 21 will be granted only to individuals at least 21 years of age who accept responsibility for supervising the using group or organization. In instances where events are held with participants under the age of 21, one chaperone 21 years of age or older for every twenty-five (25) participants must be present at all times.
- The applicant or named designee must be on-site during the scheduled event.
- All rental transactions, including payments, must be made by the applicant. Completed applications and deposits may be submitted at Confederate Hills Recreation Center during regular office hours, Monday through Friday, 8:00 a.m. - 4:30 p.m.
- The Director of Recreation and Parks or designee must approve all entertainment in advance.
- The Division of Recreation and Parks reserves the right to review, on a case by case basis, each event, program, or performance against the standards listed in the Division of Recreation and Parks Mission Statement.
- The order of priority for use of the facility is as follows:
  1. Any activity or use available to the public sponsored by the County of Henrico Division of Recreation and Parks.
  2. Any non-governmental activity or use.
  3. Any governmental use, other than an activity or use sponsored by the County of Henrico Division of Recreation and Parks.

*The Site Manager must approve all applications for facility use before they can be confirmed. Individuals wishing to tour the facility must make an appointment with the Site Manager so as not to interfere with events in progress.*

## **RESERVATION LOTTERY PROCESS**

*All reservations decided according to the procedures listed below are final.*

- If one or more County residents and one or more non-County residents arrive at the same time and wish to reserve the same date, the County residents will have priority over the non-County residents.
- If two or more County residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the participating residents.
- If two or more non-County residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the non-County residents.
- Only one lottery entry is allowed per event.

## **FEES AND DEPOSITS**

- All required fees and deposits are due thirty (30) days before the event date requested.
- If room set-up is required, a set-up request and room diagram must be filled out and submitted with the required fee thirty (30) days before the event date requested. No changes in set-up may be made the day of the event.
- Any furniture to be arranged or set-ups to be made must either be done by Recreation and Parks staff or under their supervision.
- On the day of the event, four (4) hours are given prior to the event for preparation and one (1) hour is given immediately after the event for cleanup. The four (4) hour allowance excludes Sunday events scheduled before 5:00 p.m.
- The presence of two off-duty Henrico County Police officers is required for events for youth ages 12-20. Applicants are assessed a minimum fee of \$400 for the service, which includes coverage for ½ hour before and after the scheduled

event. Fees for additional hours of police coverage as required will be assessed at a flat rate of \$100 per hour.

- A security deposit of \$200, made payable to County of Henrico, must be submitted with the completed Facility Rental Application. If the application for use is denied by Henrico County, the full security deposit will be refunded by check within thirty (30) days from the date received. If the applicant elects to cancel the scheduled event, written notice must be given to facility staff in person or by mail, email, or fax at least thirty (30) days before the event date in order for the security deposit to be refunded. This refund will be issued by check within thirty (30) days of the receipt of the written cancellation notice.
- All parties using the facility are responsible for any damage to the facility and its property. If the value of damage exceeds the \$200 deposit fee, the applicant will be assessed additional charges. The security deposit will be refunded by check issued to the applicant within thirty (30) days of the scheduled use except in the following instances:
  - a. Failure to abide by the policies and procedures stated in the Facility Reservation Guide.
  - b. Any damage is done to the building or facility property.
  - c. Applicant fails to vacate the building at the designated time. A maximum of one (1) hour after the event will be provided for completion of cleanup and removal of materials.
  - d. Applicant fails to meet the following requirements for cleanup:
    1. All materials and equipment brought into the facility, including food and beverages and decorations, must be removed immediately following the event. The County of Henrico and its Division of Recreation and Parks assumes no responsibility for any property placed in or on the premises.
    2. Materials and equipment borrowed from the facility, including audiovisual equipment, must be left in the same condition as before use.

#### **RULES FOR FACILITY USAGE**

- No materials or equipment, including signs or posters, shall be attached to the facility or its property. No flammable liquids or materials may be used without prior inspection and approval by the Henrico County Division of Fire. **No open flames are allowed; lighted candles must be covered with globes.**
- Any applicant wishing to use a private caterer for any event must submit the caterer's name with the application. The caterer must follow all state and local regulations governing the serving of food and beverages.
- No money or admission shall be collected on the premises at any time by a non-governmental user of the facility. The sale of food or drink in the facility is prohibited.
- This is a smoke free facility. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.
- **Alcohol is prohibited.**
- No rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility. Birdseed and bubbles may be used outside only.
- If unforeseen circumstances, such as inclement weather or electrical outages, cause the facility to be closed, the Division of Recreation and Parks reserves the right to cancel any scheduled use of the building and notify the applicant.
- The number of people in the facility and its rooms shall not exceed established and posted capacities.
- All vendors and rental contractors who provide equipment that the County does not provide must be approved in writing and in advance by the Director of Recreation and Parks or designee.
- The facility will be closed on designated Henrico County holidays and the *first full week* in January for annual cleaning.

### **County of Henrico Division of Recreation and Parks Mission Statement**

The Division of Recreation and Parks exists to enhance the quality of life and to foster a sense of well-being and community for the citizens of Henrico County. This is accomplished through management of resources and by facilitating leisure services and recreational opportunities in safe and well maintained environments.

## HIGHLAND SPRINGS COMMUNITY CENTER FEE SCHEDULE

All users of the facility must pay the established fee in full. Requesting additional hours for use requires the purchase of additional hours for each area rented.

The fee schedule for facility use of Highland Springs Community Center shall be as follows:

Room	3 Hour Minimum		Each Additional Hour	
	Resident	Non-resident	Resident	Non-resident
Recreation Room	\$75	\$300	\$30	\$120

### **Program Capacity**

Recreation Room 24

\*Rental includes use of kitchen.

### **Deposits & Fees**

Security Deposit: \$200

Setup Fee: \$35

Off-Duty Police Fee (4-Hour Minimum): \$400

Off-Duty Police Fee (each additional hour) \$100 (per hour)

### **Hours of Rental Operation**

Monday -Thursday: 8:00 a.m. - 10:00 p.m.

Friday & Saturday: 8:00 a.m. - 11:00 p.m.

Sunday: 1:00 p.m. - 10:00 p.m.