



Town of Dumfries
The Jeff Simpson Community & Cultural Arts Center
Center Usage Policy

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GENERAL INFORMATION

Welcome to the Jeff Simpson Community & Cultural Arts Center (hereinafter referred to as the “Community & Cultural Arts Center”) in the Town of Dumfries. The Community & Cultural Arts Center is host to many community events and programs in the heart of Dumfries, Virginia.

SCHEDULE OF HOURS

The Jeff Simpson Community & Cultural Arts Center is generally available Monday through Thursday from 6 pm until 10:00 pm and Friday through Sunday from 9 am until 10:00 pm unless otherwise specifically permitted by the Town Manager of Dumfries.

DUMFRIES, VIRGINIA'S OLDEST CHARTERED TOWN

Dumfries, the largest Town in Prince William County, was chartered in 1749 by a group of men with vision that included the first families of Northern Virginia, Washington, Lee, Grayson and Mason, among others. These founding fathers recognized the importance of the site and decided that a town and port should be established on Quantico Bay for easy access to ship tobacco to England and to receive the manufactured goods not available in the Colonies. This site became the Town of Dumfries and was located on the Kings Highway, the only road linking all the colonies.

It was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the town after his birthplace, Dumfries, Scotland. It grew in wealth and importance as a major tobacco port that rivaled New York and Boston until soil erosion and silting of the port caused Dumfries' demise.

Today, Dumfries is known as the oldest continually chartered Town in Virginia.

COMMUNITY & CULTURAL ARTS CENTER HIGHLIGHTS

The capacity of the Community & Cultural Arts Center is 60 people on the Ground Level. The Dumfries Learning Center on the second floor is available for rent. The capacity is 78 people for the second floor. Refer to the Town Code section under "POLICIES AND CONDITIONS FOR USE" for further capacities.

The Jeff Simpson Community & Cultural Arts Center is handicapped accessible. Handicapped parking is also available.

LOCATION AND DIRECTIONS:

The Jeff Simpson Community & Cultural Arts Center is located at 17757 Main Street, Dumfries, Virginia,



From Points North: Take I-95 South, exit 152B-Dumfries, turn right onto route 1 south (becomes Main Street), 17757 Main Street will be on your left.

From Points South: Take I-95 North, exit 150-Triangle, turn left onto route 1 North, turn left on Graham Park Road, turn right onto Main Street, 17757 Main Street will be on your right.

(Satellite picture from www.yahoo.com)

PARKING

Public Parking is available at the parking lot directly located outside the Jeff Simpson Community & Cultural Arts Center. Overflow parking is permitted in the designated parking area located to the rear of Dumfries Police Department.

POLICIES AND CONDITIONS FOR USE

The Town government has priority use of this facility for Town related functions, subject to availability as permitted by the Town Manager. The Jeff Simpson Community & Cultural Arts Center may be reserved by private and public groups, civic and service associations, as well as individuals; however, no commercial use of the facility is allowed. To reserve the Jeff Simpson Community & Cultural Arts Center, the Use of Facilities Agreement/Application must be completed, and approval granted by the Town Manager or designee. The following outlines policies and conditions governing the use of the Jeff Simpson Community & Cultural Arts Center as well as information pertaining to the applicable fees for the use of the Jeff Simpson Community & Cultural Arts Center.

These policies and conditions for use of the Jeff Simpson Community & Cultural Arts Center have been developed over the past few years and are subject to revisions or amendments as conditions develop.

APPLICATION PROCESS

A completed Use of Facilities Agreement/Application must be submitted to the designee at least 60 days prior to the event, including all ongoing/long-term use agreements. The Town Manager or his/her designee will be responsible for approving all applications.

A non-refundable security deposit of \$50 is due along with the Use of Facilities Agreement/Application. Applications submitted without the security deposit will not be accepted. To secure your reservation, the usage/rental fee for use of the Jeff Simpson Community & Cultural Arts Center is due within seven days of your event.

The Town of Dumfries reserves the right to conduct a background check on any individual or group or organization that applies to use the Jeff Simpson Community & Cultural Arts Center.

There will be absolutely no alcohol permitted at any event at the Jeff Simpson Community & Cultural Arts Center.

Organizations that fall under Group I or Group II that meet throughout the year may request multiple dates for a six-month period at one time. Priority is given to ongoing users whenever possible.

CATEGORIES FOR USAGE

- | | |
|------------------|---|
| Group I | Town of Dumfries sponsored and co-sponsored events, Historic Dumfries events, and events sponsored by Dumfries Town Council members and other local, state and federal government agencies. |
| Group II | Town of Dumfries residents, HOA's, non-profit organizations (with proof of status), and religious institutions. |
| Group III | Town businesses, and local, state, and federal candidates. |
| Group IV | Others |

USAGE/RENTAL FEES

- | | |
|-----------------------------------|-------------------------------|
| Group I -No cost for usage | Group III - \$35/ hour |
| Group II - \$25/hour | Group IV - \$50/hour |

Non-profit organizations located in the Town of Dumfries are permitted to use the facility one day per month at no charge, but the Use of Facilities Agreement/Application must be submitted. The following organizations currently using the facility may continue to do so without the submitting the Use of Facilities Agreement/Application:

- 1) Women in Community Action
- 2) Rolling Thunder
- 3) Rebecca's Lodge
- 4) Historic Dumfries

*Under no circumstances should the Jeff Simpson Community & Cultural Arts Center be rented for third party use.

RESERVATIONS

Reservations for the Jeff Simpson Community & Cultural Arts Center are on a first come, first serve basis and may be made no more than six (6) months in advance. The Jeff Simpson Community & Cultural Arts Center will not be available for rental on various days throughout the year when Town sponsored events are being held and Elections.

SECURITY DEPOSIT

The non-refundable security deposit of \$50 per event is due along with the Use of Facilities Agreement/Application. Both are required to initially secure your reservation date.

Users exceeding their reserved time will be charged the applicable hourly rate per hour. Any charges exceeding the usage/rental fee will be billed to the user. The Town of Dumfries reserves the right to take legal action to collect any monies due and will seek attorneys' fees.

There will be no assignment of the Use of Facilities Agreement/Application to another party.

PERMIT

All required permits and inspections, if any are the responsibility of the user and at the discretion of the Town Manager or designee.

BUSINESS LICENSES AND TAXES (if applicable):

All potential organizations and Town of Dumfries residents requesting use of the Jeff Simpson Community & Cultural Arts Center must have a Town of Dumfries Business License on file, and must be current on taxes.

CAPACITY

The first floor of the Jeff Simpson Community & Cultural Arts Center comfortably accommodates up to 60 guests (based on fire code regulations). There are 16 rectangular tables and approximately 60 chairs available for use at the Jeff Simpson Community & Cultural Arts Center. If this is non-sufficient for your event, it is the responsibility of the user to secure additional equipment.

CANCELLATIONS

A full refund of the usage/rental fee minus a \$25 administrative fee will be made if cancellations are made no later than two (2) weeks prior to the use date. No refund is available after two (2) weeks. The deposit is non-refundable.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on the premises.

SMOKING

Smoking is not permitted inside of the Jeff Simpson Community & Cultural Arts Center.

DECORATIONS

Prior approval must be granted for decorations and any decorations permitted must be removed at the conclusion of the event.

INSURANCE & INDEMNIFICATION

The user is responsible for all injuries to all guests. The user is required to provide their own liability insurance or purchase T.U.L.I.P. (Tenant User Liability Insurance Policy). More information on obtaining TULIP can be found here, www.vmlins.org. Proof of liability insurance is required with an application for usage. The user agrees to indemnify the Town in all claims that may be made.

DAMAGES

The user is responsible for all damages to property and equipment. User must take preventative action to prevent damages, i.e., the use of drip pans for cooking or motorized equipment. —The Jeff Simpson Community & Cultural Arts Center and surrounding area will be reviewed, prior to and after use by the event user and the Town. Marring or staining of any surfaces of the Community & Cultural Arts Center or grounds is prohibited. Damages shall be deducted from the security deposit and any balance due will be billed to the user.

CLEAN-UP

Users are responsible for all cleanup of the Jeff Simpson Community & Cultural Arts Center and surrounding site and will incur additional costs for any costs required to return the Jeff Simpson Community & Cultural Arts Center to “as found” condition. These costs will be deducted from the security deposit. Users must provide their own trash bags and cleaning supplies/equipment. Trash from the event must be removed from the Jeff Simpson Community & Cultural Arts Center and placed in large trash receptacles that are located in the back of the Dumfries Police station immediately after the conclusion of the event.

KEYS

Each user will be required to secure a key to the building prior to the date of their event. For example, if the event is being held on Saturday, the user must obtain a key the Friday prior between the normal business hours of 8:30 am-5 pm. Each user will be responsible for signing out the key as well as ensuring the key is returned. After the event, the key may be placed in the drop-box located outside of the Dumfries Police station. **A \$250.00 fee will be charged for any lost or misplaced keys.**

OTHER REGULATIONS

Open access to the sidewalks, buildings, driveways and roadways must always be maintained. Parking is permitted only in the designated areas.

All lights and ceiling fans must be turned off prior to leaving the Jeff Simpson Community & Cultural Arts Center after your event.

Food cannot be cooked or prepared on site. Food may be warmed and served.

The Dumfries Town Manager must approve all fundraising events held at the Jeff Simpson Community & Cultural Arts Center.

Users are to maintain appropriate and respectful behavior. Public disturbances, including lewd or vulgar and excessive noise are prohibited.

Disorderly functions or uncontrolled events will not be tolerated! If the situation does not get under control after one warning, all persons will be asked to leave the premises and all fees and security deposits will be forfeited.

VIOLATIONS OF LAW

Violation of any laws prevailing in the Town of Dumfries by any person while in attendance will be enough grounds for termination of the event, with forfeiture of rental fee and security deposit. The deposit is non-refundable. Failure to comply with these policies and conditions will result in immediate termination of the event,

**Users and groups are expected to understand and respect that Town Departments and other businesses are co-located at the Jeff Simpson Community & Cultural Arts Center 7 days per week. during weekdays. Interference with Town employees and or may result in loss of privilege to use the Community & Cultural Arts Center.

LOST & FOUND

Call 703 221-3400 to report lost or found items in the Jeff Simpson Community & Cultural Arts Center. Items unclaimed after 30 days will be disposed of.

FAILURE TO COMPLY

Users that violate the policies and conditions listed herein may be denied the privilege of scheduling future events at the Jeff Simpson Community & Cultural Arts Center.

POINTS OF CONTACT

For additional information on use of the Jeff Simpson Community & Cultural Arts Center:

Town of Dumfries 703-221-3400

For additional information regarding security, noise ordinances.

Town of Dumfries Police Dept. 703-221-1111

Jeff Simpson Community & Cultural Arts Center

Use of Facilities Agreement/Application

For Office Use Only:

Non-refundable Deposit Fee Paid: \$ _____ Date: _____

(Due in full at time at the time Use of Facilities Agreement/Application is submitted)

Usage/Rental Fee Paid: \$ _____ Date: _____

(The total rental fee is due within seven days of receipt of confirmation)

Cancellation Fee Returned: \$ _____ Date: _____

Name of person/organization responsible for the event/program: _____

Street Address: _____

City, State & Zip Code: _____

Phone Numbers: (Home) _____ (Work) _____ (Cell) _____

Type of Event/Program:

Group I: _____

Group II: _____

Group III: _____

Group IV: _____

Date(s) Needed for rental: _____

*If you intend to renew for six more months, it is your obligation to notify us by 60 days prior to start.

Time: Time In (to include setup time) _____(AM/PM)

Time Out (to include cleanup) _____(AM/PM)

Non-profit status verified

Residency within Town verified

Insurance Verification

Approximate Number of guests: _____

Community & Cultural Arts Center Capacity (60 people)

I have read and fully understand the contents of the attached facility Rules & Regulations as applicable to renting the [Jeff Simpson](#) Community & Cultural Arts Center and agree to the terms of this agreement. This Contract is prepared and agreed upon by:

User's Signature _____

Date: _____

Staff Signature _____

Date: _____