

Parks, Culture & Recreation

City of Manassas Community Center

Facility Rules & Regulations

Last Updated: April 1, 2025



Section 1: General Rules

This section applies to all visitors, patrons, and rentals unless otherwise permitted in Sections 2, 3, or 4.

1. **Advertising:** No flyers, banners, or advertising materials can be placed in or on the Community Center without the expressed written consent of the facility staff.
2. **Alcohol:** Possession or consumption of alcoholic beverages or illegal drugs is strictly prohibited.
3. **Animals:** Only service animals are permitted inside Community Center.
4. **Decorations/Signs/Banners:** Decorations, including signs or banners, must be affixed in such a way that would not result in damage to the designated area. Failure to remove any and all decorations may result in additional fees for the cost of removal. The use of confetti or rice is not allowed. Cleanup of residue is required.
5. **End of Day Closure:** Patrons must promptly exit the facility at the time the Community Center closes.
6. **Facility Hours:** Monday 10am-5pm, Tuesday 10am-8pm, Wednesday – Closed, Thursday 10am-8pm, Friday 10am-5pm, Saturday 10am-1pm, Sunday - Closed.
7. **Food/Drinks:** Food and drinks are only allowed in designated areas in the facility.
8. **Furniture:** Lounge areas and furniture in the facility are for relaxation, socialization, community outreach, studying, and waiting. Use of any lounge area or furniture for sleeping is prohibited.
9. **Trash:** Users are responsible for clearing area of all trash and disposing of it in designated receptacles or approved dumpsters. Any trash in excess of receptacle capacity must be packed out and taken with the user to avoid additional fees.
10. **Vehicles/Parking:** Vehicles must be parked in designated parking areas only. Vehicles are not permitted on the grass to park, unload, or load and may be towed at owner's expense.
11. **Weapons/Fireworks/Glass:** Fireworks, weapons and glass bottles of any type are not permitted.

Section 2: Gymnasium Use

This section applies to all patrons who utilize the gymnasium.

1. **Clothing:** All articles of clothing must be worn at all times, (shirts, pants, and shoes).
2. **Conduct:** No person shall engage in conduct inflicting on the rights of another participant. No person shall intimidate, threaten, or provoke a violent response from any participant. Spitting, profanity, dunking and hanging on the basketball rims are prohibited.
3. **Emergency Exits:** Patrons must use designated doors as entrances and exits, patrons may not use emergency exits as a means to enter or exit the gymnasium.
4. **Food & Drink:** Food, drink, gum, and speakers (not provided by staff) are prohibited. Water is only permitted inside of the gym.
5. **Shoes:** Athletic shoes must be worn at all times during active play while inside of the gym. Crocs, slides, slippers are not permitted while participating in active play.
6. **Video and Photography:** Only staff approved photography/videography is permitted.

Section 3: Multipurpose Room Use

This section applies to all patrons using the multipurpose rooms.

1. **Attire:** Appropriate and respectful attire is required at all times. Clothing with obscene, offensive, gang affiliated, disturbing language/images are not permitted.
2. **Emergency Exits:** Patrons must use designated doors as entrances and exits, patrons may not use emergency exits as a means to enter or exit the room.
3. **Sign In/Sign Out:** Patrons must sign in upon arrival and sign out upon exiting.
4. **Video and Photography:** Only staff approved photography/videography is permitted.

Video Game Policy

1. **Console use:** Patrons must ask to use the video game systems. Games and controllers must be signed out by a staff member. Only one game can be signed out per console at a time.
2. **Play Time:** Patrons are limited to 30 minutes of play per console at times of high volume. Patrons are discouraged from bringing games or controllers from home. The City will provide games and controllers for use.
3. **Sign In:** Patrons are not allowed to use personal sign in to any console regardless of circumstance. Patrons will use accounts provided by the Community Center staff while signing into the consoles.

Kitchen Use Policy

1. **Use:** Staff must be notified and approve use of the kitchen.
2. **Refrigerator:** Food shall not be left in the refrigerator unless approved by staff members. Food left will be disposed every Friday.

Section 4: Community Center Rentals

This section applies to indoor Community Center rentals.

1. **Deliveries/Rental Equipment:** Applicants are responsible for coordinating deliveries of equipment, supplies, flowers, etc. Rental companies should be contracted to deliver and pick up within the designated timeframe listed on the approved application. City of Manassas will not accept deliveries on the applicant's behalf.
2. **Food/Catering:** Fully licensed and insured caterers are required. If food is being served to the public, a Prince William County Health Department Permit must be supplied 30 days prior to the event.
3. **Insurance:** *Required for the multipurpose rooms and gymnasium only.* Permittees must have a general liability insurance policy and provide a certificate of insurance naming the "City of Manassas" as a certificate holder as well as an additional insured and the endorsement provided. Insurance requirements for events are:
 - a. Minimum liability limit requirements for all event organizers of \$1,000,000.
 - b. If any participant is an organization or company that has employees, they shall show evidence that they have workers' compensation insurance with statutory limits that meet the requirements of the Virginia Workers' Compensation Act.
 - c. Any other special insurance requirements based upon specific and/or high-risk event activities as determined by the City.
 - d. For more information, contact Risk Management at 703-257-8236.
 - e. The City offers an event insurance policy through the Intact Insurance [GatherGuard](#) program or contact a local insurance agent.
4. **Payment:** Full payment must be received no less than 7 days prior to the requested event date. Failure to do so may result in cancellation. Reservation requests and payments may be made at the Manassas Museum, Community Center, or online at cityofmanassas.recdesk.com.

5. **Security Deposit:** Security deposit is due for the multipurpose room and gymnasium at the time of application and will be reimbursed upon satisfactory completion of the agreement. Security deposit will be forfeited for exceeding total rental time by more than 59 minutes, for not cleaning up and disposing of all trash, or for any damages. Any charges in excess of the deposit will be billed to the applicant. Security deposits are refunded to the individual who made the payment. **If the applicant has any outstanding debts with the City of Manassas, the Treasurer's office may deduct part or all of the security deposit first to repay those debts.** Check reimbursements will take 4-6 weeks and will be sent to the payer's address on the agreement.
6. **Setup & Cleanup:** Requested reservation times must include any time needed to setup and cleanup. All items must be brought in and removed by the individual/group renting the designated area during the timeframe allotted in the approved application. Room must be left in the condition it was found to include stacking of chairs, tables, floor swept, trash removed and disposed of in the provided dumpster.
7. **Vendors:** No person or business shall sell, rent, or trade goods or services on City property without approval. Applicants will require appropriate permits and licenses as dictated by City Code. [Umbrella Vendor License](#) is required in order to sell merchandise on City property. Please contact the Office of the Commissioner of the Revenue at 703-257-8214 for more information.

Section 5: Facility Rules Compliance

This section applies to all that use the facility.

1. **Allocation of Facilities:** A Facility Rental Request does not guarantee availability or assignment to a specific individual or organization. Scheduling process is designed to maximize use of available resources in a fair and equitable manner. In the event of a conflict between rental or event allocation priority will be given to residents, organizations, or businesses that are located in the City of Manassas. City designee has the authority to make changes to the allocation process and to interpret and determine appropriate procedures from implementation of the policy. Additionally, City designee has the authority to restrict or terminate permits when violations occur that warrant termination or when it is deemed necessary in the best interest of the facility or the City. No facility shall be used for anything other than its intended use.
2. **Damages:** The removal, modification, or damage of City property is prohibited. This includes, but is not limited to, damages to the rented facility, site amenities, grounds, and landscape. Any individual or group found guilty of damaging property will be excluded from further use of City facilities and shall be held financially responsible for the repair of such damages.
3. **Failure to Comply:** Failure to adhere to these regulations may result in additional fines, fees, or loss of future rental privileges. Any damage found to City property due to misuse is the responsibility of the individual, group, or organization named on the approved application.
4. **Permits:** Permittee is granted an allotted time at the designated facility and must exit promptly to accommodate next rental. Permits are non-transferrable. Any unused time must be turned back over to PCR for reallocation.
5. **Site Inspection:** The reserved designated area is subject to inspection by City personnel to verify compliance with City ordinance, rules, and regulations.
6. **User Safety and Responsibility:** User agrees to ensure the safety of participants including termination of activity if unsafe conditions exist to include weather and health hazards. Applicants are responsible for the conduct of all persons connected with their rental. Applicant guarantees that all activities will be orderly and lawful, and not of a nature to incite disorderly conduct by spectators or participants.

Section 6: Refund Policy

This section applies to anyone requesting a refund.

Refunds: Refund requests must be submitted in writing. Any refunds will be issued to the individual who made the payment. **If the applicant has any outstanding debts with the City of Manassas, the Treasurer's office may deduct part or all of the refund first to repay those debts.** Check reimbursements will take 4-6 weeks and will be sent to the payer's address on the agreement.

The refund policy is outlined in the table below:

Designated Area	No Refund	Full Refund
Indoor Community Center Facilities	Requests received less than 7 days prior to the event.	Requests received at least 7 days prior to the event.
Inclement Weather	Requests received more than 48 hours after the event.	Requests received less than 48 hours after the event.
Late Payment/Cancellation Fee	Non-refundable	N/A
Administrative Processing Fee	Non-refundable	N/A

Section 7: Signature Confirmation

On behalf of the designated user, the undersigned is aware that there are certain inherent risks involved in using the facility, including but not limited to the risk of theft or of damage to the user's property and the risk of personal injury from participating in athletic activities. In consideration of being granted permission to use the facilities of the City of Manassas, I hereby assume any and all risks and hazards associated therewith, irrevocably waiving any and all claims. I agree to indemnify, defend, and hold harmless the City of Manassas, its officers, agents, employees, and volunteers, from any and all claims, liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the City or any of its officers, agents, employees, or volunteers as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated in any way with the use of property by the user or by the user's members, guests, employees, agents, or invitees.

_____ (initials) I, _____, am agreeing to the above charges, accompanied fee (as applicable), and responsible for adhering to, enforcing, all City of Manassas, Parks, Culture & Recreation policies, rules and regulations. I understand any violations may result in the suspension or revocation of user or rental privileges.