

CITY OF MANASSAS COMMUNITY CENTER RENTAL FAQs

General Information and Frequently Asked Questions

RENTAL GUIDELINES

- ☐ Room availability is contingent upon scheduled City events.
- ☐ Rental hours are from:
 - Tuesday and Thursday 10am - 12pm and 6pm-8pm
 - Friday 10am-12pm and 3pm-5pm
- ☐ Rentable Spaces: Six (6) Classrooms, Multipurpose Room, Youth Center and Gymnasium
- ☐ All reservation requests are accepted on a first-come, first-serve basis, based on preferences selected, availability, and residents, organizations, or businesses that are located in the City of Manassas no more than 1 year in advance of the requested date.
- ☐ City of Manassas Staff is not able to assist with the set up or tear down of rentals at the City of Manassas Community Center. This includes gathering and set up of extra chairs, tables, or electronic devices. Classrooms will come as is, if more tables or chairs are needed, they must be requested 7 days prior to the day of the rental. Extra tables and chairs will be first come first serve based off of current inventory. Tables and chairs are able to be requested for Multipurpose, Gymnasium or Youth Center rentals.



PAYMENT & APPLICATION GUIDELINES

- ☐ Fully complete the application for review and approval by designated Parks, Culture & Recreation staff.
- ☐ Applications may be submitted online at cityofmanassas.recdesk.com or in person at the Manassas Museum or City of Manassas Community Center.
- ☐ Dates will not be held without approval from designated Parks, Culture & Recreation staff.
- ☐ Once your event date is held, you are responsible for acquiring all documents, permits, etc. required for your event. All documentation must be received 7 days prior to your event date.
- ☐ Full payment for your event is required 7 days prior to your event date.
- ☐ Failure to complete documentation or payment will result in forfeiture of your security deposit and reserved event date.
- ☐ Security deposits are required for Gymnasium, Youth Center, and Multipurpose Room. Security deposit is due 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.

RENTAL PERMIT INFORMATION

- ☐ All finalized rentals will receive a Facility Rental Permit.
- ☐ Designated organizer must keep this permit with them during their event, should proof be required.
- ☐ If someone is occupying your designated rental area, ask them to vacate. If you require further assistance, contact the Community Center staff.

REFUND POLICY: HOW DO I CANCEL OR CHANGE MY EVENT?

- ☐ All requests for refunds, cancelations, and modifications must be submitted in writing to designated Parks, Culture & Recreation staff.
- ☐ 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 as follows:

| Designated Area | No Refund | Full Refund |
|------------------------------------|---|--|
| Park & Athletic Field Facilities | Requests received less than 7 days prior to the event. | Requests received at least 7 days prior to the event. |
| Indoor Community Center Facilities | Requests received less than 7 days prior to the event. | Requests received at least 7 days prior to the event. |
| Tournaments | Requests received less than 45 days prior to the event. | Requests received at least 45 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 |

RENTAL ROOMS

| Room # | Tables | Chairs | Capacity |
|--------|-------------------|--------------|----------|
| 32 | 7 (5x2) | 20 | 30 |
| 33 | 2 (6x3) & 1 (8x4) | 14 + 1 Couch | 40 |
| 34 | 4 (8x2) & 1 (4x2) | 20 | 40 |
| 35 | 11 (4x2) | 26 | 45 |
| 36 | 8 (5x2) | 20 | 40 |
| 38 | 5 (7x2) | 19 | 40 |

WHAT ARE THE RENTAL FEES?

| Rental Areas | Fees | Non-Profit Discount |
|---|-----------------|---------------------|
| Classroom | \$30.00/hour | 50%/event |
| Multipurpose Room/Gym/Youth Center (Monday-Thursday) | \$115/hour | 50%/event |
| Multipurpose Room/Gym/Youth Center (Friday-Sunday & Federal Holidays) | \$125/hour | 50%/event |
| Security Deposits (required for Multipurpose Room/Gym/Youth Center) | \$250 | N/A |
| Administrative Processing Fee | \$50/occurrence | N/A |
| Late Payment/Cancellation Fee | 25%/invoice | N/A |
| Stage Fee (Multipurpose Room Only)* | \$50 | N/A |
| Technology Fee (TV, HDMI, Projector)* | \$25 | N/A |

Businesses or companies that can provide a current non-profit documentation will receive the 50% discount.

* Optional Add-on

QUESTIONS? PLEASE CONTACT THE PARKS, CULTURE & RECREATION – MANASSAS COMMUNITY CENTER STAFF AT:

8750 Sudley Road
Manassas, VA 20110
Phone: 703-257-3473
Website: manassasva.gov/recreation