

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:
 - Monday, Tuesday, Thursday & Friday: 10am - 12pm and 5pm-8pm
 - Saturday: 11am - 3pm
- Rentable Spaces: Six (6) Classrooms, Multipurpose Room, Youth Center and Gymnasium
 - **Multipurpose Room Capacity:** The Multipurpose Room accommodates 450 seated or 200 seated with tables. Seven (7) 60" round tables, forty (40) 6' rectangular tables, and forty-five (45) chairs are available for use (applicant is responsible for supplying tablecloths).
- 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 and no less than 7 days prior to the requested date.
- City of Manassas Staff is not able to assist with the set up or cleanup of rentals at the City of Manassas Community Center. 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 can 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 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/Youth Center	\$30.00/hour	50%/event ¹
Multipurpose Room/Gym (Monday-Thursday)	\$115/hour	50%/event ¹
Multipurpose Room/Gym (Friday-Sunday & Federal Holidays)	\$125/hour	50%/event ¹
Security Deposits (required for Multipurpose Room/Gym)	\$250	N/A
Additional Restroom Cleaning	\$100 /cleaning + Admin Fee	N/A
Administrative Processing Fee ²	\$50/occurrence	N/A
Late Payment/Cancellation Fee	25%/invoice	N/A
Stage Fee (Multipurpose Room)/Kitchen Fee (Youth Center) ³	\$50	N/A
Technology Fee (TV, HDMI, Projector) ³	\$25	N/A

¹ Businesses or companies that can provide a current non-profit documentation will receive the 50% discount.

² An Administrative Processing Fee applies when additional administrative coordination or processing by City staff is required for an event, such as coordinating contractor services or processing significant event changes requested by the organizer.

³ 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: <https://www.manassasva.gov/recreation>