

**VIRGINIA RUN COMMUNITY ASSOCIATION (VRCA)  
PAVILION RENTAL POLICY**

6119 Pleasant Valley Road  
Centreville, VA 20120

**Phone # - (703) 815-1136 Fax # - (703) 815-1204  
After Hours Emergency ONLY – (703) 230-2240**

**PAVILION RENTAL AGREEMENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

Name of Community Sponsor (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_

Start Time (to include set-up): \_\_\_\_\_ Departure Time (to include clean-up): \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Fee Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Signature of Lessee or Community Sponsor: \_\_\_\_\_

Signature of Management Representative: \_\_\_\_\_

This agreement is for the rental of the Virginia Run pavilion located at the James McDonnell Recreation Center (JMRC). Rental space includes the pavilion only. The parking spaces are limited and open to members using the tennis, pickleball & basketball courts or tot lot.

**JAMES MCDONNELL RECREATION CENTER (JMRC)**

6119 Pleasant Valley Road

Centreville, VA 20120

**Phone # - (703) 815-1136 Fax # - (703) 815-1204**

**After Hours Emergency ONLY (703) 230-2240**

**PAVILION RENTAL FEES**

WEEKDAY RATES:

Monday through Thursday 8:00 a.m. - 8:45 p.m.

Security Deposit: \$50.00 deposit within 48 hours to hold the reservation  
(non-refundable if cancelled within 14 days of the event)

\$50.00 due within 14 days of the event. Total \$100.00  
Five (5) hour minimum including set-up & clean-up

Additional Hourly Fee: \$20.00 per hour

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WEEKEND RATES:

Friday 8:00 a.m. - 8:45 p.m.

Saturday, Sunday, Holiday 8:00 a.m. - 8:45 p.m.

*Security Deposit:* \$50.00 deposit within 48 hours to hold the reservation  
(non-refundable if cancelled within 14 days of the event)

\$100.00 due within 14 days of the event. Total \$150.00  
Five (5) hour minimum including set-up & clean-up

Additional Hourly Fee: \$25.00 per hour

**(FULL AMOUNT MUST BE PAID IN ADVANCE.)**

The applicant/lessee or community sponsor is bound by the Declaration, Bylaws, Articles of Incorporation, Resolutions and Rules and Regulations of the Association, which are incorporated herein by reference, and in addition, the following:

## JMRC PAVILION RULES

1. (A) The applicant/lessee or community sponsor signing the contract must remain in attendance for the entire event.  
(B) The applicant/lessee or community sponsor is responsible for the actions and any damages of his/her guests.
2. Smoking is prohibited in the pavilion. Ash trays are not provided so please make sure you clean up all smoking materials.
3. The community manager is to be notified by the lessee immediately if the facilities upon entering the pavilion, is in disarray, at **(703) 230-2240**.
4. Trash - All trash and items brought to the pavilion must be removed at the end of your reservation. Trash must be disposed of in the receptacles provided.
6. Furniture – Eight (8) picnic tables with attached benches are included in the rental. Applicant should consider bringing lawn chairs for larger events.
7. Capacity - The maximum capacity is 101.
8. Clean-up -
  - Picnic tables are to be wiped down and cleaned.
  - Floor to be left in clean condition.
  - All trash is to be removed and placed in securely closed trash bags and disposed of properly in the trash receptacles provided.
  - Remove all trash and cigarette debris from the parking lot.
  - Any items, other than Association property, must be removed at the end of your reservation.
9. The applicant/lessee or community sponsor is to ensure guests promptly vacate the pavilion at the end of the scheduled event. As a courtesy to the community, please vacate the premises quietly. All scheduled events should cease in time to allow adequate clean-up time. ***No one is permitted in JMRC after 9:00 p.m. No Exceptions.***
10. Chaperons will be required for all youth events. One (1) adult is required for every fifteen (15) youths. Youths are defined as people under twenty-one (21). Absolutely no alcoholic beverages are to be on the premises at youth parties.
11. No admission fees to the event may be charged. Additionally, the sale of alcoholic beverages on the premises is prohibited.
12. Restroom facilities are not provided. You can rent porta potties for your event and they can be placed on the concrete pad provided.

**VIOLATIONS**

Violations of any rule, regulation, provision or law that binds the applicant/lessee or community sponsor will result in the immediate termination of the rental agreement and removal of the applicant/lessee or community sponsor and his/her guests from JMRC.

**REFUND/CANCELLATIONS**

If the applicant/lessee or community sponsor cancels the rental agreement fourteen (14) days prior to the event, the \$50.00 security deposit will be returned.

**FEES AND PAYMENTS**

Applicant/lessee or community sponsor shall be responsible for all costs incurred by the Association relating to damages, repairs, clean up or other work attributed to the applicant/lessee or community sponsor's use of the facility. Payments for rent or other fees shall be due within thirty (30) days of notification by the Virginia Run Community Association.

**I, the undersigned Virginia Run resident, have read these rules and regulations and agree to abide by them both on my behalf and on behalf of my guests. I fully understand that I am liable for any damages caused by me or my guests on said premises. Further, in consideration of the rights and obligations hereunder, I agree to release the VRCA from any and all liability and/or claims arising out of the rental of the pavilion. This release binds not only myself, but my spouse, heirs, representatives, invites, guests and legal assigns.**

**I shall be fully liable for, and hereby indemnify and agree to hold harmless the Association, its Board of Trustees, agents and lot owners from any and all injury, damages, causes of actions, claims or obligation, including costs and reasonable attorney fees, arising out of or related to any acts, omissions, negligence, willful conduct or breaches on the part of myself to my guests, agents or employees.**

\_\_\_\_\_  
Applicant/Lessee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Sponsor's Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

**VIRGINIA RUN COMMUNITY ASSOCIATION**  
**PAVILION RENTAL CHECKLIST**

**FURNISHINGS:** Eight (8) Picnic tables with attached benches – Four 6 foot & 4 8 foot.

**MAIN AREA:** The pavilion is 24 feet x 60 feet and the occupancy is 101 persons.

**SUPPLIES:** No supplies are furnished by Virginia Run. There is a water spigot across from the tot lot gazebo. Please bring trash bags, a broom and dust pan as well as a water bucket and towels to clean-up any spills.

**UNDER NO CIRCUMSTANCES ARE GRILLS PERMITTED IN THE PAVILION.** You can use an open flame charcoal or gas grill fifteen (15) feet away from the structure.