RENTAL RULES AND REGULATIONS
Sharron Baucom Dale City Recreation Center and Birchdale Community Center

Facility/Pavilion use is based upon adherence to the following guidelines. If the rental individual/group has misrepresented itself or has not adhered to the Prince William County Department of Parks and Recreation, Sharron Baucom Dale City Recreation Center (herein referred to as PWC DPRT/SBDCRC/BCC) rental policies and procedures, it will result in forfeiture of the rental and all monies involved. The decision to terminate the agreement could be made by either security personnel or PWCDPRT/SBDCRC/BCC staff on the scene to ensure the safety of patrons, staff, and/or properties.

User Regulations:
- The rental individual is solely responsible & shall at all times indemnify and hold harmless the PWCDPRT/SBDCRC/BCC, their directors, officers, employees and volunteers from responsibility, damage, or liability from all claims, suits and causes of action.
- The rented area is available only on the dates and times specified on the agreement. Rental period must include setup and cleanup times.
- The rental individual is only entitled exclusive use of areas that are listed on the agreement.
- Smoking is not allowed inside any rental facility, and smoking outdoors must be at least 20 feet from the building.
- Cleanup includes removal of all trash and any decorations prior to departure and rooms restored to the original condition. Renter is responsible for disposal of all trash in the dumpster located beside the main building prior to departure.
- The renter is responsible for the behavior of participants and for minors under age 18.
- The renter agrees to pay for any damages in excess of any security fee paid.
- The PWCDPRT/SCDCRC/BCC reserves the right to conduct a background investigation of any rental individual/group.
- PWCDPRT/SBDCRC/BCC is not responsible for any personal items belonging to the rental individual/group.
- All approved rental vendors/amusements must provide a copy of their liability insurance.
- Smoke machines, open flames and indoor moon bounces are prohibited. Sterno units are okay.
- PWCDPR reserves the right to control volume of music and to approve any event decoration.
- Events with alcohol will require security coverage by the PWCDPRT Ranger Division and SBDCRC/BCC staff.
- Political fundraising, voter registration & related signage is prohibited on PWCDPRT property. Non-compliance will result in rental being shut down immediately.
- Any form of advertising, including social media, by a rental group for the rental event is prohibited.
- The outdoor pavilion and surrounding area closes at dusk.
- Alcohol, personal grills and loud music are NOT allowed at any time at the pavilion or surrounding area.

Payment/Cancellation/Refund Policies:
- Indoor fees are half of the total amount due and must be paid to secure the room(s) at the time the agreement is made. The remaining balance is due at least two weeks prior to the event date. The entire pavilion rental fee is due at the time of agreement.
- If the area is left in good, clean order and without damages, the security fee, when applicable, will be returned. The rental individual/group is responsible for cleaning the area after use. Failure to do so will result in loss of the security fee.
- If cancellation is made 30 days prior to the scheduled rental date, $35 will be forfeited.
- If cancellation is not made 30 days in advance of the scheduled date, 50% of the fees paid will be forfeited.
- If cancellation is not made 14 days in advance of the scheduled date, 100% of the remitted fee will be forfeited.
- Inclement weather may not be grounds for a refund. SBDCRC/BCC will work with renter to make reasonable accommodations.
- No Money outside of PWCDPR offerings can be collected on PWCDPRT property.
- No commercial sales or rentals offering programs that compete with those of PWCDPRT are allowed.