

Durant Arts Center

1605 Cameron Street, Alexandria, VA 22314

Phone: 703-746-5560

Fax: 703-519-3485

The Durant Arts Center is a multi-cultural center for the performing and visual arts. It offers programs in music, dance, theatre, & visual arts for people of all ages and cultural backgrounds. It is a resource for rehearsals, meetings, and class space, and is available on a rental basis for weddings, receptions, and special events. The Durant Arts Center is located next to the Jefferson-Houston Elementary School. It is home to the Alexandria Commission for the Arts.

Durant Operational Hours

9am – 10pm (Mon – Thurs)

9am – 5:00pm (Fri)

Durant Rental Hours

5pm – 10pm (Fri)

9am – 12am (Sat & Sun)

Amenities

Banquet Hall

Gallery with Picturesque Arched Windows

Kitchen (no stove)

Terrace

4 Multipurpose Rooms

Tables and Chairs (provided)

Off-Street Parking

Close to King Street Metro & Old Town

ROOM RENTAL RATES

Four (4) hour **minimum** on rentals

All room rentals require a non-refundable **\$25** rental deposit & a refundable security deposit equal to the room rental amount not to exceed **\$500**

ROOM	CITY OF ALEXANDRIA RESIDENT	NON-RESIDENT
Exhibit Hall/Large Multipurpose Room (150 Seating Capacity)	\$79 per hour plus staff fees	\$105 per hour plus staff fees
Small Multipurpose Room (50 Seating Capacity)	\$35 per hour plus staff fees	\$47 per hour plus staff fees

STAFF FEES

City of Alexandria staff is required for all rentals. Staff fees vary depending on the type of event, number of guests, time frame and other staffing requirements

MONDAY – FRIDAY	SATURDAY & SUNDAY
\$36 per hour/per staff	\$47 per hour/per staff

NOTE: All renters who request to serve **alcohol** at their event must obtain a **Virginia ABC Banquet License**, from the state of VA, and provide a **copy** to the **Durant Arts Center** prior to your event.

For more information please visit: <http://www.abc.virginia.gov/licensing.html> or call (703) 313-4432.



DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES
1108 Jefferson Street • Alexandria, Virginia 22314
703-838-4343 (Office) 703-838-6344 (Fax)
www.alexandriava.gov



PERMIT FOR RENTAL OF FACILITIES
(This form must be filled out completely to be processed)

Name or Organization: _____ Contact Person: _____
Street Address: _____ City, State & Zip: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Email: _____ Household ID or Date of Birth: _____

Facility Requested: <input type="checkbox"/> C Barrett <input type="checkbox"/> Lee/Rec Adm <input type="checkbox"/> C Houston <input type="checkbox"/> Mt Vernon <input type="checkbox"/> Chinquapin <input type="checkbox"/> N J Lee <input type="checkbox"/> C Kelly <input type="checkbox"/> P Henry <input type="checkbox"/> Durant <input type="checkbox"/> Wm Ramsay <input type="checkbox"/> J Ford Nature <input type="checkbox"/> Other: _____	Requested Date(s) _____ Requested Day(s) of Week _____	Requested Rental Period: Set-up Time _____ am/pm _____ am/pm Event Time _____ am/pm _____ am/pm Clean-up Time _____ am/pm _____ am/pm
Type of Room Requested <input type="checkbox"/> Small Room (up to 50 occupancy) <input type="checkbox"/> Large Room (51 to 125 occupancy) <input type="checkbox"/> Exhibit Hall/Large Multi-purpose <input type="checkbox"/> Lee Center Kauffman Auditorium <input type="checkbox"/> Gymnasium <input type="checkbox"/> Dance Studio <input type="checkbox"/> Kitchen <input type="checkbox"/> Other: _____	Standard Room Set-up <input type="checkbox"/> Banquet <input type="checkbox"/> Boardroom <input type="checkbox"/> Theater <input type="checkbox"/> U-Shape <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> Other: _____	List any Equipment/Staff/Supplies the applicant will be providing or contracting for: _____ _____ _____
Will Fees Be Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> On-Site <input type="checkbox"/> In Advance <input type="checkbox"/> Both	Will Food Be Served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be served? <input type="checkbox"/> Yes* <input type="checkbox"/> No *Note: A \$25 additional nonrefundable fee is required at time of application.
Does the organization have liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this Organization: <input type="checkbox"/> Not for Profit <input type="checkbox"/> City Resident/Civic Group <input type="checkbox"/> Profit	

Purpose of the Event: _____ Event Title for Posting: _____

Target Audience: ☐ Pre Teen (0-12) ☐ Teen/Young Adult (13-21) ☐ Adults (22-59) ☐ Senior Adult (60 & older)

Estimated Attendance: Participants _____ Audience _____ Other _____ Total Estimate _____

Is this Event/Activity: ☐ Open to the public ☐ Private (by invitation only) ☐ Other: _____

SPECIAL CONSIDERATION: The undersigned certifies that he/she has read and understands the rules and regulations and responsibilities of the renters of recreation facilities and equipment, and that the same will be enforced and honored by the renting organization. The undersigned further certifies that he/she is a legally authorized representative to act for and accept such responsibilities for the organization. Final approval of this permit is contingent upon approval by the Department of Recreation, Parks and Cultural Activities and receipt of deposit, if required, is submitted. Cancellations made less than 30 days in advance of the rental date may result in forfeiture of deposit.

Printed Name

Signature

Date

A nonrefundable deposit of \$25, if applicable, must be made within two weeks of approval of this request to hold the reservation. No rental is secure without the deposit. The balance of the fee must be paid in full no later than 30 days prior to the event. If a request is received within 30 days of the event, full payment is due at time of application. A security deposit up to \$500, not to exceed the rental amount, is due one-week in advance of the event. Payments are to be made payable to the "City of Alexandria" and sent to the Department of Recreation, Parks and Cultural Activities, 1108 Jefferson Street, Alexandria, VA 22314 or to the facility requested. Facility addresses are available at www.alexandriava.gov

For Office Use Only

☐ Approved ☐ Not Approved Program Supervisor: _____ Director/Designee: _____

POLICIES AND REGULATIONS GOVERNING THE USE OF
DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES FACILITIES

1. Procedures for rental permits: the organization or party will submit a completed "Permit for Rental of Facilities" form. Completed forms will be submitted to the Director or designee for final approval and determining the fees. Applicants will then be notified of the disposition of the permit and if applicable, informed of the fee for requested rental.
2. Groups may request use of the facility for a series of dates over extended periods using one permit, provided that all dates, including day of the week, are listed on the permit. Should any changes be made which alter the days, times, attendance, purpose of event or fee structure, a new permit must be completed and submitted for approval and determining fees.
3. The City of Alexandria Department of Recreation, Parks and Cultural Activities, the City of Alexandria or any of its employees cannot be held liable in case of accident and shall be held harmless by the renting groups, such requirement to be part of the rental agreement.
4. The City of Alexandria reserves the right to withhold the security deposit or a portion thereof to cover the rental fee if the number of attendees or hours exceeds the estimated attendance and hours submitted on the contract form, the building and areas are not sufficiently cleaned or the renting party damages the building or equipment.
5. Any form of misrepresentation or failure to abide by the "Policies and Regulations Governing the Use of Department of Recreation, Parks and Cultural Activities Facilities" by the user will result in forfeiture of the contract and all monies involved.
6. If the room/area is left in good, clean order and without damages, then the security deposit where applicable, will be returned. The contracted party is responsible for cleaning the area after use. Failure to do so will result in loss of the security deposit. The contracted party shall be held liable for any and all damages to Department of Recreation, Parks and Cultural Activities property and for the prompt and proper settlement of claims for such damages.
7. If cancellation is not made within 30 days in advance of the reserved rental date, 100% of the rental will be forfeited. Cancellations made more than 30 days in advance of the requested rental date will be charged a \$25.00 processing fee.
8. The facility is available only on the dates, times and room(s) specified herein. All activities will terminate at the specified time stated in the contract. Contracted times include user setup and breakdown. Weekday evening rentals shall not extend beyond 10:30 P.M. The facility shall not be opened before 8:00 A.M. nor remain open later than 12:00 midnight for Saturday or Sunday morning religious activities.
9. Should the City of Alexandria require the presence of police officers for the function, receipt of police fees must be provided at the time of reservation.
10. Rental permits received less than three weeks in advance of rental date may not be approved pending staff and space availability.
11. Custodial services shall include only unlocking and locking doors, turning on and off ceiling lights, and setting up tables and chairs. Groups receiving free rentals are obligated to aid the custodian in setting up and breaking down chairs and tables and assisting with the general clean up. Chairs and tables are permanently assigned to each room. Tables and chairs may not be moved from their assigned locations.
12. Decorations such as flower baskets and potted plants are permitted. Items may not be taped to walls or other surfaces. Time used for decorating, after 5:00 P.M. on Friday and any time Saturday or Sunday, will be considered rental time and will be assessed a fee. Additional decoration request must be received in writing a minimum of fourteen (14) days in advance of the rental date.
13. Posters or advertising either within the building or outside is not permitted. The name of any Department of Recreation, Parks and Cultural Activities Facility may not be used on any advertising, publicity or promotions without written permission from the Director or designee.
14. The undersigned acknowledges that they have read and understand the terms and conditions of this Permit for Rental of Facilities as set forth in this permit. The undersigned acknowledge that their signature below and on the reverse side of this permit attest to the fact that they have read and understand all policies, regulation and instructions on this form and agree to comply with them as a condition for use. Final approval of this permit is contingent upon approval by the Director of the Department of Recreation, Parks and Cultural Activities or designee and receipt of the required deposit.



Department of Recreation, Parks and Cultural Activities
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City of Alexandria
Department of Recreation, Parks and Cultural Activities
Facility Reservation Worksheet

Event Evaluation Criteria: All facility rentals are evaluated for the need for added security based on the point value criteria below (check all conditions that apply):

Event Type	Point Value	Condition Applies	Point Value Applied
Civic, City or City Sponsored Groups	0		
Individuals, private or religious groups	10		
Event is open to public	20		
Event is private (invitation only)	10		
Alcohol will be served	40		
Attendance of 300 or more	50		
Attendance of 175 - 300	40		
Attendance of 100 - 175	30		
Attendance of 0 - 100	20		
If event is special activity (concert, showcase, play, etc.)	40		
If event is a party (wedding reception, anniversary, retirement, birthday, etc.)	20		
If event requires admission fee/donation on site	20		
Total Points			

Based on the conditions above, additional security is required as follows:	
For 110 or fewer points, no additional security required	For 130 - 149 points, minimum of two (2) police officers
For 110 - 129 points, minimum of one (1) police officer	For 150 points and above, minimum of three (3) police officers
• Note: All events for which the target audience are teens/young adults, a minimum of one (1) officer will be required	

The City of Alexandria Department of Recreation, Parks and Cultural Activities and the Police Department reserve the right to adjustment security requirements upon further review of the application and/or if additional information is obtained. Groups knowingly withholding information that is used to determine the level of security will be subject to the cancellation of the event and forfeiture of payments received.

Scheduling Police/Security Personnel

Officers are required to be scheduled on site at the beginning of the event (excluding set-up) and through thirty-minutes after the event (excluding clean up). For example, an event scheduled for four (4) hours will require an officer(s) to be scheduled for 4.5 hours.

Fees:

Type of Group: ☐ A ☐ B ☐ C

Fees Charges For:	Day Rate	Hourly	# of Hours	Total Cost	Deposit Track
Facility					1 st Deposit Date: _____ Amount \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Other _____
Equipment					Balance Due: _____
# of Staff ()					2 nd Deposit Date: _____ Amount \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Other _____
Other/ ABC Permit					Balance Due: _____
Total Amount Due					3 rd Deposit Date: _____ Amount \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Other _____ Balance Due: _____

Police Security Required: ☐ Yes ☐ No (Fees payable to City of Alexandria Police Dept.)

TYPES OF ORGANIZATIONS

Group "A": Includes all nonresident, business, and organizations charging fees or accepting donations

Group "B": Includes all resident, nonprofit organizations, City civic organization, City homeowner associations, and local & state political organizations.

Group "C": Includes City Departments or Agencies, and City sponsored or cosponsored groups.

Note:

- Additional fees will be determined after evaluation of the request. Maintenance, professional staff and police protection service fees will be charged when applicable.
- Commercial and promotional activities in parks will be authorized only if they provide a possible public service and meet a legitimate public need. They will be permitted only when they are clearly not in conflict with existing programs and restricted use does not occur for an unreasonable period of time.
- The renting party assumes responsibility for damage to turf, facility, or loss of equipment, and agrees to post a deposit to pay the cost of any repair or replacement to any park, facility or equipment. This deposit will be set according to the policy identified in the Fee Schedule.
- Facility Rental Fees are assessed as follows:
All nonresident, business, and organizations charging fees or accepting donations will be charged applicable fees.
Applicable fees will be charged to all groups during non operating hours. Check with the facility for operating hours.

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