



DEPARTMENT OF FACILITIES & FLEET MANAGEMENT

Prince William County, Virginia

Page 1 of 10

Effective Date:
January 1, 2024

Subject:
Building Use Rules & Regulations

No:
31-FFM-XXX-1.010.1


Supersedes:
September 12, 2003

Table of Contents

100	INTRODUCTION	2
100.1	PURPOSE	2
100.2	SCOPE	2
100.3	AUTHORIZATION	2
100.4	APPLICABILITY	2
100.5	RESPONSIBILITY	2
100.6	EXCEPTIONS	3
100.7	DEFINITIONS	3
100.8	KEY RISK FACTORS	4
200	POLICY/PROCEDURES	4
200.1	ELIGIBLE SPACES	4
200.2	PERMISSION TO USE COUNTY BUILDINGS AND FACILITIES	5
200.3	PERMISSIBLE USE	5
200.4	RESTRICTIONS ON USE	6
200.5	LIABILITY	6
200.6	APPLICATIONS	7
200.7	SIGNS AND EMBLEMS	7
200.8	SET UP	8
200.9	CLEAN UP	8
200.10	ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES AND SMOKING	8
200.11	PERMITS	8
200.12	PARKING	8
200.13	CANCELATION	9
200.14	SECURITY	9
200.15	EQUAL ACCESS	9

APPENDIX A: {USER AGREEMENT}

APPENDIX B: {SEAN T. CONNAUGHTON COMMUNITY PLAZA USE AGREEMENT & RENTAL GUIDELINES}

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 2 of 10
			Effective Date: January 1, 2024
	Subject: Building Use Rules & Regulations	No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003

100 INTRODUCTION

100.1 PURPOSE

It is the intent of the Board of County Supervisors to allow Prince William County citizens to have maximum use of the public meeting areas in appropriate County facilities and on County grounds consistent with County use and maintenance of the facilities. This Standard Operating Procedure (SOP) establishes guidelines and procedures supporting the use of appropriate County facilities by County residents and external groups.

100.2 SCOPE

This policy applies to groups that wish to use County facilities. The only groups that are permitted are those that operate solely for non-profit purposes. Since the County imposes no user fees for access to its facilities, and since its facilities are limited, it has chosen to provide access to these facilities to non-profit groups rather than to profit-making groups or for-profit making uses. The use of Sean T Connaughton Plaza is an exception to this policy and fees will be charged for the use of the venue. The scope of this SOP shall cover all reservations and/or rentals of County space in buildings managed by the Department of Facilities & Fleet Management.

100.3 AUTHORIZATION

This SOP is authorized by the Director of Facilities & Fleet Management (FFM Director).

100.4 APPLICABILITY


This SOP shall govern the use of the public meeting areas of buildings or facilities owned, leased, or otherwise occupied exclusively or managed by Prince William County Department of Facilities & Fleet Management, by groups wishing to use such building or facility for its own purposes. Public meeting areas are those areas accessible without having to enter office or workspaces. This SOP is applicable to all divisions within the Department of Facilities & Fleet Management and those organizations utilizing the facilities managed by the department.

This SOP shall not apply to facilities of the Area Agency on Aging, Libraries, Service Authority, School Board or the Department of Parks & Recreation. The multi-jurisdictional courthouse is not available for public meetings and is therefore excluded from the provisions of the policy.

100.5 RESPONSIBILITY

The Department of Facilities & Fleet Management Buildings & Grounds Division will: receive, evaluate, and coordinate the use of designated areas in County facilities by Citizen Groups.

The Department of Facilities & Fleet Management is responsible for implementing the Building Use Rule & Regulations SOP.

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 3 of 10
			Effective Date: January 1, 2024
	Subject: Building Use Rules & Regulations	No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003

100.6 EXCEPTIONS

This Policy shall not be applicable to County agencies, or to any of the following excepted users:

- Groups which are a part of the County, including County agencies or departments, or committees formed by the County or by any of its officers, agents, or employees for carrying out the County's work.
- Groups which are sponsored by the County, meaning groups which are supported financially or otherwise by the County at the direction of the Board of County Supervisors, members of the Board of County Supervisors, or the County Executive and which are authorized to carry out a policy or goal adopted by the County and which are invited by the County to use any County facility or building for purposes related to the conduct of County government.
- Groups which are appointed by the County, meaning any Board, Commission, Authority, Agency, or other entity any of whose members are required by law, contract or agreement to be named, appointed, confirmed by the County.
- Groups or individuals invited by the County to meet on County property for purposes associated with the governance of Prince William County, Virginia.
- Qualified government entities using facilities for public hearings, meetings with constituents, and for the execution of government programs.
- The organizations of the Prince William County Arts Council financially supported in part or in whole by the Prince William County Department of Parks & Recreation are excepted from the provisions of this policy restricting the charging of admission and raising of funds. Other restrictions remain in effect.


100.7 DEFINITIONS

As used in this Policy,

“County” shall mean the government of Prince William County, Virginia, its officers, elected official’s agents and employees, acting within their capacity as such and within the scope of their official duties while engaged in the County’s business.

County Facility: A County facility is a building or structure that is owned or leased and managed by the Department of Facilities & Fleet Management.

“Group” shall include any not-for-profit association, corporation, partnership, governmental body, or other entity which is not associated with or a part of the Prince William County Government.

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 4 of 10
			Effective Date: January 1, 2024
	Subject: Building Use Rules & Regulations	No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003

Sign: A sign is a display, visible to and designed to communicate information to persons in a public area, of letters, words, numerals, figures, logos, devices, emblems, pictures, or any parts or combination, by any means whereby they are made for the purpose of making anything known, where such display is made on, attached to, or as a part of a structure, surface, or any other thing, including, but not limited to, the window (inside or outside), wall, ground, rock, tree, or other natural object.

100.8 KEY RISK FACTORS

Absent a Building Use Rules & Regulations SOP County facilities would not be readily available to groups to use. Groups would not be able to schedule their meetings. Also, without this SOP groups may use these spaces in matter that is not in the interest of the County.

200 POLICY

200.1 ELIGIBLE SPACES

The areas available for use include:

Development Services Building:


- Conference Rooms 107 A & B
- Conference Rooms 202 A & B
- Room #204

Ferlazzo Building:

- Atrium
- Auditorium
- Cafeteria
- Leesylvania Conference Room

McCoart Building:

- Board Chambers (Special permission must be granted)
- Occoquan Room
- Cedar Run Room
- Powell's Creek A & B

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 5 of 10
			Effective Date: January 1, 2024
	Subject: Building Use Rules & Regulations	No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003


In addition to these inside areas, the grounds at the McCoart Complex, the Sean T. Connaughton Community Plaza and outside area of the Ferlazzo Building may be approved for special events. All other areas are precluded from Non-County Governmental functions.

200.2 PERMISSION TO USE COUNTY BUILDINGS AND FACILITIES

1. Permission to use County buildings, facilities and public areas for purposes not related to the conduct of the government of the County shall be granted by the County only in accordance with this Policy. Request for using County facilities is reviewed by the Department of Facilities & Fleet Management staff. Approval is granted by the Director or their designated representative. Permission shall be granted only for meetings or other functions which are scheduled to begin and end between the hours of 8:00AM and 11:30 PM on normal business days and between 8:00AM and 4:00PM on weekends. Extended hours are possible by the group paying for a security guard. The request for extended hours will be evaluated and approved/disapproved by the FFM Buildings & Grounds Assistant Director or their designee. Such permission shall be granted only to groups which operate solely for non-profit purposes. Utilizing the facilities on County holidays is discouraged but may be permitted if the group pays the cost of having a security guard on duty.
2. The organizations of the Prince William County Arts Council financially supported in part or in whole by the Prince William County Department of Parks & Recreation are excepted from the provisions of this policy restricting the charging of admission and raising of funds. Other restrictions remain in effect.

200.3 PERMISSIBLE USE

1. *Number of Uses:* No group covered by this Policy will be granted permission to use County facilities more frequently than twelve (12) times in any calendar year unless previously negotiated. Theater groups supported in part or in whole by the Department of Parks & Recreation are exempt from this limitation to permit practices and performances. An application must be submitted to the Prince William County Department of Facilities & Fleet Management between two (2) weeks and sixty (60) days prior to each such requested use or meeting, in conformance with the application procedure set out below. As an exception permission may be granted upon a single application to schedule up to three (3) meetings in advance.
2. *Priority to County Use:* For all such applications, priority for the use of any portion of any County building or facility will be given to the County, and to users who meet the definitions set out in section 1.006 EXCEPTIONS of this SOP. No use of any County building or facility will be permitted which inhibits the regular, uninterrupted use of any County building or facility by the County or other excepted user by reason of conflicting need for the building or facility, generated noise, or any other reason.

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 6 of 10
			Effective Date: January 1, 2024
	Subject: Building Use Rules & Regulations	No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003

3. *Revocation of use:* Permission granted for use of any such building or facility by any group or individual covered by this policy may be revoked up to 24 hours prior to the scheduled start of the requested use in order to allow use of the facility or building by the County or any excepted user.
4. *Limitation on Use:* Permission to use a County building or facility is limited to the room or rooms, or space, which is described in the Facilities Use Agreement which all users shall be required to execute. No permission is granted to any group or individual to enter any other room, except rest rooms, stairwells, and entry ways which must be traversed to gain access to the meeting room. No activity will infringe on the ability of staff or other organizations to access the facility. All groups using the facilities must limit participation to the posted maximum "allowable" persons in room per fire regulations.


200.4 RESTRICTION ON USE:

Precluded from the purposes for use of the buildings and facilities:

- any fundraiser.
- no facility will be used as an extension of a business operation.
- no admission can be collected.
- no public sales are permitted.

200.5 LIABILITY

1. Any group using any County building or facility pursuant to this Policy shall be required to execute a release of liability in a form approved by the County Attorney, releasing the County from any liability for negligence for any damages caused to the user, or its property, during the time of the use.
2. Moreover, any such group using County property or facilities shall be required to execute an agreement in a form accepted and approved by the County Attorney to guarantee and hold harmless the County from any liability to third parties for injury caused by the group, or any persons or groups invited to attend the meeting or session on County property.
3. The group shall be liable to the County for any and all damage to County property or injuries to County employees, officers, or agents caused by the group, or by any of the group's officers, agents, or employees, or by any person attending or seeking to attend the group's meeting, whether or not such damage is the result of negligence, intentional acts, or accident.

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 7 of 10
			Effective Date: January 1, 2024
	Subject: Building Use Rules & Regulations	No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003

4. Moreover, as part of any application for use, any such user whose use for a particular function will involve 30 or more persons must provide evidence of liability insurance and provide a minimum of \$500,000 in coverage, naming Prince William County as an additional insured. The certificate of insurance evidencing the coverage must be provided with the application.

200.6 APPLICATIONS

All applications to use any County property or facility under this Policy shall be made to:

Prince William County
 Department of Facilities & Fleet Management
 Buildings and Grounds Division
 9412 Peabody St.
 Manassas, VA 20110.

The County will provide forms. The applicant shall state the name and address of the applicant, and of its officers. The applicant shall also state the date and time requested for the use, the expected length of the use, the nature and purpose of the use, and the number of people expected to attend the proposed activity. Applications must be made at least two (2) weeks before the proposed use, but not more than sixty (60) days prior to the proposed use. Applications not expressly accepted or rejected within two (2) weeks of the application, or within 48 hours of the time of the scheduled use, whichever is later, shall be deemed rejected.

200.7 SIGNS AND EMBLEMS


The Prince William County facilities and grounds, including the outside entry, are subject to the restrictions of this SOP.

All signs, other than those produced by the Department of Facilities & Fleet Management or County agencies, are prohibited on County owned or leased property. Signs posted on the grounds of County facilities will be removed and disposed of by Department of Facilities & Fleet Management staff.

However, at those County facilities that are used as polling places, signs may be placed outside the buildings for a maximum of 24 hours on Election Day. Pursuant to Virginia law, no electioneering may take place within 40 feet of any entrance of any polling place.

During times of early voting/absentee balloting, no signs are permitted to be erected on Prince William County owned or leased property.

In situations where an organization has an approved reservation to utilize County space, the authorized group may erect signs in conformance with the Prince William County's Zoning Ordinance. Signs on County property advertising the time and place of the authorized meeting, and the name of the group will be limited in size to no greater than 4'x4'. Signs may

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 8 of 10
			Effective Date: January 1, 2024
	Subject: Building Use Rules & Regulations	No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003

be put in place no sooner than one (1) hour prior to the scheduled start of the meeting and must be removed at the conclusion of the meeting. No other signs, emblems, or symbols may be erected on County property by any group or individual. A copy of any sign or emblem to be used and its proposed location shall accompany the application form for approval.

200.8 SETUP

1. The authorized user is responsible for setting up the meeting place, providing extra chairs in meeting rooms, and supplying such items as easels, bulletin boards, and other equipment. The group may use equipment such as white boards owned by the County and located in the approved meeting room. The user shall be responsible for returning the furniture and fixtures in the meeting room to its original configuration after the conclusion of the meeting or other use.
2. Use of any electrical equipment by user shall be subject to County approval.

200.9 CLEAN UP:

1. The authorized user shall be responsible for all clean-up following the conclusion of the meeting. All trash must be removed from the premises at the user's expense, except that up to four bags of non-toxic trash may be placed in any County trash disposal bin located on the property being used. Custodial service using County staff may be required based on the number of persons attending the meeting and the length and purpose of the meeting. The cost for a custodian is **\$75** per event. Costs for this service will be borne by the user.
2. The cost of any clean up by County staff required as a result of the user's failure to do so shall be charged to user at the overtime rate of County staff utilized. Failure to return room to original configuration can result in the group being put on probation or termination from using County facilities in the future.

200.10 ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, AND SMOKING


There shall be no alcoholic beverages served upon, consumed upon, or brought onto County property. This includes religious services, performance props, etc. shall not be brought onto or used on County property. Smoking is prohibited in all County buildings. An exception can be made for alcohol on the Sean T. Connaughton Community Plaza. The requirements for alcohol beverages for this venue can be found within the *Reservation Application for Sean T. Connaughton Community Plaza*.

200.11 PERMITS

The authorized user shall be responsible for securing any permits or approvals, such as parking permits, food permits required in connection with the meeting or other use.

200.12 PARKING

1. McCoart Building and Development Services Building Parking shall be permitted in the marked lots for public parking adjacent to both buildings. Parking in the rear of the McCoart Building or in the loading dock area of the Development Services Building is strictly prohibited. Public Parking is not available at the

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 9 of 10
			Effective Date: January 1, 2024
Subject: Building Use Rules & Regulations		No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003

Owens building.

2. Ferlazzo Building Parking shall be permitted in the front parking lot of the building. Public Parking in the rear of the building is prohibited.

200.13 CANCELLATION

Any permission granted under this policy to use County buildings or facilities shall be deemed automatically withdrawn in the event the County government is closed because of inclement weather or other emergency during the scheduled time of the meeting. Cancellation information will be provided to the point of contact.

200.14 SECURITY

1. The user shall provide at its own expense any security, which the user desires in addition to the normal security, provided by the County for its own purposes.
2. Cost to provide security of the County facility extending beyond the normal security schedule due to the meeting of the group must be borne by the group. The group shall pay for the half hour before and after the event. If the event exceeds the previously agreed upon time, the group shall be responsible for the additional time / pay required for security coverage.

200.15 EQUAL ACCESS

This policy shall apply to all groups and individuals applying to use County buildings or facilities. No group or individual shall be excluded from equal access to County buildings and facilities because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by the individual or group, or by any group's members.


200.16 DENIAL OF ACCESS

The use of County buildings and facilities shall be denied to any group which has, at any time prior to any requested use, been responsible for, permitted, or caused, any damage to County property through or because of acts of vandalism, violence, or disruptive behavior, or has failed to clean up facilities, by any members of such group, or invitees to approved meeting. Subsequent approval may require a higher insurance level or additional security and custodial charges. However, no individual or group shall be denied access under this section to the use of County buildings or facilities because of damages not caused directly by the group or individual, group members, or invited guests.

APPROVED BY:

Matthew F. Villareale
Matthew F. Villareale (Jan 8, 2024 11:35 EST)

Matthew F. Villareale, Director of Facilities & Fleet Management

	DEPARTMENT OF FACILITIES & FLEET MANAGEMENT Prince William County, Virginia		Page 10 of 10
			Effective Date: January 1, 2024
	Subject: Building Use Rules & Regulations	No: 31-FFM-XXX-1.010.1	Supersedes: September 12, 2003

APPENDIX A: USER AGREEMENT

APPENDIX B: SEAN T. CONNAUGHTON COMMUNITY PLAZA USE AGREEMENT & GUIDELINES RENTAL



PRINCE WILLIAM

Facilities & Fleet Management

FOR OFFICIAL USE ONLY		
Facility Use #	_____	
Date In	_____	Date Out _____
Availability Confirmed	_____	
Insurance (Circle One):		
On File	Attached	N/A
Copy to (Circle):		
McCoart/Security		
Ferlazzo/Security		
DSB		
B&G		

FACILITY USE AGREEMENT

REVISED January 2024

**PRINCE WILLIAM COUNTY
DEPARTMENT OF FACILITIES & FLEET MANAGEMENT
BUILDINGS & GROUNDS DIVISION
9412 PEABODY ST., MANASSAS, VA 20110
703-792-6390 703-792-6376 (Fax)**

Please Print:

Applicant's Full Name/Title: _____ Phone: O: _____ H: _____

Alternate Contact Name: _____ Phone: O: _____ H: _____

Fax Number: _____ Email: _____

Organization: _____

Mailing Address: _____ City _____ State _____ Zip _____

Purpose of Organization/Nature of meeting _____

Non-Profit: Yes/____/ No/____/

Facility Requested: McCoart /____/ DSB /____/ Ferlazzo /____/

Specify Room _____ **Number of People Expected** _____

No Food or Drink Permitted in the McCoart Board Chambers or Ferlazzo Auditorium

<p>Custodial and security fees may be applicable. The estimated cost is \$ _____ (To be completed by B&G)</p> <p style="text-align: center;">Please Note: There will be a \$50 fee for all returned checks.</p>
--

Limit: 4 Dates each form Date: _____ Time: _____ To _____

Only submit dates 3 months Date: _____ Time: _____ To _____

beyond the current month Date: _____ Time: _____ To _____

Date: _____ Time: _____ To _____

NOTE:

- A.** No equipment is provided by the County. Balloons are not permitted in the Ferlazzo Building.
- B.** In an emergency or if you have a problem obtaining authorized entrance after 5:00PM Monday-Friday or on a weekend, please contact Securcorp at (703) 499-9359 and let them know which facility.
- C.** If the Prince William County Government is closed, all buildings will be closed. Information is provided on the PWC-INFO Line (703) 792-4636 and the County's website.

Please Check Appropriate Response:

Yes	No	
_____	_____	1. If function may involve 30 or more persons, a Liability Insurance Form (minimum coverage \$500,000) must be attached or on file. See Building Use Policy.
_____	_____	2. Will food and/or drink be served? Please specify type of food: _____
_____	_____	3. Will electrical equipment, visual aid and/or special props be used? If yes, please list items you will bring into the facility (your equipment is subject to inspection and approval prior to use in County facilities): _____
_____	_____	4. Copies of signs, emblems or brochures and proposed location are attached with agreement for approval. Note: Sign may not exceed 4' x 4' in size and may be put in place no sooner than 1 hour prior to scheduled starting time.
_____	_____	5. I received and read a copy of the Prince William County's Building Use Policy.

In consideration of my organization's use of the above facility, I, the undersigned, agree to the following:

- 1) The facility will not be misused.
- 2) The facility space will be returned to its normal configuration by my organization. I understand custodial charges may be applicable.
- 3) My organization will pay for any damages resulting from our use.
- 4) My organization agrees to indemnify and hold harmless the County, its agents, and its employees against any and all liabilities, claims, demands, actions, costs and expenses which may be sustained by reason of any injury to or death of any person, or for any loss or damage to property owned by person, caused by any negligent act or omission on the part of any member of my organization.
- 5) Payment for guard and custodial charges (if applicable) must be enclosed with agreement. Payment for events that are not cancelled at least 2 weeks prior will not be refunded.
- 6) Incomplete agreements or agreements submitted less than 2 weeks prior to event will be returned without approval.

Signature: Organization's Representative

Date

Signature: Buildings & Grounds Assistant Director

Date

Use of McCoart/DSB Administration Buildings

Access to the McCoart Administrative Building between the hours of 5:00 p.m. and 8:00 a.m. weekdays and on weekends and holidays can be obtained by proceeding to the rear, west entrance door. The telephone will automatically ring the Security Guard who will allow access to authorized users.

Use of the Ferlazzo Building

Access to the Ferlazzo Building during non-operating hours can be obtained by proceeding to the front main entrance. The Security Guard at the front desk will allow access to authorized users.



PRINCE WILLIAM

Facilities & Fleet Management

COUNTY OF PRINCE WILLIAM

Department of Facilities & Fleet Management –
Buildings & Grounds Division
9412 Peabody Street
Manassas, Virginia 20110 (703) 792-6390 | FAX: (703) 792-6376

Office Use Only

Facility Use Fee \$ _____
Security /Staff Fee \$ _____
Other \$ _____
Total \$ _____ Date Paid _____
Security Deposit \$ _____ Date Paid _____
License Copy Submitted ___ YES ___ NO
Certificate of Insurance Submitted ___ YES ___ NO
Amount Refunded \$ _____ Date _____ Staff _____

Make Checks Payable to Prince William County

RESERVATION APPLICATION FOR SEAN T. CONNAUGHTON COMMUNITY PLAZA

Information to be completed by the applicant

Applicant Organization/Individual Name:			
Represented By:			
Mailing Address		City/State	Zip Code
Telephone		E-mail	
Event Dates:		Event Times: Beginning (including set-up)	AM/PM
Event Dates:		Event Times: End (including clean-up)	AM/PM
Number Attending this Event: _____		Public Event	Private Event
Certificate of Liability Insurance ___ Yes ___ No	Alcohol Requested: ___ Yes ___ No	ABC Permit Obtained ___ Yes ___ No	Vehicles Driven on Plaza ___ Yes ___ No
Contract Caterer: ___ Yes ___ No	Cater/Vendor Name: _____		

Submission of this application and supporting documentation does not imply approval of the use of the Sean T. Connaughton Plaza (Plaza). A determination will be made by Buildings & Grounds staff based on the information provided by the applicant and/or other resources. **The applicant should not promote the Plaza event or activity prior to issuance of the approved application. The applicant shall not begin setting up for temporary use or activity prior to the approval of the application.** Applications must be submitted at least 30 days prior to the event start date.

I hereby certify that the information provided in this application is accurate, true and correct to the best of my knowledge and belief. Approval of this application is based solely on the documentation provided with this application. If such information should be proven inaccurate at a later date, then approval will be considered invalid.

Signature of Applicant

Date: _____

Application Requirements

In order to ensure a flawless event, please follow the guidelines below. Prior to your event, you should:

- **Read this packet thoroughly** to ensure the Plaza meets your needs and that you are comfortable with all applicable requirements and regulations and permits.
- Contact Cheryl Harris at (703) 792-6390 or charris@pwcgov.org to review available dates and schedule your event. We will hold your requested date for five business days to allow for completion and submission of the required contracts.
- Furnish a Certificate of Liability Insurance for your organization evidencing \$1 million for the event. The insurance shall include products and completed operations and include coverage for all vendors, exhibitors, and concessionaires if they are being used.
 - If alcohol is being served, the certificate of liability insurance shall evidence liquor liability and the amount of coverage shall increase to \$2 million per occurrence with a \$2 million aggregate.
 - If vehicles are driven onto the Plaza, auto liability coverage must be provided in the amount of \$1 million.

All insurance shall be primary and non-contributory. Certificates shall list Prince William County as an additional insured. Your insurance agent will be familiar with this.

- Read and sign the Reservation Application for the Sean T. Connaughton Community Plaza. Return the Application along with your Certificate of Insurance and security deposit to Prince William County (“PWC”) at:

Department of Facilities and Fleet Management
Buildings & Grounds Division
9412 Peabody Street
Manassas, Va. 20110

- The following types of events are **Not** permissible for events that are being sponsored by internal Prince William County agencies.

Circus and Carnivals including Rides	Aircraft and Balloon Events
Mechanical Amusement Devices and Rides	Professional Sporting Events
Motorized Sporting Events	Pyrotechnical Uses / Fireworks Shows (does not apply to spectators)
Tractor/Truck Pulls	Heavy Metal, Alternative Music, Hip-Hop and Rap Concerts (without prior underwriter approval)
Boxing, Wrestling, Hockey, Contact Karate Events (including practice)	Moon bounces, Trampolines and Inflatable Amusement Devices
Rodeos and Roping Events (including practice)	Obstacle Course, Races and Mud Runs
	Veterinary Legal Liability (No animals)

- To maintain your reserved date, the signed Agreement, certificate of insurance and all fees must be returned to Buildings & Grounds Division at least 30 days prior to your event. If there are less than 30 days until the proposed event, the event will not be scheduled until the Application Fee and Security Deposit are

paid in full, the proper certificate of insurance is provided and the application is reviewed by the appropriate agencies depending on the details of the event. No reservations will be taken within 10 business days of the proposed usage.

- Relax and enjoy your event!

Plaza Use Fees and Security Deposit

Facilities Use Fee Schedule	Half Day (up to 6 hrs.,)*	Full Day*
Non-profit organizations (Must provide proof of 501©3 or 501©6 status to qualify for this rate)	\$300.00	\$400.00
Private social events (PWC residents, upon verification**)	\$300.00	\$400.00

Rates based on 300 attendees and does not include the security deposit.

*For over 300 attendees add \$1.00 per person to the Facility Use Fee.

**To qualify for this rate, the resident must provide a copy of current driver’s license. For weddings or receptions, the bride or groom or their respective mother, father, or legal guardian must reside within PWC at the time of application as well as the time of the event. For all other social events, the host, hostess, or guest of honor must reside within the County at the time of application as well as the time of the event.

All rental periods must include set-up and clean-up time. Please ensure you request enough time to accommodate your entire event. Additional staff may be required at the Plaza due to the volume of expected participation and/or attendance. If it is determined by the Department of Facilities and Fleet Management that additional staff is necessary, the cost is **\$50.00** per hour, per staff member. If the volume of participants exceed the amount provided, the county reserves the right to adjust labor and clean up charges.

Prince William County Government, Prince William County Arts Council and Prince William County School events may be held at the Plaza with no rental charge. A completed Plaza Use Agreement must be submitted to the Buildings & Grounds Division, and labor and cleanup charges may apply. Call (703) 792-6390 or email charris@pwcgov.org for additional information.

Make checks payable to **Prince William County.**

Security Deposit

Security deposits are in addition to listed rental fees and must be submitted in the form of a separate check with the completed Reservation Application.

Security deposit amounts are **\$1,000.**

Prince William County reserves the right to require a higher security deposit depending on the number of people expected to attend and/or the nature of the event. The security deposit will be refunded to the individual or organization represented in the contract upon satisfactory completion of the agreement and all policies and conditions listed herein. Charges for damages and cleaning shall be deducted from the security deposit. Users exceeding their reserved time will be charged the applicable hourly rate of \$100.00 per hour. Any charges more than the deposit will be to the renter. Prince William County reserves the right to take legal action to collect any monies due and will seek attorney fees.

General Information and Rental Guidelines

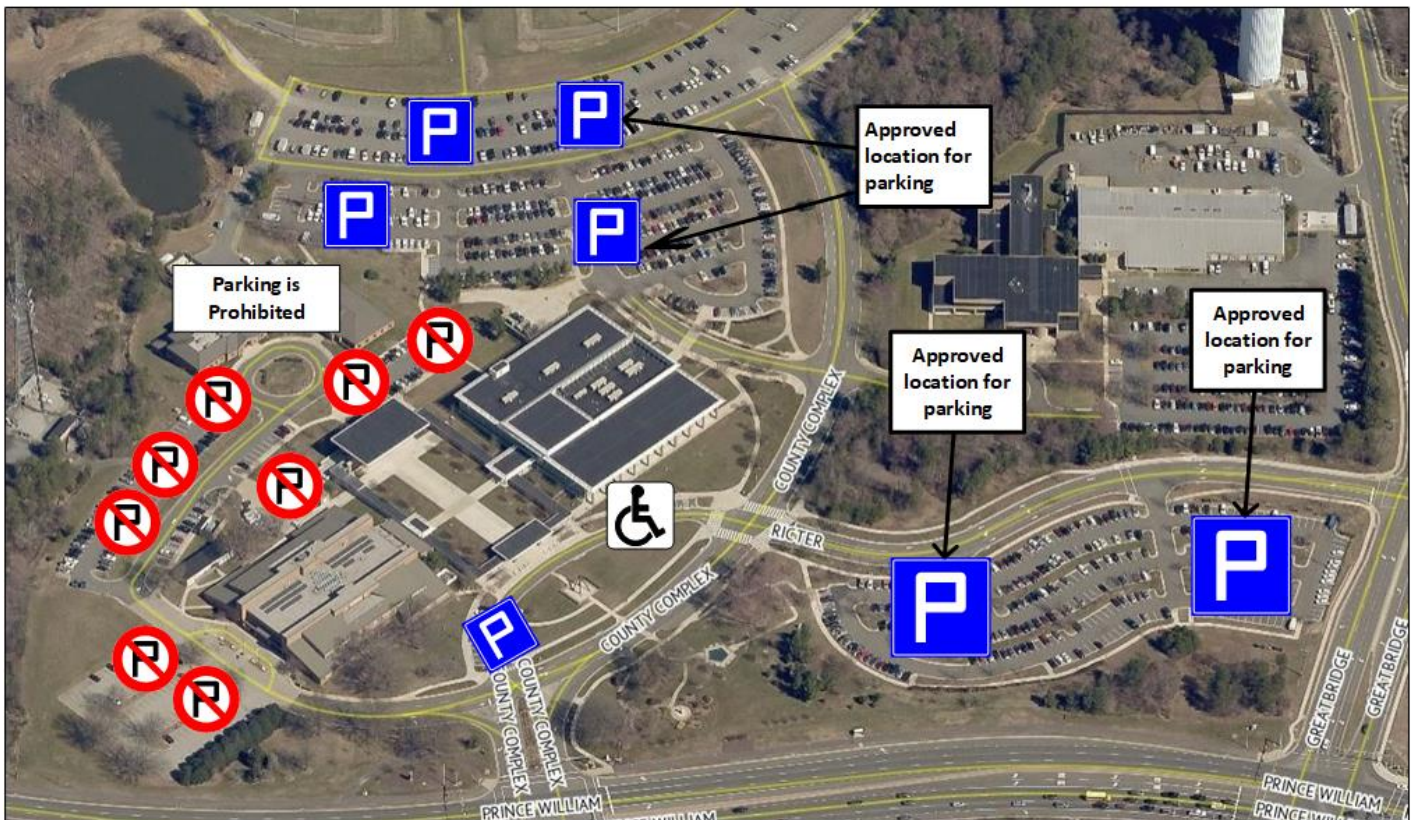
Facility Use is based on the Renter's (authorized representative of the group or party renting the Plaza) complete compliance with the following guidelines, as well as the renters fully completed and County-approved Plaza Use Agreement ("Agreement"). If at any time the renter has misrepresented itself or has not adhered to the Prince William County ("PWC") guidelines, PWC may exercise its right to cancel the Agreement.

Plaza Features

GENERAL: The Plaza is located between the James J. McCoart Administration Building and the Development Services Building at the Prince William County Government Complex. PWC is not responsible for injury or damage to property or persons using the facility. The renter must be present during all hours of the event and is responsible for the behavior of participants and cleanup. The renter will be billed and agrees to pay for any damage exceeding the security deposit. PWC reserves the right to conduct a background investigation of any renter using the Plaza. Rental agreements and fees must be received at least 30 days in advance of the event date.

PLAZA DIMENSIONS AND CAPACITY: The Plaza measures 200 feet x 300 feet with a capacity up to **1,000** people standing. Capacity of the Plaza Stage (based on fire code regulations) is 100 people/performers. The stage dimensions are 50' x 29'.

Parking Locations for Plaza Events



PARKING: Public parking is available at the following designated lots. Front of the McCoart Building, next to the memorials on RICTER Way, Development Services Building parking lot and at the stadium. The Plaza is handicapped accessible with handicapped parking in the ellipse directly in front of the Plaza.

PARKING IS NOT ALLOWED IN THE FOLLOWING AREAS:

- 1) Along roadways throughout the Government Complex to include all FIRE LANES
- 2) Parking lots at the main entrance and behind the McCoart Building or adjacent to the Owens Building - Any parking lots with restricted access (gates or signage) are designated for county/emergency vehicles, not for public use.
- 3) McCoart Loading dock and the Radio Tower.
- 4) Parking on the grass ANYWHERE is prohibited.

Noise: Each temporary activity use shall comply with the provisions of the noise ordinance set forth in Chapter 14 of the Prince William County Code. According to Section 14-4 of the Code, the sound or noise level associated with a temporary activity use shall not exceed the maximum permissible sound pressure levels shown on the following table:

Classification	Zoning District Maximum dBA Daytime (7:00 a.m. to 10:00 p.m. weekdays and 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays and legal holidays observed by Prince William County.	Zoning District Maximum dBA Nighttime (10:00 p.m. to 7:00 a.m. weekdays and 10:00 p.m. to 9:00 a.m. on Saturdays, Sundays and legal holidays observed by Prince William County.
Residential	60	55
Mixed Use District	60	55
Commercial	65	60
Office	65	60
Industrial	79	72

Plaza Reservations

AVAILABILITY: Unless otherwise specified by County staff, the Plaza is generally available for rental daily. All events must begin no earlier than 9:00 AM and end no later than 11:00 PM unless otherwise specified/approved by Buildings & Grounds staff. All activities and displays must be completed within the time specified in the Application. Setup and cleanup times must be included within the contracted rental times.

The exceptions to this general availability are as follows:

- 1. The Plaza is not available for rental during County business hours, Monday – Friday, 8:00 AM – 6:00 PM except for County-sponsored events. The Plaza is not available during Board of County Supervisors’ meetings.
- 2. Holidays are not available unless approved by Plaza Staff.
- 3. The Plaza is not available on Armed Forces Day, September 11th, and days of remembrance of the adjacent Freedom Park.

RESERVATIONS: Reservations for the Plaza are on a first-come, first-serve basis and may be made no more than (1) year in advance. Any group or organization that establishes an annual public activity on a specific day or date will have 14 days after the event to reserve the same day or date for the next year, if it is available. After this deadline, the date will become open and available to the general public for reservation. All activities and displays will terminate at the specified time in the application. No reservations will be taken within 10 business days of the proposed usage.

To reserve conference rooms in the James J. McCoart Administration Building, please fill out a Buildings and Grounds Facility Use Form. Plaza staff can supply you with the form.

PAYMENTS / FEES: The rental fee and security deposit are due in full at signing of the Application. Please make checks payable to Prince William County and write Plaza in the memo section of your check. Failure to pay the rental fee and security deposit will result in immediate cancellation of the Application. There will be a \$35 fee on any returned check.

Additional fees may be required for security coverage. Any form of misrepresentation by the renter may result in forfeiture of the Application and all monies involved.

CANCELLATIONS: A full refund will be issued if cancellation is made at least 30 days prior to the scheduled event/rental date. Within 30 days of any scheduled event, a refund of 50% of the rental fee will be issued. No refunds will be issued to any individual/group that cancels within two (2) weeks of the scheduled event/rental date. Rescheduling may be allowed in the case of inclement weather pending site availability.

CLEAN-UP: The renter is responsible for cleaning the area after use, including removing decorations and displays, and policing the area for trash and placing it in the Plaza trash receptacles. Failure to do so will result in loss of the security deposit.

Renter's Initials _____ **Date** _____

Additional Regulations for Plaza Use

MINORS (individuals under 18 years of age): All renters must provide chaperones at a ratio of one parent/guardian per 10 minors.

GRASS AREA: Accessories used in the grass area of the plaza **SHALL NOT** be spiked into the ground. The use of either bean bags or water barrels is permissible to be used as an anchor. Failure to follow this directive may incur costs to repair/replace sprinkler system components damaged by spikes.

COVERED BREEZEWAYS: Access to the top of the covered breezeways is strictly PROHIBIED. Please refer to Decorations & Displays for proper support from Buildings & Grounds personnel.

SECURITY: Each application will be submitted to the PWC County Police Department. The Police will determine if the event requires a security plan. If a security plan is required, they will ask the applicant to submit one for their review. Upon their review they may require additional security assets to be present. Required security coverage, as deemed necessary by the Police Department, will be at the cost of the renter. Any renter requiring an ABC permit or expecting a crowd of 500 people will be required to have a security plan.

PERMITS: Depending on the activities and structures at the event permits with the applicable permitting authority are required.

- Alcohol – Virginia Alcohol Beverage Control Board (ABC)
- Cooking – Permit with the PWC Fire Marshall
- Selling of food – Health Department
- Structures depending on size and type – Department of Development Services

All necessary permits, licenses and inspections are the sole responsibility of the renter. A copy of all required permits must be provided to Buildings & Grounds at least 14 days prior to the scheduled event. Permits must be displayed as required by the permit-issuing agency.

COOKING AND ELECTRICITY: Cooking on the Plaza must be approved by a PWC Fire Marshal prior to all events at (703) 792-6360. There is no preparation space/kitchen space or equipment for caterers. Electrical outlets are available throughout the Plaza. Electrical cords are the responsibility of the renter and must be in good working order/condition and must be secured or covered in areas of foot traffic.

ALCOHOL: Alcohol is permissible by PWC approval and Virginia Alcohol Beverage Control (ABC) Board permit only. To ensure your Virginia ABC Board permit is obtained in a timely manner, it is recommended that you apply at least 60 days in advance of your event. For information or to apply for a permit please contact the Virginia ABC Board at (804) 213-4624 or visit their Web site at <http://www.abc.state.va.us>. A copy or fax of the ABC Board permit must be submitted to Buildings & Grounds Division staff at least 14 days prior to the event. The Renter will be responsible for participants who chose to bring alcohol to the event without the proper permitting and will be responsible for removal of all alcohol. **The area in which alcohol will be served must be clearly delineated on the plaza layout document and always monitored. The distribution and/or consumption of alcohol must be contained within the specified area and the permit must be posted in plain view. The individual/group named on the permit will be responsible for the behavior of person(s) of the group.** Persons must be 21 years of age to possess, consume, or serve alcohol. The sale of alcohol is prohibited. Alcohol must stop being served one hour in advance of the closing of the rental. The renter named on the permit/Plaza Use Agreement (and all attending) must adhere to all rules prescribed by the Virginia ABC Board and PWC.

Renter's Initials _____ **Date** _____

Event Set Up Information

DECORATIONS & DISPLAYS: Decorations may be used but need to be of a temporary nature. Do not affix decorations with staples, glues or nails that may injure the Plaza or the area around the Plaza. Banners may be hung inside the Plaza with prior approval from Buildings & Grounds staff and may only be hung in the approved /designated location. There will be a \$100.00 fee for removing a banner and/or decorations. The renter must make every effort to protect the Plaza and the surrounding grounds from oils, greases and other substances that may cause damage to surface. Confetti is prohibited. No unattended displays are permitted on the Plaza. Displays must be removed when your scheduled event is completed. Work with Plaza Staff for locations where it is safe to stake tents and signage. Tents over 900 sf in area will require a separate permit thru the Building Development Department. To obtain a permit call (703) 792-6924.

RESTROOMS: Restrooms for the Plaza are located at the back of the McCoart Building and will be available for your use during your event.

DELIVERIES: Buildings & Grounds must be informed of the arrival time of all deliveries, including, but not limited to, caterers, florists, performers, and equipment rental vendors. All deliveries must be scheduled during the rental times. Buildings & Grounds will not accept any deliveries on behalf of renter. Rental equipment, including chairs and tables, is not provided by PWC and is the responsibility of the renter. Renters are also responsible for set up of the Plaza for their event, including, but not limited to, rental equipment (chairs, tables, etc.), tenting, etc. Setup and cleanup time must be included within the rental times.

SOUND AND LIGHTING: The sound, lighting, and noise ordinances of PWC must be obeyed at all times. The Prince William County Police Department will resolve any noise or lighting complaints. Any special lighting and/or sound requirements need to be detailed in the Plaza Use Agreement and will be considered on a case-by-case basis. Additional charges may apply.

IN CASE OF EMERGENCY: We do not foresee any problem with your event, but weather emergencies do come up from time to time. If you are holding an event on the Plaza when there is such an occurrence, seek shelter inside the McCoart Building. Tornado shelters are in the Board of County Supervisor Chambers and in the inside bathrooms of the building. For further emergency needs, please see the Plaza Emergency Manual located in the Communications Office, Room #150. For an immediate health related emergency, please dial #911.

If you would like to request additional services, other services may apply.

For information
Call (703) 792-6390
or email charris@pwcgov.org

Liability

LIABILITY: Please carefully review the paragraph below:

The renter hereby agrees to indemnify and hold harmless Prince William County, Virginia, its officers, agents and all employees and volunteers, from any and all claims for property damage, bodily injuries to the public, including cost of investigation, all reasonable attorney fees, and the cost of appeals arising out of such claims or suits, because of any and all acts or omission or commission of the renter, including its agents, subcontractors, employees and volunteers, or invitees of the renter, in connection with the use of the Sean T. Connaughton Community Plaza under this agreement.

Dispute Resolution

Choice of Law: The laws of Virginia shall govern the validity, interpretation, performance, and enforcement of this Agreement.

Forum: The parties further agree that any legal action or proceeding arising out of this Agreement shall be commenced

Reservation Application
Sean T. Connaughton Community Plaza
Page 8 of 15

and tried in either the General District Court or the Circuit Court of Prince William County, Virginia to the express exclusion of any other forum.

CAUTION: READ ABOVE INFORMATION CAREFULLY BEFORE SIGNING BELOW

The renter has read and understands all above listed Prince William County rules and regulations as they relate to the Agreement and with Agreement signature agrees to abide by all.

Renter's Initials _____ Date _____

Event Set Up Information

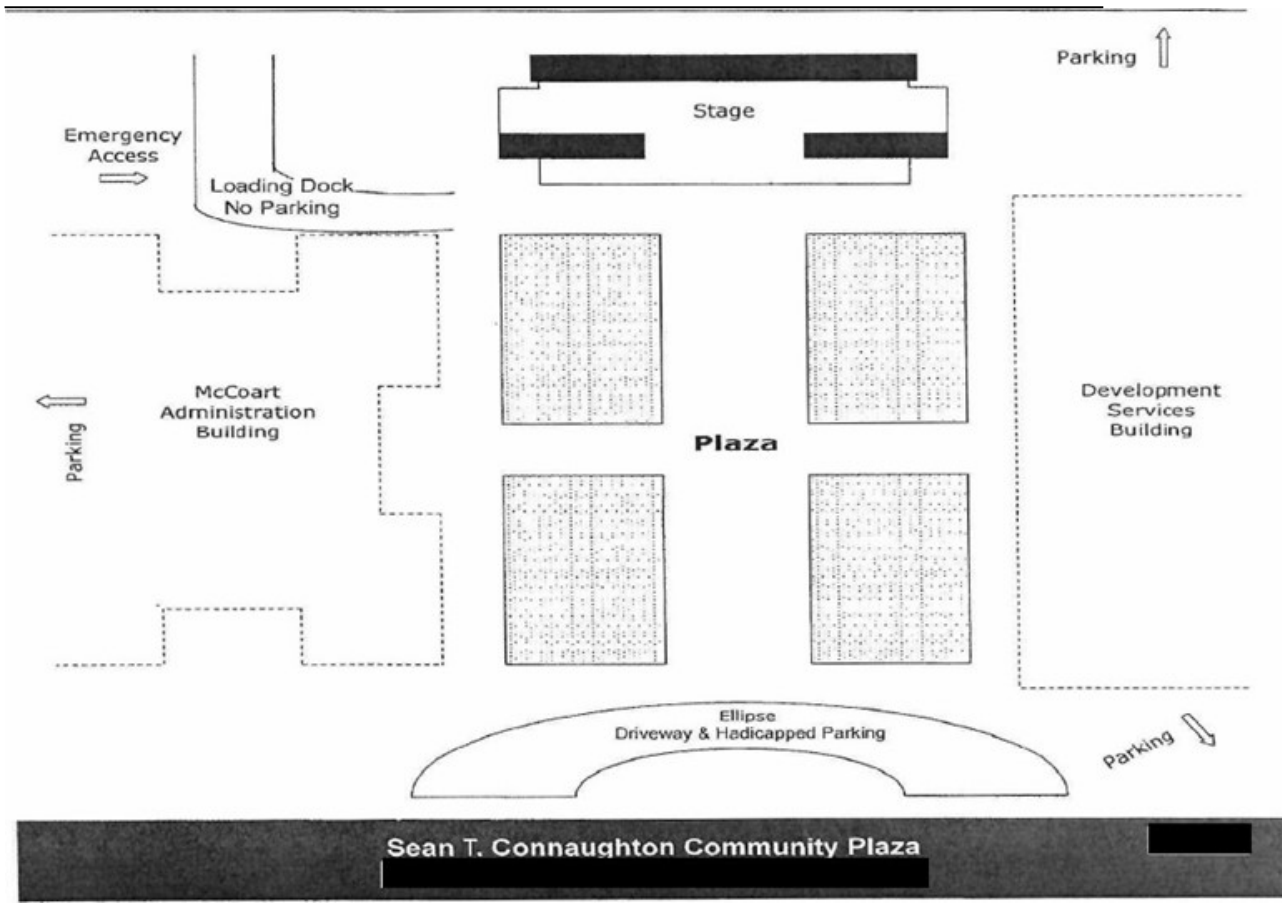
Please use the drawing below to describe decorations, event setup and any equipment you may use during your event (chairs, tables, staging, etc.,)

Decorations for Your Event: _____

Sound (microphones, etc.): _____

Stage Layout _____

Plaza Layout: _____



NO FIREWORKS ARE PERMITTED

WRITTEN NARRATIVE

Written narrative of the proposed activity. The written narrative is a description of the proposed activity including information about:

- Hours and dates of the activity including setup and tear down times
- Number of participants
- Alcohol usage
- Temporary structures (such as tents, moon-bounce, stage, platform, ramp)
- Security Plan
- On-site food preparation and/or service
- Restroom facilities, temporary plumbing and electrical work, trash collection and disposal method, etc.

Applicant may attach a typed document in place of this document.

MINIMUM SUBMISSION CHECK LIST

<input type="checkbox"/>	Completed standard application form
<input type="checkbox"/>	Security Plan All groups will need to have their event plan reviewed and approved by the PWC Police Department before an event is approved. The Buildings & Grounds Division will facilitate this review.
<input type="checkbox"/>	<p>Written narrative of the proposed activity. The written narrative is a description of the proposed activity including information about:</p> <ul style="list-style-type: none"> - Hours and dates of the activity including setup and tear down times - Number of participants - Alcohol usage - Temporary structures (such as tents, moon-bounce, stage, platform, ramp) - Security Plan - On-site food preparation and/or service - Restroom facilities, temporary plumbing and electrical work, trash collection and disposal method, etc.
<input type="checkbox"/>	<p>Permits</p> <ul style="list-style-type: none"> - ABC permit if alcohol is being served - Selling food requires a permit from the Health Department - Tent Building Permit Requirements (Department of Development Services – Building Development Division) <ul style="list-style-type: none"> • More than 900 SF, or • More than 50 occupants • Additional permits are required as dictated by the scope of work for mechanical, electrical and/or plumbing trades -
<input type="checkbox"/>	Non-profit organizations must submit a copy of tax-exempt certificate to demonstrate bona fide non-profit or not-for-profit status.
<input type="checkbox"/>	Completed Fire Safety Plan to be submitted to the Fire Marshal’s Office
<input type="checkbox"/>	Application fee in the amount of \$_____ . If the fee is paid by check, make payable to Prince William County.

**Completed Prior to Application Approval
(Staff Only)**

<input type="checkbox"/>	Law Enforcement: Number of officers:_____ Days:_____
<input type="checkbox"/>	Building Development Permitted structures_____
<input type="checkbox"/>	Access: Number of Carnival Access Points_____
<input type="checkbox"/>	Fire Marshal's Office: Fire Safety Plan Approval: Y_____ N_____

PERMIT REVIEW STATUS SHEET

Department Name	Address
Fire Marshall's Office	5 County Complex Court, Prince William, VA 22192 (703) 792-6360
Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Comments: _____	
Department Name	Address
Department of Development Services (Building Development, Plan Intake)	5 County Complex Court, Prince William, VA 22192 (703) 792-4040
Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Building Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Comments: _____	

ZNA CASE NUMBER: _____

Department Name	Address
Health Department (Food Preparation on Site)	8470 Kao Circle, Manassas, VA 20110 (703) 792-6310
<p>Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)</p> <p>HD Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)</p> <p>Comments: _____ _____ _____</p>	

Department Name	Address
** Police Department	<input type="checkbox"/> Central District - 5036 Davis Ford Road, Woodbridge, VA 22192
<p><input type="checkbox"/> Vendor Permit # _____ (if applicable)</p> <p>Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)</p> <p>Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)</p> <p>Comments: _____ _____ _____</p>	

SOP 31-FFM-XXX-1.010.1

Final Audit Report

2024-01-08

Created:	2024-01-08
By:	Dawn Murray (dmurray@pwcgov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOuyYz7gT8pOalcviquP6HKgSyXZ5-XNs

"SOP 31-FFM-XXX-1.010.1" History

-  Document created by Dawn Murray (dmurray@pwcgov.org)
2024-01-08 - 4:33:44 PM GMT- IP address: 199.34.106.161
-  Document emailed to mvillareale@pwcgov.org for signature
2024-01-08 - 4:34:12 PM GMT
-  Email viewed by mvillareale@pwcgov.org
2024-01-08 - 4:34:43 PM GMT- IP address: 199.34.106.161
-  Signer mvillareale@pwcgov.org entered name at signing as Matthew F. Villareale
2024-01-08 - 4:35:12 PM GMT- IP address: 199.34.106.161
-  Document e-signed by Matthew F. Villareale (mvillareale@pwcgov.org)
Signature Date: 2024-01-08 - 4:35:14 PM GMT - Time Source: server- IP address: 199.34.106.161
-  Agreement completed.
2024-01-08 - 4:35:14 PM GMT