

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

POST OFFICE BOX 7, WASHINGTON, VIRGINIA 22747
<https://washingtonva.gov>
540/675-3128

The Town of Washington maintains the Town Hall which hosts the Town Council and other Town affiliated meetings.

1. On occasion the main room is available for use by County departments, non-profit organizations, profit making organizations, private groups and individuals. Use of the building is restricted to the first floor only.

Maximum capacities are as follows:

Theater style (chairs only/pews)	70 persons
Reception (standing room only)	50 persons
Dinner style	35 persons

2. Maximum occupancy by the requesting group is to be indicated on the application issued by the Town Council or Town Clerk.
3. The fact that a group is permitted to meet in the Town Hall does not constitute endorsement of the group's policies or beliefs by the Town Council or any of its boards or commissions.
4. The fee schedule is as follows:

a. Government agency meetings	No charge
b. Non-Profit (501(c)3 organizations	\$50.00 **
c. All others (including setup and teardown/cleaning time)	\$200 + \$15 per hour

**Council, depending on use, may waive fees for non-profit organizations

5. A security deposit of \$100 is required. The deposit, rental charge (\$200 plus estimated hours) must accompany the application form when submitted. The deposit will be refunded if the Town administration determines that the Town Hall has been sufficiently cleaned and no damage or excess wear has occurred. The Town reserves the right to charge the renter for excess damage.
 - a. Additional charges may include a \$250 fee to remove and then re-install the Town sound system (microphones and speakers as necessary).
 - b. No refund if cancellation occurs less than five working days prior to the event date.

6. Hours of availability (including setup and tear down time):
 - a. Monday through Saturday: 9:00AM to 11:00PM
 - b. Sunday 9:00AM-10:00PM
7. Noise must be kept at a minimum (no loud music, etc.) so as not to disturb residents.

Additional requirements:

The key must be picked up at the Town Office (567 Mount Salem Avenue) during normal business hours by a person authorized on the rental application and returned the morning of the first working day after the event.

In order to give all community groups an opportunity to use the Town Hall, it may only be reserved for one event at a time and not more than six months in advance.

Furniture: NO furniture, décor or equipment may be removed from the Town Hall. The permanent wooden tables are to be covered with cloths if used.

Sound Equipment: May NOT be moved from original locations of speakers/microphones unless by Town administration. There will be a fee as noted above for equipment to be relocated within the Town Hall.

Renter is to provide trash bags and remove such upon completion of event; cleaning is to occur per the attached checklist. If additional cleaning is required, renter will be charged a fee of \$75.00.

Organizations holding events are responsible and liable for any damage to the room and/or its contents.

The Town Hall is an old, historic building, there is to be no smoking and NO OPEN FLAMES, including candles, are allowed.

Alcoholic beverages may be consumed upon the Town Hall premises only with approval of the Town issued through the Clerk or Mayor. The Clerk or Mayor may grant such approval without further action by Council if the applicant is an established, non-profit organization or public service organization normally operating within the Town or County, the function is but one night, and only wine, champagne and/or beer will be served, beginning no earlier than 1:00 pm and ending before 9:00 pm. All other applications not materially conforming to the foregoing shall be forwarded to Council for review and approval or disapproval at their next regular meeting. The applicant shall be responsible for complying with all ABC regulations and requirements, as well as all local, state and federal laws or requirements.

The name or address of the Town of Washington may not be used as the official address or headquarters of any organization.

Violations of the policy governing the use of the Washington Town Hall will result in future denial of the use of the Hall. Use of the facility that results in complaints from Town residents because of parking, disregard for private property, or other behavior not consistent with residential neighborhoods will result in future denial of use.

TOWN HALL CLEANING LIST

After using the Town Hall, and prior to departing, you are responsible for the following:

1. Close windows if they have been opened.
2. Clean windowsills.
3. Return, by carrying (not sliding), all furniture to its original position.
4. Return the carpet to its original position if it has been moved.
5. Clean off the surfaces of all furniture.
6. Clean any spills that have occurred on the floors or the carpet.
7. Sweep or vacuum all floors.
8. Clean the bathroom sink and toilet.
9. Pick up all trash and remove it from the premises.
10. Check for personal items and ensure they are removed.
11. Be sure the door is locked when you leave.

Thank you for doing your part in maintaining the Town Hall for all of our community.