

**Greater Springfield Volunteer Fire Department (GSVFD)**  
**7011 Backlick Rd. Springfield, VA. 22150**

**THE PAUL J. FILIPOWICZ COMMUNITY HALL RULES AND REGULATIONS**

- I. Eligibility to Reserve the Community Hall
  - A. Paul J. Filipowicz Community Hall available for rental include: restrooms, tables, chairs, drop down screen and lighting, counter and sink space in the kitchen. Note that the stove, refrigerator and dishwasher are NOT available for rental use.
  - B. Reservations made at Community Hall can be made providing that the hall is available for the date and time requested and the use for which the facility is requested is appropriate.
  - C. Reservations for the Community Hall shall be approved on a first-come, first-served basis. Security deposit must be paid in advance before a reservation application will be approved.
  - D. The renter must be present and an active participant in the event for which the reservation of the Community Hall is requested. The renter is responsible for the conduct of the guests throughout the entire event and liable for all damages. No third party reservations will be accepted.
  - E. The Community Hall may be reserved for use during the hours of 9:00AM – 12:00AM. All activities, to include trash removal and securing the facility, must conclude by the end of the reservation period.
- II. Rules and Regulations Governing Use of the Facilities
  - A. Alcoholic beverages is permitted only within the Paul J. Filipowicz Community Hall. Alcohol consumption outside the Community Hall can result in a deposit withholding and early termination of the rental agreement. The applicant must submit a copy of the ABC banquet license at the time of submission of the Rental Agreement Form. The Virginia Department of Alcoholic Beverage Control (ABC) is the issuing authority for such licenses; such a license may be obtained on-line at the VA ABC website. No alcohol shall be served to any guest under the age of 21. The applicant must be compliant with all applicable laws and regulations related to serving alcohol.
  - B. Adult (parental) chaperone must be present at all times during any function attended by individuals under the age of 21.
  - C. The Paul J. Filipowicz Community Hall is a smoke free facility. Use of tobacco products is restricted to outside at least twenty (20) feet from any doorway.
  - D. Renters should keep noise at a reasonable level and must abide by any applicable noise regulations, maximum 80 decibels (dB). Fairfax County “quiet hours” are from 9PM to 7AM. GSVFD will extend “quiet hours” until 11:00 PM however any noncompliance with this noise ordinance will result in a security deposit withholding of \$500.00.
  - E. Under no circumstances shall chairs, tables, furnishings or other items belonging to GSVFD be removed from the Community Hall. The removal of such will result in the forfeiture of the security deposit.
  - F. A clear access to the exits must be maintained at all times.
  - G. Fire code capacities must not be exceeded. The Paul J. Filipowicz Community Hall has a limit of two hundred twenty five (225) people.
  - H. Decorations may be placed on the floor or on tables. Confetti in any type, shape or form is prohibited. Elevated candles or open flames are prohibited. Objects of any kind may be hung, taped or suspended from the walls or ceilings with approval through the rental agreement. Votives and birthday candles are acceptable; sparklers are permitted only with a proper disposal plan, i.e. a container of water.
  - I. Except for damage resulting from acts of God, any and all damage that occur to the Paul J. Filipowicz Community Hall, to include but not limited to, the hallways, bathrooms, entryways, parking lots, sidewalks, landscaping, tables, chairs, lighting, kitchen or any property asset owned or provided by the GSVFD will be subject to a security deposit withholding dependent on the assessed damage.
  - J. Guests can use the parking lot directly outside the Paul J. Filipowicz Community Hall. Additional parking is available adjacent to the Fire station at the commuter lot. The use of the Fire Station #22 Parking Lot is prohibited. Violators are subject to towing and renter subject to withholding of security deposit.
  - K. By the conclusion of the rental period, those renting the Community Hall are responsible for disposal and/or removal of all items brought to the Community Hall.

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III. Fees and Security Deposits for Use of the Community Hall

- A. A rental fee will be charged for the use of the Community Hall. This fee must be paid by certified check, money order or bank check, made payable to the Greater Springfield Volunteer Fire Department or GSVFD. At least half of this fee must be submitted with the Paul J. Filipowicz Community Hall Rental Agreement Form.
- B. A refundable security deposit will be charged for the use of the facilities. The security deposit can be paid with the rental and cleaning fee. Payments must be made by either certified check, money order, a bank check, or credit card with applicable fees made payable to the Greater Springfield Volunteer Fire Department or GSVFD.
- C. A mandatory cleaning fee will be charged for the use of the Community Hall unless otherwise waived by GSVFD. The cleaning service is responsible for cleaning the Community Hall to include wiping tables and mopping floors, cleaning restrooms. Any additional cleaning fee will be assessed and the renter subject to withholding of security deposit.
- D. Break down and set up of the Community Hall tables and chairs is recommended, but not required. Security deposit may be withheld if tables and chairs are not returned to their original location.
- E. Tours of the fire department may be requested at a fee to include available apparatus.
- F. Any violation of this contract may result in fines and penalties and may be deducted from the security deposit, examples: exceeding time of authorized rental or for damages occurred during your rental period.

IV. Procedures for Reservation of the Community Hall

- A. To request a reservation for the Community Hall, the Paul J. Filipowicz Community Hall Rental Agreement Form must be completed and submitted to:

Trina Herman  
609-634-5707  
[therman@gsvfd.org](mailto:therman@gsvfd.org)

The Paul J. Filipowicz Community Hall Rental Agreement Form must be accompanied by a certified check, money order, bank check, cash or credit card with applicable fees made payable to the Greater Springfield Volunteer Fire Department or GSVFD in the amount of the security deposit, 50% of the rental fee, and any required cleaning fee. The application must include an ABC license if necessary. Requests for ABC license received within less than two weeks before the desired date of the function may result in cancellation of event and subject to forfeiture of all payments.

- B. The application will be approved or disapproved within three (3) working days of receipt of the application.
- C. Cancellations made less than sixty (60) days prior to the date of the function is subject to forfeiture of the entire first payment.
- D. Cancellations made more than sixty (60) days prior to the date of the function will have the full deposit and fees returned in their entirety. Any credit card fees are not refundable.
- E. Additional rental fees will be charged if the facility is used for more time than that for which it was reserved. Partial rental fees will not be refunded if the facility was used for less time than that for which it was reserved.
- F. The rental times stated on the application will include set up and clean up times.
- G. Issues with the Community Hall including but not limited to: power failure, water main breaks, functioning of heating and cooling systems will be resolved through Trina Herman, 609-634-5707.

V. Access to the Community Hall

- A. Inspection of the Community Hall is recommended to document any damage prior to commencement of the event with Trina Herman, 609-634-5707. Unless noted, it is agreed that the damages occurred during the event.
- B. The Community Hall is monitored by video security system inside the Community Hall and the parking lot.
- C. Entry to the Community Hall is through the front door only.
- D. The building and grounds of GSVFD not rented contain hazards associated with the operation of a fire and rescue department. No persons are permitted in any non-related areas for any purpose.

VI. Procedures For Refund Of Security Deposits

- A. The security deposit, less any amount deducted for damages, missing items, violations, and any additional clean-up costs incurred by the GSVFD will be refunded within 10 days after a post-inspection walk-through of the

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facility and its surrounding areas. Any discrepancies will be noted and if appropriate, an estimate of the cost of any damages incurred as a result of the event.

- B. In cases where deductions from the security deposit have been made, the balance, if any, will be returned accompanied with a written statement of itemized charges deducted from the security deposit, if desired.
- C. In cases where costs incurred by the GSVFD for damages and clean-up exceeding the amount of the security deposit or cleaning fee respectively, the written statement of itemized charges shall be accompanied by a bill for the outstanding balance. If the renter fails to pay the bill in its entirety by its due date, any unpaid amounts may be assessed.

VII. Terms and Conditions

- A. VIOLATIONS: Violations mentioned in this agreement will be subject to the following:
  - i. First Offense – Warning to be provided by GSVFD personnel
  - ii. Second Offense – Notification of violation and security deposit deduction
  - iii. Third Offense – Event shut down/canceled and/or vehicle towed
  - iv. Forth Offense – Police notification

Credit card information will be kept on file for violations and fees accumulated beyond the security deposit. The Renter will be notified of any fees charged to the credit card.

- B. ENTIRE UNDERSTANDING: There are no oral or written promises, undertakings, or agreements except as contained herein.
- C. GOVERNING LAW: This Agreement shall be governed by the laws of the Commonwealth of Virginia.
- D. SUPERVISION BY GSVFD: Representatives of the GSVFD, the number of which shall be determined at GSVFD'S sole discretion are permitted to enter and be present at any given time during the Rental Period at Paul J. Filipowicz Community Hall.
- E. ADVICE OF COUNSEL: Each Party represents that he or she had independent advice by counsel of his or her choosing to the extend deemed necessary by said Party; that each fully understands the contents of the Agreement, and including legal rights, obligations, and liabilities arising by virtue of this Agreement, and each party executives this Agreement freely, voluntarily and without reservation.
- F. REQUIRED SIGNATURES: This Agreement is not valid unless signed by the President of GSVFD or representative.
- G. BINDING EFFECT: This Agreement shall be binding to the Parties herein and their representative, successors and assigns.

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**PAUL J. FILIPOWICZ COMMUNITY HALL RENTAL AGREEMENT FORM**

This rental agreement is made by and between the Greater Springfield Volunteer Fire Department (GSVFD) and the Renter.

I acknowledge having read and understood all the rules and regulations pertaining to the rental of the Paul J. Filipowicz Community Hall and agree to abide by them. I understand that any violation of any rule may be grounds for immediate termination of the Agreement, loss of the entire security deposit and loss of my right to rent the Community Hall.

I accept responsibility for all damages to the facilities and surrounding areas (e.g., parking areas, sidewalks, landscaping) which may be caused by participants at my event while I am renting the Community Hall.

I also accept responsibility for and will pay all costs of repairing and/or replacing damaged items or areas which may be caused by participants at my event.

I personally and on behalf of my guests, assume all risks and liabilities incidental to the use of the Community Hall and do hereby indemnify, release, and hold harmless the GSVFD, its successors and assigns, its officers, directors, and members both individually and collectively, from and against any and all claims of any kind whatsoever which may arise or hereafter accrue in connection with my use or my guests' use of the Community Hall, including, but not limited to, damage, injury or death to my guests or attendees, or the loss, damage or theft of personal property located in or near the hall during use.

I agree to pay all reasonable costs, attorneys' fees and expenses that shall be incurred by the Community Hall if legal action is necessary to enforce the terms of this agreement including without limitations, court costs, court reporter's fees, and expenses of travel, incurred by the GSVFD.

\_\_\_\_\_  
Renter Name (Printed)

\_\_\_\_\_  
Renter Name (Signature)

\_\_\_\_\_  
Date

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Renter Name: \_\_\_\_\_ Renter Email Address \_\_\_\_\_

Renter Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(used for refundable deposit)

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Hall Rental Event Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Number of Guests (includes children): \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

\*The start and finish times include Set-Up, Pickup, and Breakdown time.

\*\*Quiet hours start at 11:00PM

Alcohol present: Yes \_\_\_\_\_ No \_\_\_\_\_ DJ Name or Company \_\_\_\_\_

(N/A if not applicable)

If yes, ABC License: \_\_\_\_\_ Contact information \_\_\_\_\_

Objects hung, taped or suspended from the walls or ceilings: Yes \_\_\_\_\_ No \_\_\_\_\_

**Hall Rental Fees:**

	Social Event Half Day (1-110 guests)	Social Event Full Day (1-110 guests)	Social Event Half Day (111-225 guests)	Social Event Full Day (111-225 guests)	Corporate Event Half Day	Corporate Event Full Day
Rental	\$1100	\$1700	\$2000	\$3200	\$1000	1600
Security Deposit	\$500	\$800	\$1200	\$1600	\$500	\$750
Other <small>(Station Tour (\$25)/ Covid Cleaning (\$50))</small>						
Hall Rental Total						

\$ \_\_\_\_\_ 1<sup>st</sup> Payment Date Received: \_\_\_\_\_ Payment Method: \_\_\_\_\_  
(Security Deposit) (Reserve Date)

\$ \_\_\_\_\_ 2<sup>nd</sup> Payment Date Received: \_\_\_\_\_ Payment Method: \_\_\_\_\_  
(1/2 Rental) \*\* Due 90 days prior to event

\$ \_\_\_\_\_ 3<sup>rd</sup> Payment Date Received: \_\_\_\_\_ Payment Method: \_\_\_\_\_  
(Remainder) \*\* Due 30 days prior to event

Credit Card Name On Card: \_\_\_\_\_ Card Number: \_\_\_\_\_  
Information: Card expiration Date: \_\_\_\_\_(Month)/\_\_\_\_\_(Year) Security Code: \_\_\_\_\_

Credit card information is required to reserve the date and time of the event and any incidentals that occur during the event not covered by the security deposit. GSVFD will charge the card after notification. There is a 3.7% surcharge.

I have read, received, and understand the terms and agreements set forth for the rental of the Paul J. Filipowicz Community Hall. I hereby understand the terms and agreements of this application and any noncompliance is subject to a portion or full withholding of my \$500.00 Security Deposit. Any violations or additional fees will be charged to the credit card above with notification from both parties.

\_\_\_\_\_  
Renter Name (Signature) Date Authorized By GSVFD Date

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**PAUL J. FILIPOWICZ COMMUNITY HALL**  
**Security Deposit Refund**

\$\_\_\_\_\_ Security Deposit Received

Deductions\*

\$\_\_\_\_\_ Noise complaints (\$500) (sound check)

\$\_\_\_\_\_ Damage to GSVFD property (exterior and interior, i.e. doors, windows, walls, flooring, lights, parking lot, cigarette butts, bathroom furnishings, kitchen equipment(Floor, Counter Tops, Sink, Refrigerator, Fryer, Dishwasher, Stove, Ice Machine, Ice scoop))

\$\_\_\_\_\_ Property missing from GSVFD (i.e. tables and chairs)

\$\_\_\_\_\_ Exceeding rental time (\$150/30min)

\$\_\_\_\_\_ Event Cancelation within 60 days (1<sup>st</sup> payment)

\$\_\_\_\_\_ Additional Cleaning Fee (based on GSVFD through Inspection)

\$\_\_\_\_\_ Parking Violations (\$100/incident)

\$\_\_\_\_\_ \*Any Additional Violations with explanations:

\$\_\_\_\_\_ Remaining Security Deposit Owed to the Renter

If the costs incurred through the deductions exceed the amount of the security deposit, the Renter will pay the difference. If the renter fails to pay the bill in its entirety by its due date, any unpaid amounts may be assessed and charged to the credit card on file. \*Note: GSVFD reserves the right to withhold security deposit for any reason even if not listed in this form.

\_\_\_\_\_  
Renter Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
GSVFD (Signature)

\_\_\_\_\_  
Date