

FACILITY

RESERVATION GUIDE



HENRICO COUNTY RECREATION AND PARKS



RENTAL HOURS OF OPERATION

Monday - Thursday:	8a - 10p
Friday & Saturday:	8a - 11p
Sunday:	1p - 10p

All necessary set-up and clean-up time must be scheduled within rental hours

FACILITIES

* Business Hours: Monday-Friday, 8a-4:30p

** Extended Hours: Monday-Thursday, 8a-9p; Friday, 8a-8p; Saturday, 8a-5p; Sunday: 1-5p

Antioch School Community Center

5650 Elko Road, Sandston, VA 23150

Antioch@henrico.us

652.1440

Armour House & Gardens

4001 Clarendon Road, Henrico, VA 23223

Armourhouse@henrico.us

652.1430

Belmont Recreation Center*

1600 Hilliard Road, Henrico, VA 23228

Belmont@henrico.us

652.1410

Deep Run Recreation Center*

9910 Ridgefield Parkway, Henrico, VA 23223

Deeprun@henrico.us

652.1430

Dorey Recreation Center

2999 Darbytown Road, Henrico, VA 23231

Dorey@henrico.us

652.1440

Eastern Henrico Recreation Center**

1440 N. Laburnum Avenue, Henrico VA, 23223

Easternhenrico@henrico.us

652.1450

Elko Community Center

6216 White Oak Road, Sandston, VA 23150

Elko@henrico.us

652.1440

Hidden Creek Recreation Center

2417 Brockway Lane, Henrico, VA 23223

Hiddencreek@henrico.us

652.1450

Highland Springs Community Center

16 S. Ivy Avenue, Henrico, VA 23075

Highlandsprings@henrico.us

652.1460

Hunton Community Center

11690 Old Washington Hwy, Glen Allen, VA 23059

Hunton@henrico.us

652.1430

The Springs Recreation Center

302 Lee Avenue, Henrico, VA 23075

Thesprings@henrico.us

652.1420

Twin Hickory Recreation Center

5011 Twin Hickory Road, Glen Allen, VA, 23059

Twinhickory@henrico.us

652.1430

For information on Henrico Theatre email Henricotheatre@henrico.us 652.1460

RENTAL POLICIES

APPLICATION FOR USE

- For Henrico County residents or organizations, applications are accepted on a first-come, first-served basis no more than one (1) year and no less than thirty (30) days before the requested date.
- Proof of County residency must be provided with the application.
 - Acceptable forms of proof of residency:
 - Individual Application: Valid driver's license, DMV-issued identification card, or voter registration card.
 - Organization Application: Henrico County Business License, Packing slip, business card, or letterhead for organizations.
- Non-County residents may reserve the facility up to six (6) months and no less than thirty (30) days before the requested date.
- Applications for governmental use, other than activities sponsored by Henrico County Division of Recreation and Parks, will be accepted up to ninety (90) days before the requested date.
- All applicants must be 21 years of age or older. Permission for groups or organizations composed of persons under the age of 21 will be granted only to individuals at least 21 years of age who accept responsibility for supervising the using group or organization. In instances where events are held with participants under the age of 21, one (1) chaperone 21 years of age or older per every twenty-five (25) participants must be present at all times, and a guest list must be submitted one (1) week prior to the event.
- The applicant or named designee must be on-site during the scheduled event.
- All rental transactions, including changes to contract and payments (unless paying in cash), must be made by the applicant. ID may be requested.
- The Director of Recreation and Parks or designee must approve all entertainment in advance.
- The order of priority for use of facilities is as follows:
 1. Any activity or use available to the public sponsored by Henrico County Division of Recreation and Parks.
 2. Any non-governmental activity or use.
 3. Any governmental use, other than an activity or use sponsored by Henrico County Division of Recreation and Parks.

A Facility Coordinator must approve all applications for facility use before they can be confirmed.

Individuals wishing to tour the facility must make an appointment so as not to interfere with events in progress.

All reservation decisions made according to the procedures below are final.

- Regardless of arrival time, the lottery process begins at 8:00 AM, except for Sundays when facilities open at 1:00 PM.
- If one or more County residents and one or more non-County residents are present at the same time and wish to reserve the same date and times, the County residents will have priority over the non-County residents.
- If two or more County residents are present at the same time and wish to reserve the same date and times, a lottery drawing will be held to decide who is granted use of the facility for that date and time. This drawing will be held by the staff on duty in the presence of the participating residents. The same lottery process will be held if two or more non-County residents are present at the same time and wish to apply for the same date and times.
- Only one lottery entry is allowed per event. (This includes family, friends, etc.)

FEES AND DEPOSITS:

- **All required fees and deposits are due thirty (30) days before the requested date. Failure to comply will result in cancellation of the reservation and retainment of the deposit.**
- If room set-up is required, a set-up request and room diagram must be filled out, submitted, and approved at least fourteen (14) days before the requested date.
- All set-ups must be done by Recreation and Parks staff. County property and fixtures are not to be rearranged.
- **Entirety of event, including set-up time and clean-up time, are determined by the event start time and must occur within facility rental operation hours.**
- A security deposit of \$200, payable to Henrico County, must be submitted with the completed Facility Rental Application. If the application is denied, the full security deposit will be refunded by check within six (6) weeks. If

the applicant chooses to cancel the scheduled event, written notice must be given at least thirty (30) days before the event. Refunds will not be issued for cancellation requests provided less than 30 days prior to the event date. Cancellations must be submitted by email or in writing to facility staff in order for the security deposit to be refunded. Cancellations will only be accepted in writing from the applicant. Upon confirmation, the refund will be mailed to the address on file, by check within six (6) weeks of receipt of the written cancellation notice.

- The organization/individual applicant is responsible for the facility and the center's contents during use. The facility must be left in the condition in which it was found. An event check list will be completed by HCRP staff and reviewed with the applicant or designee at the conclusion of the rental.
- The security deposit will be refunded by check mailed to the applicant within six (6) weeks of the event date except in the following instances:
 - Failure to abide by the policies and procedures stated in the Facility Reservation Guide.
 - Any damage is done to the facility or property. If the value of damage exceeds the \$200 deposit fee, the applicant will be assessed additional charges.
 - If any payments are returned.
 - Failure by applicant and/or guests to vacate the facility at the designated time.
 - Failure to meet the following requirements for cleanup:
 - All materials and equipment, both inside and outside the facility (including food, beverages, and decorations), must be removed during clean up hour. Henrico County and the Division of Recreation and Parks assume no responsibility for any property placed in or on the premises.
 - Materials and equipment borrowed from the facility, including audiovisual equipment, must be returned in the same condition as before use.
 - Rented materials may only be delivered the day of the event and must be picked up by the designated end time.
- **Youth Events**
 - The presence of two (2) off-duty Henrico County Police officers is required for events for youth ages 12-20. Applicants are assessed a minimum fee of \$400 for the service, which includes three (3) hours of coverage during the event, as well as ½ hour both before and after the event. Fees for additional hours of police coverage as required will be assessed at a flat rate of \$100 per hour.

RULES FOR FACILITY USAGE:

- **Alcohol is prohibited at all recreational facilities managed by Henrico County.**
- No decorations, materials, or equipment, including signs or posters, shall be attached to the buildings or furnishings. No flammable liquids or materials may be used without prior inspection and approval by the Henrico County Division of Fire. No open flames are allowed; lighted candles must be covered with globes.
- No sole proprietorship, partnership, corporation, or association licensed to do business as a for-profit organization may rent for profit-making activity. Activities designed to lead directly to the purchase of goods and services are not allowed.
- Admission fees may not be charged to people attending rental events. Fundraising activities may not be conducted.
- All facilities are smoke-free facilities. Smoking (including e-cigarettes and vaping) is only allowed outdoors 25ft from the buildings. All cigarette butts and ashes must be disposed of properly.
- If unforeseen circumstances, such as inclement weather or electrical outages, cause facilities to be closed, the Division of Recreation and Parks reserves the right to cancel or reschedule use of the buildings and notify the applicant.
- The number of people in the facilities and their rooms shall not exceed the program occupancy of the largest rented space designated.
- All equipment that the County does not provide must be approved in writing and in advance by the Director of HCRP or designee.
- Facilities will be closed on designated Henrico County holidays.
- Designated entertainment information provided on the application must be approved by the Director of HCRP or designee.

Additional rules and details that must be adhered to are listed on the [Contract Overview](#)

PRICE SHEET

Deposits & Fees

Security Deposit: \$200
Setup Fee: \$35

Off-Duty Police Fee (4-Hour Minimum): \$400
Off-Duty Police Fee (each additional hour): \$100 (per hour)

Capacities in Parenthesis

Large Rooms	3 Hour Minimum		Each Additional Hour	
	Resident	Non-resident	Resident	Non-Resident
Belmont: Grand Ballroom (150)	\$250	\$1000	\$75	\$300
Deep Run: Ridgefield Ballroom (120)	\$250	\$1000	\$75	\$300
Dorey: Henricus Room (150)	\$250	\$1000	\$75	\$300
Eastern Henrico: Strawberry Hill Ballroom (120)	\$250	\$1000	\$75	\$300
The Springs: Justice Room (100)	\$250	\$1000	\$75	\$300
Elko CC: Multipurpose Room (100)	\$75	\$300	\$30	\$120
Hunton CC: Multipurpose Room (100)	\$75	\$300	\$30	\$120

Medium Rooms	3 Hour Minimum		Each Additional Hour	
	Resident	Non-resident	Resident	Non-Resident
Deep Run: Ballroom A (72)	\$155	\$620	\$55	\$220
Belmont: Ballroom A (70)	\$90	\$360	\$35	\$140
Belmont: Ballroom B (50)	\$90	\$360	\$35	\$140
Hidden Creek CC: Multipurpose Room (60)	\$100	\$400	\$35	\$140
The Springs: Empowerment Room (46)	\$90	\$360	\$35	\$140
Twin Hickory: Multi-Purpose Room (40)	\$100	\$400	\$35	\$140
Deep Run: Ballroom B (40)	\$95	\$380	\$35	\$140
Dorey: Varina Room (50)	\$90	\$360	\$35	\$140
Eastern Henrico: Randolph Classroom (40)	\$90	\$360	\$35	\$140

Small Rooms	3 Hour Minimum		Each Additional Hour	
	Resident	Non-resident	Resident	Non-Resident
Antioch: Multi-Purpose (35)	\$75	\$300	\$30	\$120
Armour House (30)	\$150	\$300	\$50	\$100
Belmont: Sunroom (35)	\$90	\$360	\$35	\$140
Deep Run: Springfield Room (24)	\$90	\$360	\$35	\$140
Dorey: New Market Room (25)	\$90	\$360	\$35	\$140
Highland Springs (24)	\$75	\$300	\$30	\$120
Belmont: Hermitage Room (20)	\$90	\$360	\$35	\$140
Deep Run: Short Pump A (20)	\$90	\$360	\$35	\$140
The Springs: Equity Room (20)	\$90	\$360	\$35	\$140
Deep Run: Gayton Conference (12)	\$90	\$360	\$35	\$140

Kitchens	3 Hour Minimum		Each Additional Hour	
	Resident	Non-resident	Resident	Non-Resident
Belmont, Deep Run, Dorey, Eastern and The Springs	\$35	\$140	\$12	\$48

Armour House	3 Hour Minimum		Each Additional Hour	
	Resident	Non-resident	Resident	Non-Resident
House & Gardens Package-includes garden area and the use of the house (Saturday & Sunday rental only)	\$750	\$1500	\$50	\$100