McLEAN COMMUNITY CENTER

AGENCY GOAL, OBJECTIVES, AND POLICIES

Amended as of 11/27/2018

GENERAL POLICY

A. AGENCY GOAL

To promote a sense of community for the residents of Dranesville Small District One by undertaking programs, assisting community organizations, and furnishing facilities for civic, cultural, recreational and social activities apportioned fairly to all residents.

B. AGENCY OBJECTIVES

The McLean Community Center (MCC) will provide six areas of service to residents of Dranesville Small District One, and to such other individuals as can be accommodated without displacing local residents. These areas of service are:

1) The presentation of a wide variety of programs designed to meet the social, cultural, educational, and recreational needs and desires of the community.
2) The provision of facilities for and assistance to community organizations providing social, cultural, educational, and recreational opportunities for the residents of Dranesville Small District One.
3) Utilization of volunteers and local organizations to the maximum extent possible in the fulfillment of program goals.
4) The provision of information and assistance to citizens in order to facilitate their integration in the life of the community and to generally promote a "sense of community."
5) The provision of rental facilities for private use to the extent that such facilities are available and such utilization is not incompatible with the established goals of the McLean Community Center.
6) A balanced performing arts season which provides high quality offerings to serve local residents

BOOKING POLICY

A. GENERAL POLICIES ON BOOKING

1) No individual or organization may book McLean Community Center facilities to conduct a commercial enterprise.
2) Multi-day, multi-room, rentals outside the normal operating hours or other exceptions to policy will be booked at the discretion of the McLean Community Center's Executive Director.
3) Acceptance of regular (monthly, quarterly, etc.) bookings for the year will be open once a year at a time announced in the *Winter/Spring Program Guide* and on the McLean Community Center website. If organizations with the same priority request the same or overlapping McLean

Community Center resources, and agreement cannot be reached among the parties to adjust such requests, priority will be determined by lot.

4) Regular meetings of any organization will be scheduled no more frequently than once a month.
5) Space will not be booked to individuals/organizations in order to conduct activities which duplicate and/or compete with McLean Community Center sponsored activities (e.g., a class program or antique show).
6) No booking will be accepted from an individual or organization with an outstanding debt to the McLean Community Center, nor will any standing bookings be honored until the debt has been paid.
7) The burden of proof as to eligibility for fee discounts and bookings priorities will rest with the organization/ individual booking.
8) Individuals who reside in Small District One may not rent the facility on behalf of a non-local (Category 4) individual or organization in order to qualify for a lower rental fee. Organizations/individuals requesting consideration as a Category 2 or 3 organization/individual may be required to provide proof of local status as defined in the MCC's booking categories.
9) Absent mutually agreeable arrangements made in advance in writing, an individual or organization representative in Categories 3 or 4 who signs the contract for the rental activity must be present on site for the duration of the rental event.

B. BOOKING CATEGORIES

For the purpose of establishing booking priorities and user fees, the following categories are established:

Category 1: Government

Government entities such as Fairfax County, the Commonwealth of Virginia and the Government of the United States are granted priority for activities that are relevant to the residents of Small District One and that relate directly to conducting the business of government.

Category 2: Local Open Community

Organizations which are incorporated and have received IRS designation 501(c) (3) or 501(c)(4), and which are composed of no fewer than ten residents of Dranesville Small District One and 51 percent of whose membership is composed of residents of Small District One, and which are open to all residents of Small District One.

Further, the primary mission of the organization is not to conduct politically partisan activities.

Subgroups of organizations qualifying under Category 2 must meet the same criteria to qualify for similar treatment. Homeowners associations (HOA's) in Small District One are entitled to one meeting per calendar year under the provisions of Category 2. Additional meetings will be treated as Category 3.

Category 3: Local Private

Organizations that do not qualify as "local open community," with membership of no fewer than ten residents of Dranesville Small District One; and 51 percent of whose membership is composed of residents of Small District One; individuals with an address of record within Dranesville Small District One, and businesses with a Fairfax County license address within Small District One.

Category 4: Non-Local

All other organizations and individuals.

Category 5: Community Performing Arts Organizations

Membership organizations with a charter, bylaws and officers; with open membership composed of no fewer than twenty residents of Dranesville Small District One and no less than 51 percent residents of Dranesville Small District One; possessing a 501(c) (3) tax status determination from the IRS; with a mission that is first and foremost the presentation of public performances of artistic works.

No more than sixty (60) days prior to use, Category 5 Organizations may request to book up to seventy (70) hours, per production, of space in the Center other than the Alden Theatre at Category 2 rates. Use of these facilities over seventy (70) hours will be charged at Category 3 rates. All events specific to a production will be counted towards the seventy (70) hour total; auditions, callbacks, production meetings and rehearsals. Category 5 productions held in the Alden Theatre are the only ones eligible for the seventy (70) hours of free rehearsal space. Productions held elsewhere do not qualify.

C. BOOKING PRIORITY:

Within the McLean Community Center program and facility utilization guidelines established by the Governing Board, allocation of space will be matched with the identified need for that space. The following general priorities will be used to resolve booking conflicts that cannot be settled by mutual agreement:

1) Meetings of the McLean Community Center Governing Board.
2) McLean Community Center sponsored programs and events.
3) Regular meetings of the Friends of the McLean Community Center, the McLean Citizens Association, and McLean Youth Athletics and their subcommittees.
4) Regular meetings of Category "2" not covered by item 3 above.
5) Occasional requests from categories 1 and 2.
6) Category 5 – rehearsals and auditions 60 days prior to activity.
7) Requests from Category 3 – Local Private organizations and residents up to 8 months in advance for Community Hall and 4 months in advance for all other rooms.
8) Category 4 – Non-local organizations and individuals up to 6 months in advance for Community Hall and 3 months in advance for all other rooms.

D. PAYMENTS, CANCELLATION PROCEDURES AND CHARGES

1) Full payment must be received at the time of booking.
2) A cancellation charge equal to one-half of the rental fee is charged if a cancellation is made less than 30 days prior to the booking. If cancellation is more than 30 days but less than 60 days prior to the booking, one-fourth of the rental fee will be charged. Cancellation fewer than seven days prior to the event will be charged at full price. Exceptions are at the discretion of the Executive Director.
3) The group or individual renting the room is responsible for any damages to the room or furnishings. Additional fees may apply if the room is not cleaned to the standards cited in the McLean Community Center Rental Policies.
4) Overtime charges - Failure to vacate the facilities at or before the scheduled conclusion of the booking will result in overtime charges equal to the hourly rate for every thirty (30) minutes or fraction thereof. For the purpose of overtime charges only, Category 1 and 2 Renters will have overtime computed at the Category 3 hourly rate.