



TOWN OF OCCOQUAN

FACILITY USE GUIDELINES

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Occoquan Town Hall
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FACILITY USE GUIDELINES

1. FEES AND INFORMATION

Facility	Capacity	Public Restrooms	Electric	Base Fee: PWC Resident	Base Fee: Non-PWC Resident	Dates
Mamie Davis Park Gazebo	50	No	Yes	\$250	\$300	Friday-Sunday, Holidays
				\$200	\$250	Monday - Thursday
Town Hall ¹	25	No	Yes	\$250	\$300	Friday - Sunday, Holidays
				\$200	\$250	Monday - Thursday
River Mill Park		Yes	Yes	\$500	\$550	Friday-Sunday, Holidays
				\$400	\$450	Monday - Thursday

¹ Town Hall fees are waived for Town residents, businesses, local HOAs and community organizations, unless staff support is needed.

- A. The base fee is for a four-hour (consecutive) period. Additional hours will be charged at \$50 per hour in addition to the base fee, and must be reserved in advance.
- B. The Facility Request Form, which includes a Hold Harmless Agreement, must be signed and returned along with the required fee(s) to Town Hall or mailed to P.O. Box 195, Occoquan, VA 22125.
- C. The Occoquan Town government will operate Monday through Friday, 9:00 a.m. to 4:00 p.m. (except on holidays) regardless of any meetings or events scheduled in Town Hall.

2. GENERAL RULES

- A. Park facilities will **not be closed** to the general public for exclusive use.
- B. Town of Occoquan scheduled events will take precedence over non-Town events. Other events may be scheduled on a first come, first served basis.
- C. Facility use hours are consecutive and must include time for delivery of supplies, set-up, take-down and clean-up.

- D. User/Applicant and all facility users shall comply with the terms and conditions of the use form, all facility policies and procedures, and Town, State and Federal codes and ordinances.
- E. Users are responsible for all set-up and clean-up associated with the events.
- F. To reserve parks and/or facilities for special events and uses, a Facility Use Request Form must be completed and submitted to the Town of Occoquan. Fees are due at time of application.
- G. The Town of Occoquan reserves the right to cancel an event in the case of damage or disrepair of facilities or similar circumstances affecting the safety of the facility or safety of the public.

3. USE GUIDELINES

A. Prohibited Uses and Activities

1. The sale of food, beverages or other goods is prohibited without approval from the Town of Occoquan or in conjunction with an approved special event.
2. The collection of fees or monetary contributions is prohibited when not in conjunction with an approved special event.
3. The use of glue, nails, tacks, screws, staples or other fasteners that may scratch or damage surfaces of Town facilities and equipment is prohibited.
4. Possession or consumption of alcoholic beverages is prohibited, except in designated areas when administered by the Town of Occoquan or in conjunction with an approved special event, and with the appropriate Virginia ABC license/permit as required.
5. All dogs must be kept on leash and pet waste must be picked up immediately and disposed of properly.
6. Except for leashed dogs or as may be required by law, animals are not permitted in Town parks or on government facility grounds.
7. No grilling or fires are permitted within Town parks or facilities.
8. No motorized vehicles or devices are permitted within Town parks or facilities, with the exception of mobility assistance devices, such as motorized wheelchairs.
9. Biking, skateboards, rollerblades or any type of rolling vehicles or devices (except wheelchairs) are prohibited within Town parks and facilities.
10. Do not alter, remove, rearrange or destroy plantings on Town property.
11. Littering is prohibited; please use proper receptacles to dispose of trash and debris while in Town.
12. The throwing, discharging, releasing or placing any material or substance into the river is strictly prohibited by law.
13. Do not throw rice; bird seed is permitted. Any non-biodegradable materials, including but not limited to confetti or fake flower petals, are not permitted.

B. River Mill Park

In addition to the prohibited uses and activities listed under Section 3 (A), the following regulations apply to River Mill Park.

1. General Rules
 - a. Park is open daily from dawn to dusk.

- b. Fishing is prohibited from anywhere inside the park.
- c. Standing and climbing on railings and fencing is strictly prohibited.
- d. Trespassing onto Fairfax Water property beyond the bounds of the park is strictly prohibited.
- e. Equipment must be secured through the use of weights; the use of stakes or other in-ground measures is prohibited. This includes the use of signage or other materials that penetrate the ground.
- f. Glass containers are not permitted in the park.
- g. No person is allowed to bathe, swim, wade, or boat in any body of water in or adjacent to the park, including the Occoquan River.
- h. No motorized vehicles are permitted except as required by law.
- i. No non-motorized or wheeled vehicles are allowed except for mobility assistance devices for the disabled. This prohibition applies to skateboards, rollerblades, roller skates, and bicycles.
- j. No loud sounds such as from concerts or fireworks are permitted without an approved Special Event Application.
- k. All decorations used on the Town's "LOVE SIGN" must be removed promptly. Do not use glue, nails, tacks, screws, staples or other fasteners that may scratch or damage the sign.

2. Event Regulations

- a. Requests to utilize River Mill Park must be submitted to Town Hall at least 30 days in advance of the event.
- b. Users are responsible for all set-up and clean-up associated with the event.
- c. An approved Special Event Application is required for any group activity involving more than 25 persons, any activity outside the normally posted hours, any loud sounds such as from concerts or fireworks, or any sale or consumption of alcohol. The Special Event Policy will outline special conditions for use, including facility areas, liability insurance requirements, security or staff support, fees and/or other protective measures that may be required.

C. Mamie Davis Park

In addition to the prohibited uses and activities listed under Section 3 (A), the following regulations apply to Mamie Davis Park.

1. General Rules

- a. Dogs are not permitted within the park, except service animals.
- b. Fishing is not permitted from the Town dock or boardwalk.

2. Event Regulations

- a. The use of nails, tacks, push pins, glue, etc. is strictly prohibited on the gazebo; tape may be used to affix decorations to the gazebo.
- b. Tents are not permitted.
- c. Chairs are prohibited, except for use by the elderly or disabled.

D. Town Hall

In addition to the prohibited uses and activities listed under Section 3 (A), the following regulations apply to Town Hall.

1. General Rules

- a. Dogs are not permitted within the building, except service animals. Dogs are permitted on the grounds; however, all dogs must be kept on leash and pet waste must be picked up immediately and properly disposed.

2. Event Regulations

- a. The entire facility must be cleaned up following the event.
- b. Any decorations must be affixed with tape. The use of nails, staples, tacks, push pins, glue, etc. is strictly prohibited.
- c. Any items rearranged within the building for the event must be placed back in its original position. All tape, decorations, trash and materials generated by the event must be removed and properly disposed following the event.
- d. The dais and AV equipment located inside the main area of Town Hall is not available for use during rentals.

4. INCLEMENT WEATHER AND CANCELATIONS

- A. Twenty-five percent (25%) of the application fee will be retained in the event of a cancellation with a minimum of 14 days advance notice.
- B. No refunds will be issued for cancellations with less than 14 days advance notice.
- C. No refunds or changes will be granted in the event of inclement weather.

5. IMPORTANT PHONE NUMBERS

To check availability, contact Town Hall at (703) 491-1918, e-mail info@occoquanva.gov or stop by Town Hall, 314 Mill Street, Occoquan, VA 22125, Monday – Friday, 9 a.m. – 4 p.m.

Town Police Phone: (703) 491-1918

In an Emergency: Dial 9-1-1

The Police Department is located at 124 Commerce Street, Occoquan, VA 22125. The office is not staffed 24/7; in case of an emergency, dial 9-1-1.